

**PROCEDURES FOR WORKERS WITH CHILD CARE
FOR THE MISSOURI ANNUAL CONFERENCE SESSIONS**

1. All workers, adults and/or youth will be certified in Safe Sanctuaries through the Conference.
2. Coordinators/supervisors must be at least 21 years of age.
3. There will be two certified adults (or one certified adult and one certified youth) with a group at any given time.
4. Workers will be four years older than the children for whom they are responsible.
5. The adult:child ratio will be 1:4 for nursery (approximately 2 yrs old and younger); 1:6 for pre-school; and 1:8 for elementary aged.
6. Parental information sheets will be kept on file as to special needs of the child.
7. Forms will be submitted by a parent indicating names of adults who are allowed to pick up a child from childcare.
8. In case of an emergency in the childcare center, the persons in charge will make every effort to contact the parent(s) of the child(ren) involved. There will be a designated person in all conference sessions to receive calls from the childcare center in the event that parent cannot be located in case of an emergency. That person will take action and/or locate a parent or other appropriate person when such a call is received.
9. Parents will provide information about how and where they may be reached at all times. If the parent has a cell phone, that number will be provided to childcare supervisors.
10. In case of an emergency, if the actions in #8 fail to produce results, the hotel desk will be called to help locate appropriate persons.
11. If medical attention is required, supervisors will follow directions given by parents in a medical/release form.
12. In the case of an incident of abuse or neglect, childcare workers will follow the procedures recommended by the conference for reporting and answering to the media.