

# Noroton Presbyterian Church Moms' Oasis Ministry

## Childcare Program Information for 2011-12

What childcare is provided?

- A playgroup-style babysitting service for infants 6 months through four years of age. Infants less than 6 months may stay with their mothers.
- Staffed by childcare providers under the supervision of Tot Drop director and staff.
- Free of charge while moms are participating on-site in the Oasis class.
- In order to maintain Tot Drop standards, all children using the childcare for the Oasis class must submit the state mandated Early Childhood Health Assessment and the Tot Drop registration and discipline policy forms.

What are the times for childcare?

- Drop-off is no earlier than 9:15.
- Pick-up is no later than 11:15.

Where is the babysitting located?

- Infants and toddlers up to their second birthday go to the appropriately divided space in the NPC Library.
- 2 year olds are in one-half of the Music Room.
- 3 and 4 year olds are in the other half of the Music Room.

How do I reserve a spot?

- Once you have completed and submitted the registration form for the Oasis class, the registrar, Lori Nelson, will contact you to confirm your child's spot on the roster. If your child is not already registered with the Tot Drop program, download and complete the Tot Drop Registration, the Discipline Policy and the Health Assessment forms. See **links below**.
- If your child is already registered with the Tot Drop program, please make sure that you have updated the registration form if necessary. In addition, an updated Health Assessment and/or immunization schedule needs to be turned in annually or whenever your child has had a check-up or additional immunizations.
- **Forms must be turned in at least three (3) weeks before the first day of attendance because the Tot Drop nurse must review all forms for compliance and allow time for follow-up should there be a need.**

What paperwork do I need to turn in and where should I submit it?

- Tot Drop Registration Form.

[http://www.norotonchurch.com/docs/REGISTRATION\\_FORM\\_Rev.pdf](http://www.norotonchurch.com/docs/REGISTRATION_FORM_Rev.pdf)

- Connecticut Early Childhood Health Assessment Record, completed by you and your pediatrician.

<http://www.norotonchurch.com/docs/St-of-CT-Early-Childhood-Health-Assess-Form-rev-8-2011.pdf>

- Tot Drop Discipline Policy

<http://www.norotonchurch.com/docs/disciplinepolicy.pdf>

**Please submit these forms to Lori Nelson in the Main Office.**

# Noroton Presbyterian Church Moms' Oasis Ministry

Prior to your child's first day, please feel free to contact the Tot Drop Director, Carol Scott, to familiarize her with your child's specific needs and previous experience in the child care setting.

What should I bring with my child?

- Diaper bag
- Change of clothes
- Snack
- Diaper wipes
- Sippy cup or bottle  
Please no juice boxes or snack baggies; Sippy cups and plastic containers only.
- For napping infants, bring a crib sheet and a blanket.

**\*\*\*\*Tot Drop is a 'nut free' environment due to allergies. Please do not bring peanuts (including peanut butter) or any tree nuts.**

**LABEL EVERYTHING** (including Sippy cup) individually with an indelible marker or label. This is very important!

What is the procedure for dropping off my child?

- Sign in your child's name and your location at Oasis.
- Make a nametag for your child and put on his/her back.
- Put a second nametag on your child's tote bag.
- When picking up your child, sign your child out.

What do children do in the childcare program?

Your child will be provided with developmentally appropriate activities and materials. Activities will include, but are not limited to, art projects, music and movement, fine and gross motor manipulatives, literacy activities, and group games.

What if my child is sick or will not be attending for another reason?

- Contact Carol Scott, Director, at 203-202-9441 or [carol.scott@norotonchurch.org](mailto:carol.scott@norotonchurch.org) with any cancellations.
- We want to provide a healthy environment for all children and they need to be symptom and fever free without the use of medication for 24 hours so call in your child's illness as soon as you know.

Inclement Weather Policy

Oasis uses the Darien Public School system for closure determination due to snow or weather emergencies. When schools are closed or delayed or there is an early release, Oasis does not meet.