

Title:	Child Monitoring Policy (Non-licensed Service)
Subject:	Policy
Department:	CHE: Community Health Education
Policy Owner:	Viola Lujan, Business & Community Relations Dir.
Original Creation Date:	November 2, 2013
Review Period:	12 Months
Review Date:	April 17, 2015
Approved By:	La Clinica Board of Directors
Approval Date:	
Effective Date:	

## **I. POLICY PURPOSE**

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These guidelines have been developed to ensure the safety, quality, healthy and sustainability of our Child Monitoring services at La Clinica.

## **II. POLICY STATEMENT**

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La Clinica can provide Child Monitoring services in various departments needing such services to accommodate and support patients/community member's participation in our program services offered throughout La Clinica de La Raza, Inc. as long as it conforms to the procedures set below and appropriate space is available.

### **A. REQUESTING CHILD MONITORING FROM COMMUNITY HEALTH EDUCATION**

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1. Complete attached Exhibit A, Child Monitoring Request Form, and submit 2 weeks in advance of request: fax or email to:
  - a. Alameda CHE

- b. Contra Costa and Solano County: CHE
  - c. Make sure the Child Monitoring form is complete with Department Manager's approving signature.
2. Each participant must complete attached Exhibit B, Individual Emergency Card - one per each with parent's/guardian's signature.
    - a. Emergency Cards will be stored in a locked cabinet for privacy.

## **B. CHILD MONITORING WORKER TO CHILD RATIO:**

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1. To determine the number of Child Monitoring Workers that are needed, please consider the following guidelines:
  - a. 1– 5 Children: One Child Monitoring Worker
  - b. 6-10 Children: Two Child Monitoring Workers
  - c. 11-15 Children: Three Child Monitoring Workers
2. Program staff will use their judgment in assigning number of Child Monitoring Workers taking into consideration: number of children, their ages, activities planned, budget and facility accommodations.
3. Program staff will notify child Monitoring supervisor of changes in the number and ages of children as soon as possible.
4. Childcare cannot be provided and child must stay with parent when:
  1. Children are under 1 year of age,
  2. Children are not yet walking,
  3. Children require one-on-one attention,
  4. Children are ill,
  5. Children cannot stop crying after 15 minutes,
  6. Children are over 12 years old.
5. Department Staff are urged to encourage families to find alternative child Monitoring arrangements for these children.

## **C. SNACKS POLICY:**

**It is the policy of La Clinica when snacks are available for child Monitoring that nutritional snacks will be provided. Particular attention will be paid to having no/low sugar, salt and caloric content**

**of food and beverages.**

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1. Class facilitator will provide Child Monitoring Worker with snacks before the start of class.
2. Allergies of children will be considered based on information on the ER Cards
3. Snacks are optional and dependent on funds available and duration of group sessions

**D. ACTIVITY POLICY**

1. Child Monitors will promote and incorporate age appropriate activities that promote movement and exercise during the children's stay both in-doors and outside as appropriate.

**E. DIAPER POLICY:**

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1. Child Monitoring Workers do not change diapers. Parent(s) will be responsible for changing diapers.

**F. SAFETY POLICY AND GUIDELINES:**

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1. All parents must sign their child (ren) in and out using the Sign-In Sheet, Exhibit C, at the time of the group session or activity.
2. The same individual must drop/pick up the child unless prior arrangements have been noted on the ER Card.
3. Child Monitoring Workers do not administer medicine to children.
4. A Facility Safety Checklist, Exhibit D, must be completed by the Department/Facilitator staff prior to the child care session.
  - i. Copy of checklist will be provided to Child Monitoring Supervisor and Child Monitoring staff