



Policies and Procedures

We believe that when you welcome the children, you welcome the family. The mission of Play & Pray is to provide childcare in a safe, loving, and Catholic environment to young children while their parents/guardians attend Mass and other parish programs, so that the whole family can grow in faith as members of St. Laurence. Children will participate in games, story telling, songs, and simple arts and crafts. For questions and more information, please reach out to the Play & Pray Coordinator, Elizabeth Hernandez, at ehernandez@stlaurence.org.

Family Responsibilities:

- ❖ Children using Play & Pray during Mass and other parish events are required to register using the link on the parish website.
- ❖ Parents/Guardians must be on the St. Laurence campus during the time the child is in Play & Pray. Please have cell phones on “vibrate” and respond to texts from the nursery.
- ❖ Children will be accepted to sign in 15 minutes prior to Mass/event, and must be checked out promptly when the Mass/event has ended.
- ❖ Parents should provide the following contact information at check-in: child's first and last name, child's age, parent's first and last name, cell phone number, and any allergies or special needs.
- ❖ Children will only be released to the person who dropped off the child unless staff is notified of alternative arrangements during drop off.
- ❖ Parents should notify the staff of any behavioral concerns. The more information we have about your child, the better we can serve them.
- ❖ Children must be picked up promptly when Mass/event has ended.
- ❖ Label all belongings (diaper bags, backpacks, jackets, cups, bottles, pacifiers, etc.)

Wellness Policy:

- ❖ For the protection of all the children and staff, anyone in the nursery should be free of any contagious symptoms for 24 hours without the aid of medication. This includes fever, vomiting, diarrhea, pink eye, lice, fifth disease, hand foot and mouth disease, etc.
- ❖ If your child exhibits one or more of these symptoms during their time in Play & Pray care, a parent will be notified.

Staff Responsibilities:

- ❖ Check in registered children as long a space accommodates. Each child must be signed in, with all information filled in on sign-in form. Each child **MUST** be registered before being accepted into Play & Pray.
- ❖ Staff will be responsible for health and safety of children once parents have left. This includes, but is not limited to, supervision of safe games and activities, cleanliness (diaper changes, helping to restroom if necessary, etc.) and distribution of snacks.
- ❖ **Staff is not responsible for administration of any medications; nor is staff responsible for children who show signs of illness—parents must be contacted immediately for pick-up.**

- ❖ Staff will provide a variety of age-appropriate activities. These may include storytelling, games, music, arts & crafts, toys, etc. Staff will prepare facilities and materials according to ages of children.
- ❖ General clean-up will include putting away toys, videos, craft materials, books, etc. Disinfection of toys and materials will be done at the end of the event.

Policies:

❖ **Registration is Required**

Parents must register their child(ren) for Play & Pray through the Parish Website and pay the registration fee before the child can attend. This includes care during weekend Mass and all parish events. Registration fees are non-refundable.

- For Mass, Play & Pray is first come, first served. We can accommodate 12 children under 18 months, and 12 children 19 months to 3 years old. Once capacity is reached, we cannot accept more children.
- For other parish events, capacity will be determined on a case by case basis and will be communicated accordingly. Registration will close a week before each event takes place.
- To register for both mass and individual parish events, please go to www.stlaurence.org/play-pray.

❖ **Ages for Ministry**

For weekend Masses, children ages 12 months to 3 year olds are accepted. For other scheduled events, children 12 months through 10 years are accepted.

❖ **Special Needs**

We provide care for children with special needs to the extent possible with advance notification and planning. The Play & Pray Coordinator will conference with parents and make decisions as to our capabilities on an individual basis.

❖ **What is Not Provided**

We are unable to provide care for certain situations including, but not limited to:

- Administration of medications.
- Care for children during a parish event where alcoholic beverages are served.
- Care for children during private social events, such as weddings, quinceaneras, etc.

❖ **Food / Drinks**

We will provide a snack and water. **For children 3 years old and under** you may send bottles with formula or juice or send a sippy cup with either juice or water. You may send snacks for your child if they have any dietary restrictions or allergies. **Children may not bring other food** (ex. fast food meals, cans of soda, lunch kits, treats, etc.).

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