



# GROW POLICIES

## **GROW-TOCOLS (AS WE LIKE TO CALL THEM)**

Welcome to GROW at ALIVE! We are an experience-based childcare facility that provides a fun and safe environment for children ages 12 weeks through 12 years. MOVE members are able to add GROW memberships to their account and drop-in rates are available for non-members. GROW is not a licensed childcare so parents/guardians must remain on site while your child(ren) in GROW.

The information provided in this handout will guide you through policies for GROW services. We look forward to seeing you and your child(ren) at GROW very soon!

## **ATTENDANCE REQUIREMENTS**

Enrollment forms are available at GROW and must be completed for each child and returned on or before the first day of attendance. Parents must help us to keep enrollment records current: change of address, name change, and any other relevant information.

## **RESERVATIONS & INFORMATION**

- An advanced reservation must be made for all children under the age of two.
- Reservations **can be up to two hours per visit**. If your child is over the two-hour limit a staff member will be sent to locate you in the building and a \$4 late fee will be added to your MOVE account.
- You must cancel your reservation no less than one hour in advance of the scheduled time. Failure to do so will result in a \$4 charge to your MOVE account.

## **CHILDREN UNDER 3**

- Spoon-fed meals must be given to children before they are dropped off in childcare. GROW caregivers will give a bottle to infants if needed, but bottle feeding prior to your reservation is encouraged.
- Simple snacks that your child may enjoy are welcome.  
For example: puffs, dry cereal, etc.



## **DIAPERING**

- Children must be wearing clean diapers at time of drop off in GROW.
- Parents are responsible for the child's diapering needs and will be contacted if a change is required.
- We're happy to assist with toilet training, with reminders, encouragement, praise (and stickers)!
- If your child is toilet training, we require waterproof training pants or pull ups during their GROW visit. Please inform a GROW caregiver if your child is potty training.
- Every possible attempt will be made to console crying children. If your child is having a particularly difficult visit and crying inconsolably for more than 15 minutes, we will send a staff member to locate you in the facility. We will ask you to sign them out for the day but encourage you to visit again soon!

## CHECK IN / OUT:

- Parents or guardians must scan in with their LINK card when dropping off and picking up.
- Children will only be released to authorized guardians listed on the child(ren) account.

## FOOD:

Small snacks provided by the parents may be brought to GROW. All cups and snacks must be labeled for easy and quick identification. **Due to safety reasons we prohibit any snacks that contain nuts.**

### Snack recommendations:

- Goldfish crackers
- Animal crackers
- Fruit bars or fruit snacks
- Fresh fruit
- GROW has snacks available for purchase if needed.



## SAFETY:

### SEVERE ALLERGIES & EPIPEN:

Parents/guardians are responsible for notifying GROW caregivers about severe allergies. If an EpiPen is necessary it must be handed to a GROW caregiver to be placed in a locked cabinet. Only staff that have received training will administer the EpiPen.

### PARENTS OR GUARDIANS ARE PROHIBITED FROM GOING BEYOND THE MAIN

**ENTRYWAY** unless notified for a diaper change. If you are interested in volunteering in GROW we will gladly help you start the process of becoming a Sparrow volunteer.

### SOCKS:

Cover those piggies! Socks are required for sanitary purposes at all times while in GROW. If you forget socks it is okay. We have pairs available for purchase.

### NO TOYS FROM HOME:

Young child(ren) are welcome to bring a blanket and children age 8-12 are allowed to bring personal electronic devices to use in CHILL, but for the safety of all of the children in GROW any additional toys are prohibited.



## GROW DISCIPLINE POLICY

*Rules are based upon safety and kindness.*

- GROW rules are based upon safety and kindness.
- Behavior is monitored continuously while children are in GROW. Behavior that is disruptive or that could negatively impact the child or others will be addressed.
- An age appropriate “thinking time” may be used as a form of discipline. If the child is still having a difficult time following directions a parent will be contacted and the child will need to be signed out for the remainder of the day.
- GROW reserves the right to refuse service to children with unmanageable behavior. These behaviors include, but are not limited to the following: biting, kicking, hitting, spitting, throwing toys, using profane language, behaviors that endanger themselves or others, or refusal to comply with directives such as thinking time or redirection.

## ESSENTIAL HEALTH INFORMATION FOR PARENTS:

Please continue to screen your child before bringing them to GROW. If your child is experiencing or have had any of the following symptoms they are not permitted to attend GROW until they are symptom free for 24 hours.

**Children exhibiting any of the following symptoms are not permitted to attend GROW:**

- Pink and/or watery eyes
- Fever
- Vomiting or diarrhea
- Excessive coughing
- Green and/or excessive nasal discharge
- Nausea, headaches, or sore throat
- General body aching
- Contagious or unexplained rashes
- *If your child has stayed home from school due to illness, they may not attend GROW*

If we notice your child is experiencing any symptoms during their stay, the parent/guardian will be notified immediately.



**GROW  
HOURS OF OPERATION:**

**MONDAY-FRIDAY:**  
8:00 a.m. – 12:00 p.m.  
4:15 p.m. – 8:00 p.m.

**SATURDAY:**  
8:00 a.m. – 12:00 p.m.

**SUNDAY:  
CLOSED**



We appreciate your help in making GROW a wonderful place for all kids to enjoy and look forward to seeing you and your children soon!

If you have any questions or concerns, please feel free to contact Danielle Gillentine, Childcare Supervisor at 517-541-5803.