

# CHILDCARE HANDBOOK

Manual for Mommies



**Working together with moms to provide childcare support so that women can be LED, TAUGHT, DEVELOPED, and INVOLVED!**

# TABLE OF CONTENTS

## **SECTION 1: WELCOME AND AIMS ..... 3**

Welcome! .....	3
Our Ministry Aims .....	2

## **SECTION 2: GENERAL INFORMATION ..... 3**

Watch Care Room.....	3
School-Age Room .....	3
Classroom Ratios.....	4
Times when childcare will be provided.....	4
Helpful Information for Parents: .....	5
Dropping-Off child(ren) .....	5
Picking-Up Child(ren) .....	5
Slippers or Socks Required.....	5
Snacks and Drink Policy .....	5
Personal Items .....	6
Diapering Policy .....	6
Crying Policy .....	6
Discipline Policy .....	6
Well-Child Policy .....	7

First-Aid Procedures .....	2
Active Participation: .....	2
Volunteering .....	2

# SECTION 1: WELCOME AND AIMS

“We are workers together for Christ!”

## WELCOME!

PWOC is an abbreviation for Protestant Women of the Chapel and is an official Army chapel auxiliary. It was designed to help Chaplains minister to women associated with the military, especially those who participate in military chapel. Every woman who is an active participant in a Protestant military chapel, whether she attends PWOC meetings, is a part of Protestant Women of the Chapel<sup>1</sup>.

You are a critical component to our community at PWOC, and we are so excited to start this new session off with you and your children! To ensure that we have a place for our kids to stay well and happy, we wanted to ask for your help with a few basic reminders. Thank you so much for partnering with us to make PWOC Watch Care great!

Please know that we are here for you and your kids. We understand that it’s hard being a mom and getting your kids ready to go to Bible study and don’t want to make that any harder! I want you to know how much we care for you, and we are praying for you and your

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<sup>1</sup> Protestant Women of the Chapel Manual found online at [https://thehubpwoc.net/wp-content/uploads/2016/02/PWOC\\_WMM\\_Feb20131.pdf](https://thehubpwoc.net/wp-content/uploads/2016/02/PWOC_WMM_Feb20131.pdf)

children. We want to do whatever we can to make this a good experience. Please feel free to stop me in the hall or e-mail me, if you have anything to discuss.

Blessings,

Sarah Wills,  
Volunteer Coordinator for PWOC Children

## **OUR MINISTRY AIMS**

- *To LEAD women to accept Christ as personal savior and Lord*
- *To TEACH women the history, beliefs and programs of the Church, all built on a solid foundation of worship and Bible study*
- *To DEVELOP in women the skills of prayer, evangelism, stewardship, and social service, against a background of personal spiritual development*
- *To INVOLVE women in the work of the chapel, in keeping with their abilities and interests*

# **SECTION 2: GENERAL INFORMATION**

## **WATCH CARE ROOM**

Our watch care room is provided for newborns to children 5 years of age. We only allow children to attend when there are at least two or more vetted volunteers or contractors present and within the allotted classroom ratios. This is to ensure the safety of the children and make sure that we have enough eyes on the children. Moms must stay on-site and attend the PWOC service in order to use watch care.

## **SCHOOL-AGE ROOM**

The school-age room is staffed by two vetted volunteers and is for children who are homeschooled or off school that day to attend PWOC. Two vetted volunteers will staff the room and assist the students with independent work as needed and have a Bible study lesson. Students are asked to come with an hours' worth of independent learning work to do (workbooks, projects, books to read, etc.) and bring their own snacks and water bottles. Before the session, we ask that students go to the bathroom on their own. There will be one large group bathroom break before snack for students to wash their hands and use the toilet. Otherwise, students are expected to go to the bathrooms on their own and with parent supervision. We can accept a maximum of 30 students each session.

All school age attendees must have SOFA status. Host nation laws are very strict regarding homeschool and the penalties for violating those laws are severe.

## **CLASSROOM RATIOS**

The following are the ratios that we are required to follow. We consistently strive to have our ratios lower to have our ratios lower than these ratios so that we can best serve the children in PWOC<sup>2</sup>. No matter the number of children, there will always be 2 vetted adults in each room.

Age Group	Ratio
Newborns (Birth – 6 weeks)	1 adult: 2 children
Infants (6 weeks – 12 months)	1 adult: 4 children
Pre-toddlers (12 months – 2 years)	1 adult: 5 children
Toddlers (2 years – 3 years)	1 adult: 7 children
Preschool (3 years – 5 years)	1 adult: 10 children
School-Aged (5 years – 8 years)	1 adult: 15 children

## **TIMES WHEN CHILDCARE WILL BE PROVIDED**

We will do our best to have the watch care and school-age rooms available during each of our services. The rooms are typically open 15 minutes before the service starts. It is very important that your child(ren) are picked up immediately at the end of service so that the volunteers and contractors can finish cleaning, turn-in paperwork, and make the room ready for the next service. Please be considerate of those who are working in the room and continue fellowship once you have your children back in your care.

We will strive to make childcare available during other PWOC functions, but this is not always possible. We will make announcements in advance about the availability of childcare in these situations.

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<sup>2</sup> Adult Child Ratios. AR 608-10, C1.

## **HELPFUL INFORMATION FOR PARENTS:**

### **Dropping-Off child(ren)**

When dropping-off your child(ren), please be sure to remove their shoes and outer wear, complete the sign-in form, and notify the volunteers or contractors of any allergies or concerns regarding your child(ren).

### **Picking-Up Child(ren)**

Please be sure to pick-up your child(ren) immediately at the end of the service. Show your ID to the volunteer or contractor so they know that you are the parent of the child(ren) and sign them out on the sign-in form. Please be sure to take all your personal items home with you.

### **Slippers or Socks Required**

To keep the room clean, dry, and safe for the little ones, shoes that have been worn to the nursery will be removed. Please bring an extra pair of slippers or socks for your child to wear while they are in the nursery.

### **Snacks and Drink Policy**

We will provide limited snacks (crackers, cereals, etc.) and Dixie cups of tap water for the younger children in watch care (Ages 0-4), but please feel free to pack snacks for your children. We do ask that all the students in the school-age room bring their own snack and water bottle. A session typically lasts a couple of hours and small children tend to get hungry and want something more substantial to eat. Please clearly label the containers with your child's name. We also encourage you to bring sippy cups and bottles for your little ones. Again, please clearly label the containers with your child's name.

## Personal Items

We understand that children may need a special item or lovey to feel comfortable leaving their parents (and that's ok! 😊), but we ask that you leave toys and items that the child does not want to be lost or shared at home. From our experience, these items can cause tears and tantrums and we want to make watch care a positive experience for everyone.

## Diapering Policy

Vetted volunteers are not allowed to change diapers so in the event that the watch care room is only staffed by volunteers, you will be notified if your child needs to be changed. If we have contractors, then they will change your child's diaper as needed. For sanitary reasons, we are not able to change cloth diapers. If your child comes in a cloth diaper and needs to be changed, we will remove the soiled diaper and place in a plastic bag and replace with a disposable diaper.

## Crying Policy

The parents of any child crying more than 10 minutes, or the time specified by the mother, will be notified so they can attend to their child's needs.

## Discipline Policy

We strive that all discipline carefully considers a child's dignity and fragile self-esteem. Gentleness, respect, and understanding are what guide all our actions and words. Disciplinary steps will be carried out through instruction, training, and correction. **Physical punishment will never be used!**

The following steps will be taken if a child is disobeying or acting inappropriately:

**6**



## **Be Reminded**

At the first occurrence of misbehavior that requires discipline, the child is given a verbal reminder using positive words. Reminding them “to make good choices” when doing such and such or redirecting the child to another activity.

## **Be Warned**

If behavior occurs a second time, the child is given a verbal warning and may need to be separate from the group. At this time, we talk to the child about his/her behavior that needs to be changed in loving and positive words. In addition, we document the incident on the Incident/ Accident Form in Appendix C and will notify you at the end of the session.

## **Be with Mom**

If the behavior occurs a third time, the Volunteer Coordinator for PWOC Children or location coordinator will inform you and ask you to remove the child from the PWOC nursery/ classroom.

## **School-Age Room**

School-Age children will come with an hours’ worth of independent learning work to do (workbooks, projects, books to read, etc.). All school age attendees must have SOFA status. Host nation laws are very strict regarding homeschool and the penalties for violating those laws are severe.

## **Well-Child Policy**

Any child who has had the following symptoms and/or illnesses in the past 24 hours and has not been on an antibiotic for more than 24 hours cannot be left in our nursery room.

- *Vomiting*

- *Fever greater than 99 degrees F*
- *Diarrhea*
- *Constant coughing*
- *Chest congestion/ raspy breathing*
- *Rash*
- *Head lice*
- *Hand, foot, mouth disease*
- *Runny nose (with thick discharge)*

If a watch care volunteer or contractor suspects that a child has one or more of these symptoms, you will be contacted and asked to pick up your child. **Please note that we cannot administer any medicine!**

### **First-Aid Procedures**

At any sign on serious illness or injury, moms will be alerted immediately by contacting either you directly or the location coordinator. Serious illness includes vomiting, difficulty breathing or any injuries with bleeding (not scratches).

## **ACTIVE PARTICIPATION:**

### **Volunteering**

The most important thing you can do as a parent to help is to volunteer your time in our watch care and/or school-age rooms. We ask all moms using our childcare to become vetted. There is a great deal of joy involved in working with our children, and they love it when their mommy serves. Becoming a vetted volunteer takes some time but is not that difficult. For more information, please contact your location or Volunteer Coordinator for PWOC Children about how to get started with this process. (Forms are at <https://tinyurl.com/y24flt.>)