



Sweet Home Missionary Baptist Church

Senior Pastor Jeremy H. Upton, Servant

Baby Kingdom

Policy and Procedures Policy

1. Every child must be signed in by a parent/guardian.
2. Every child must be signed out by a parent/guardian (or previously designated person). Anyone other than the parent/guardian bringing/picking up the child from Power Generation must be at least 18 years of age and have parent consent completed in our registration system.
3. **Every person picking up a child must show photo ID at the time of pick up.**
4. Baby Kingdom check-in is available on the 2nd, 3rd, and 4th Sunday's of the month unless otherwise communicated. Check-in is from 7:15 - 7:45am for the first service and 10:45am - 11:15am for the second service. Once these times have passed, we will not be able to accept any more children.
5. If your child has a medical condition and/or allergy, please notify us immediately.
6. Everyone is responsible for their child's behavior in Baby Kingdom. There will be consequences for misbehavior, please see attached discipline policy.
7. Every parent/guardian is expected to volunteer with the Baby Kingdom Program at least twice a year.

Child to Caregiver Ratio

Sweet Home Missionary Baptist Church Baby Kingdom has a capacity of 23 children that can be cared for during a given service. SHMBC Baby Kingdom will follow the following ratio guidelines:

- Infants (age 0-1) - 1 caregiver for every 4 infants with at capacity limit of 7 infants in the area.
- Toddler (age 1-2) – 1 caregiver for every 6 toddlers with a capacity limit of 8 toddlers in the area.
- Preschool (age 3) – 1 caregiver for 8 preschoolers with a capacity limit of 8 children in the area.

Entrance to Baby Kingdom is contingent upon the child to caregiver ratio listed above. Once areas have reached their capacity entrance to Baby Kingdom will be closed.

10701 SW 184th Street, Miami, Florida 33157 * Office (305) 251-5753 * Fax (305) 251-3497

www.sweethome.org



Illness Policy

No child will be permitted to enter Baby Kingdom who is visibly ill or has a fever. If a child should become ill while in the care of attendants, then parents will be notified via screens in the sanctuary to pick up their child. An ill child will be kept from other children until pick up.

Emergency and Illness Notification Policy

Sweet Home Missionary Baptist Church will follow the practice of emergency notification as follows:

- In the event of an emergency 911 and the health ministry will be notified.
- Parents will be notified via screens in sanctuary for major injuries and/or illness.
- For minor injuries, first aid will be provided and a notification form filled out. A copy of that form will be given to the parent/guardian at the time of pick up.

Snacks and Supplies

Sweet Home Missionary Baptist Church will provide snacks for children ages 2-3. The snack for the day will be posted at check in. If your child has food allergies, please make it known at check in and provide an alternate snack for your child. Also, parents must supply a bag for those children who may not be fully potty trained. Please make sure that bag contains all items needed to care for your child during the service, i.e. pull ups, wipes, powder, etc. Bags will be labeled and need to be picked up with the child.

For children ages 0-1, parents must provide all snacks and supplies. Please pack a diaper bag with everything needed to care for your child during service, i.e. diapers, wipes, powder, snacks, bottles, etc. Bags will be labeled and need to be picked up with the child.

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