

## **CHILD CARE GUIDELINES China (*please keep this page for your records*)**

A nursery will be provided for camp staff, volunteers and participants of workshops by “reservation only.” The nursery is for those children (infant to three years of age) who are not attending camp.

Guidelines have been established to make this process run as efficiently as possible.

- Each child is to be signed in. When you sign them in, you are to put children’s name(s) ages(s), parent’s location, who the child can be released to and note any information that care givers should be aware of (ex: allergies, feeding, etc.)
- Please pick up your child(ren) as soon as your shift or workshop is over.
- When picking up your child(ren), please wait at the door for the care giver to bring your child to you. **Only care givers are allowed in the nursery area.**
- If a child becomes inconsolable, you will be paged to come back to the nursery.
- Please include the following labeled items in your diaper bag:
  1. Diapers
  2. Pre-mixed bottles
  3. A pacifier (if needed)
  4. A complete change of clothes
  5. A drink cup (for older children)
  6. If your child is in the process of toilet training, bring extra training pants.

For safety reasons, parents and siblings are asked not to enter the nursery. A caregiver will meet you at the door.

For the protection of all the children in the nursery, please do not bring your child if they show the following signs:

- Fever (must be fever free without medication for 24 hours)
- Nausea, vomiting, diarrhea (free of these symptoms for 24 hours)
- Cold-excessive cough
- Heavy nasal discharge
- Any unexplained rash
- Any skin infection
- Any inflammation or discharge from eyes
- Head lice

**When in doubt please apply the Golden Rule.**

All care givers in the nursery have had background checks and have been approved by Dillon International. You may take your child to the nursery 15 minutes before your shift or workshop. Remember, please pick your child up immediately after your shift or workshop. **No drop in’s will be allowed.** These guidelines are made to protect your children. Please help us by complying with them.



**CHILDCARE RESERVATION FORM**  
***(Please make sure you keep and read Child Care Guidelines)***

Parent's Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_  
 Address: \_\_\_\_\_

When your child is with us, what phone number should we use for emergencies?  
 Emergency Contact: \_\_\_\_\_

Child(ren) Name	Male /Female	Adopted Yes/No	Adopted Through Dillon	Birthdate

Does your child (ren) have any special behavior, developmental or physical challenges that we need to be aware of? *Please explain.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Special instructions (feeding, toileting, etc)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I give full permission for my child to participate in the childcare at the China Heritage Camp conducted by Dillon International, Inc., on July 12, July 13 & July 14, 2012. The parent/guardian agree that Dillon International, Inc., Green Country Event Center, instructors, staff and volunteers will not be held responsible for any accidents or losses however caused and agree to release all parties involved from claim or damage that may arise as a result of or by reason of such loss or accident. I understand that every precaution will be taken to ensure the safety of my child(ren). Also, I have read the Child Care Guidelines and agree to follow them

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date