



**A Note to Parents 1/09**  
From your Check-In/Out Safety Director

Kreek Kids runs on a cooperative effort between volunteers and parents. As we are responsible for the care of your child in our Kreek Kids facilities while you enjoy the service, we'd like to inform you of ways that you as their parent can help us.



Below are some tips for you to help AC3's staff and volunteers keep your children safe.

- Label everything that belongs to your child – diaper bags, bottles, clothing, coats and pacifiers.
- Sign in properly and completely – even if your child is here every week. Keep our check-in sheets current by including special instructions concerning your child, such as family issues, allergies and/or medical concerns.
- Alert nursery and teachers if there is a family security issue, allergy or medical concern by placing a **Red Dot** on your child's name tag. 
- If you do not want to have any pictures taken of your children please fill out our Internet Policy Form and also place an **Orange Dot** on your child's name tag each time you check him/her in. 
- If you arrive 15-20 minutes after a service starts, you will need to go directly to your child's classroom to sign in your child.
- We especially rely on our regular attendees and volunteers to follow our check-in/out policies and procedures as they are the ones that help set the standards in place for our newer attendees.
- Our policy for allowing anyone in our Kreek Kids nursery or class is that they either have the child pick-up slip, pager that matches their child's name tag or a Parent/Student Helper lanyard. Anyone without either of these IDs will not be allowed to pick-up or stay in with their child.
- If you have lost your pager or pick-up slip, you may be asked to show a picture ID and a sample of your signature that must match the one that is in the check-in sheet.

- Leave special toys at home. Otherwise, this forces caregivers to explain to other children why one toy cannot be shared. If a special toy is the only way that your child will attend class, please don't forget to label it.
- Follow the Well Child Policy that we have when your child is sick. Please do not bring your child to class if they show any of the following signs:
  1. Fever, diarrhea and/or vomiting (in the last 24 hours)
  2. Pink eye or other eye infections
  3. Sore throat, sneezing or cough if persistent and/or productive
  4. Colored nasal discharge (white-viral infection; yellow or green bacterial infection)
  5. Any skin infections or rash (other than diaper rash)
  6. Lice
  7. Contagious illnesses
  8. Swelling and tenderness of glands, particularly around the face or neck
- Please be prompt about picking up your kids after the service, meeting, or class. Remember that most of our caregivers are volunteers, so we ask that you keep their time into consideration.
- Pray for the volunteers and paid staff that run AC3's childcare and education programs. Encourage them by expressing your appreciation for their service.

We desire to make every effort to make Kreek Kids the Best Hour in your kid's week! Thank you very much for your cooperation and support in our intent to provide a safe, fun and family-friendly experience.

Best Regards,

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For additional answers to FAQ's, go to <http://www.ac3.org/kkfaqs.htm>.