



## Our Little Village- Library (OLV-Library)

### Drop-off Care for Children

### Student Parent Rules and Procedures

**\*\*\*Student Parents MUST stay in the library while their children are being cared for at OLV-Library.\*\*\* Failure to do so will result in the loss of privilege to use OLV-Library.\*\*\***

\_\_\_\_\_The OLV-Library provides drop-off care for children ages 6 months to 10 years on a first come, first serve basis.

\_\_\_\_\_Student parents will use the OLV-Library for a maximum of three (3) hours per day.

\_\_\_\_\_Student parents will fill out and sign a Registration and Liability Waiver Form before their child(ren) may be left for the first time. This form will be kept in a confidential family file to be referred to by OLV-Library staff, if needed. \*Student Parents will notify OLV-Library staff if there are any changes to the information, so the file can be updated and kept current.\*

\_\_\_\_\_Student parents will go over this document with a staff member of OLV-Library and both the student parents and a staff member will sign, before their child(ren) are left for the first time. The document will then be kept by the student parents, so they have it to refer to if necessary.

\_\_\_\_\_ Student parents will have a pager checked out to them upon arrival at OLV-Library. If the pager vibrates/beeps, they will respond to the page within 5 minutes by returning to the OLV-Library. Upon arriving back to pick-up their child(ren) they will return the pager to an OLV-Library staff member. \*\*\*If they do not respond to the page, they will lose the privilege of using the OLV-Library.\*\*\*

\_\_\_\_\_ When student parents bring their child(ren) into OLV-Library they will take their child(ren)'s shoes off and wash their hands before letting them go play.

\_\_\_\_\_ Student parents will have to show Student ID when dropping off their child(ren) and photo identification when picking up their child(ren).

\_\_\_\_\_ The OLV-Library staff will give bottles of breast milk or formula to babies if needed. The student parents will bring the already prepared bottle to OLV-Library. It will be labeled with the baby's first and last name and put in the fridge until the baby is ready for it. At that time it will be warmed in a bottle warmer and fed to the baby while a staff member holds him/her.

\_\_\_\_\_ If a child wears diapers, the diapers and wipes will be provided by the student parent. For the safety of children and staff, diaper changing will occur in the OLV room. Proper sanitation procedures will be followed.

\_\_\_\_\_ Due to the large amount of children with food allergies, no food or drinks will be allowed in the OLV-Library other than bottles as described above. If a child states that they are hungry staff will page the student parent and then they will make a decision about what they want to do. Reminder: No food or drinks in the library. OLV-Library will have Dixie cups and jugs of water available if a child gets thirsty and requests a drink.

\_\_\_\_\_ If there is any chance that a student parents child(ren) will sleep while at OLV-Library, they will bring a blanket for them to sleep with/on.

\_\_\_\_\_It is critical that OLV-Library does its best to prevent the spread of illness. There are children ages 6mo. to 10yrs. in the same room. If a child has any visible signs of illness they will not be allowed to be cared for at OLV-Library. If your child has a fever, is vomiting, has diahrea, pink eye, a severe cough, head lice, etc. you must keep them out for at least 24 hours. We will page the student parent if their child begins to show any signs of illness while in our care and they will have to take them out of care for the remainder of the day. No medication will be administered by OLV-Library staff.

\_\_\_\_\_If a student parent has a concern or complaint about daily operations, student employees, safety, rules and procedures, etc. they will e-mail the Site Director, Kristi King, at [kristi.king@oregonstate.edu](mailto:kristi.king@oregonstate.edu) If they do not feel that the concern/complaint was dealt with or they have a concern/complaint about the Site Director they will e-mail the Student Parent Advocate, Stephanie Duckett, at [studentparentadvocate@oregonstate.edu](mailto:studentparentadvocate@oregonstate.edu)

\_\_\_\_\_Staff at OLV-Library are Mandatory Reporters for Child Abuse.

\_\_\_\_\_The staff at OLV-Library welcomes children with disabilities. All efforts will be made by our limited staff to meet the needs of the child with special needs. If the child's needs exceed what our staff is able to do, then we may not be able to care for the child.

\_\_\_\_\_The staff at OLV-Library will provide positive guidance and discipline while children are in our care. If all efforts have been exhausted by the staff in the room and/or a child is being unsafe towards staff and/or other children, the child's parent will be paged. At that time, the staff will discuss with the student parent what they tried and what was not working. The student parent will remove their child from care for the remainder of the day. OLV-staff are prohibited from using physical discipline (spanking, slapping, etc.) or verbal discipline (yelling, belittling, etc.) Student parent requests to use any form of punishment that is prohibited will be denied.

\_\_\_\_\_If a child is injured while at OLV-Library, staff will follow CPR/First Aid procedures. If the injury is minor (rug burn, bumped head, etc) the staff will let the student parent know when they pick up

their child. If the injury is more severe (bit lip, hit head and it bleeds, etc.) the staff will page the student parent immediately. If the injury is very serious (broken arm, etc.) the staff will call 911 and page the student parent at the same time.

\_\_\_\_\_ In the event of an emergency, where evacuation of the library is necessary, staff will follow the OLV-Library Emergency Procedures, which are posted in the room. Staff will take the children to a safe location outside the front of the library, where student parents will then be able to pick them up.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OLV-Library Staff Signature

\_\_\_\_\_  
Date