



# CBF Childcare Policies

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You may drop off your child 15 minutes before your class start time and must pick up your child immediately following the scheduled end time.

## Calendar

The calendar of events with supporting childcare is established based on the school year, and runs from August through May of each year. With the exception of special events, childcare is not available during the summer months.

We generally follow the Coppell Independent School District (CISD) school calendar with regard to breaks and holidays. In addition, we will observe CISD inclement weather closings. **However, if there is a school closing with an event meeting as usual, no childcare will be available for school children.** Be sure to check with your specific event for details on closings and early release dates.

## Registration

Childcare is available by reservation only for children eight weeks to **10 years old**. Each child must be registered individually including the completion of all necessary paperwork for each child. Registration must be completed at least one week (seven days) in advance of the child's attendance in childcare for each event.

Be aware that some events require registration for the overall activity, but **also** may require an RSVP response (YES or NO) via Evite for each particular date ie: non-weekly classes etc. Registration instructions will be available for your specific event.

Registration and Medical and Liability (M/L) forms must be completed and on file for each child participating in childcare. M/L forms must be renewed each year and can be completed online at <https://form.jotform.com/coppellbible/medical-liability>.

Please notify our Childcare Coordinator of any childcare cancellations. This includes dropping out of an event altogether, scheduled absences, and sick days. For drops and scheduled absences, please notify the childcare coordinator at least seven days in advance. ***Repeated failure to provide notification of absences may result in the loss of your child's place in childcare.*** Please note that it is our sincere desire to retain your child's reservation in childcare. We strive to be good stewards of the resources placed in our care. One way that we can accomplish this is by maintaining reservations to the best of our ability. We know that this is your desire also and following these policies will aid all of us in our goals.

## A Special Note about Feeding Babies and Children

### Nursing Mothers

Mothers are welcome to nurse in your child's assigned nursery room or you may bring them to your small group classroom while nursing. Please be considerate of other classmates and return your child to their assigned room upon completion of feeding. If you are nursing an older child, please take them to the nursery and take them back to their classroom when finished.

## Feeding Babies and Toddlers

Children should be fed before coming to childcare. Childcare workers may feed infants formula, milk, juice or water in non-glass containers provided by the parent.

## Feeding Children

A snack of cereal mix and a small cup of water may be served as a snack. If this does not meet your child's dietary needs, you are responsible for providing appropriate snacks. There is not refrigeration or heating available in the classrooms.

## Illness Policy

For the safety and well-being of all of our children and staff, we do enforce an illness policy. It reads as follows:

"One of the goals for CBF's Children's Program is to provide a safe & secure environment for your child. This includes providing a healthy environment. Our illness policy is to not accept children into a classroom with any of the following symptoms:

- Fever of 100.5 or higher in the past 24 hours (without fever-reducing medication)
- 'Heavy' cold
- Green or yellow discharge from the nose and/or eyes
- Constant cough
- First 24 hours of antibiotics
- Diarrhea and/or vomiting in the past 24 hours
- Sore throat. If the back of the throat looks red and/or white spots are present.
- Contagious rash

If your child has any of these symptoms, your children should not be in class. Please respect the policy and be sensitive to anyone who enforces this policy. Thank you for entrusting your child to us."

If your child should become ill during childcare, your child will be isolated and you will be contacted and must immediately remove your child from childcare.

Neither staff, teachers nor childcare workers shall give any medicine to any child.

## Notification of Illness

In case of illness please notify our Childcare Coordinator of your absence at least 24 hours in advance. We recognize that there may be instances where you cannot provide a 24 hour notice. In this instance, please contact the Childcare Coordinator as quickly as possible. ***Repeated failure to provide notification of absences may result in the loss of your child's place in childcare.*** Please note that it is our sincere desire to retain your child's reservation in childcare. We strive to be good stewards of the resources placed in our care. One way that we can accomplish this is by maintaining reservations to the best of our ability. We know that this is your desire also and following these policies will aid all of us in our goals.

## Director – Early Childhood

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972.304.8195 x114  
972.978.0105 cell

## CANCELLATIONS

[margie@coppellbible.org](mailto:margie@coppellbible.org)  
text to 972-978-0105

## Important Notes

- Please bring only disposable diapers.
- Please bring a change of clothes in case your child has an accident.
- Please label all items belonging to your child (diapers, bottles, pacifiers, blankets, cups, etc.)
- Please leave your children's toys, books or other materials at home. These items are easily lost and are often difficult to share. We cannot be responsible should these items become lost or damaged.
- For health reasons, Coppel Bible Fellowship cannot wash soiled clothing.

## Off Campus Policy

No child may be left in childcare on CBF's campus if the parent or guardian is not in the building unless your particular event is meeting offsite with prior notification. In that case, you must have all Medical and Liability forms already on file and the Childcare Coordinator must be notified in advance by event leader. See Guest Children Policy below.

## Guest Children Policy

Childcare may be available for guest children only if 1) the Childcare Director has been contacted in advance, 2) registration and M/L forms have been submitted, and 3) there is space available.

## Disruptive Child Policy

If a child is not cooperating with the teacher and is being disruptive to the class, the parent may be asked to come and pick up their child. Questions or concerns may be taken on an individual basis to the Childcare Director or Children's Ministry Director.

Please note that it is our sincere desire to provide childcare so that every adult will be able to attend his/her event. However, there are times when it may be necessary for the child to be engaged in the care of their parent.

## THANK YOU

We would like to thank you for allowing us to be a part of God's work here at Coppel Bible Fellowship by supporting you as parents in the training up of your children. We pray that we are of continual support to your family. If we may be of additional assistance to your family in any way, please let us know.