



# Oak Leaf University Childcare Guidelines

1. Kids Check-in begins at 5:45 pm. Pick-up will be immediately after class.
2. Kids Age Groups and Room Locations:

The Ocean – 6 wks-23mos
The Jungle – 2yr-4yr
The City – 5yr-11yr
3. Each class will have 1-2 adult leaders and a youth helper.
4. If your child is sick, please keep them home, as to keep the other children from becoming sick. If a child comes sick during the class the parents will be notified immediately.
5. Any Special Instructions will be noted on kid's check-in sticker, and communicated directly to their leader.
6. **Ocean Class**: parents need to provide all childcare necessities: formula, juice, bottles, baby food, snacks, diapers, wipes, and change of clothes.
7. **Jungle Class**: parents provide diapers/pull-ups, wipes, sippy-cups, if needed. OLU will provide a snack that will include some of the following: apple juice box, cheese cubes, gold fish crackers, small cookies, and fruit cups. OLU will also provide apple juice and water for sippy-cup refills. If you would like to provide your own snack, please notify us during check-in.
8. **City Class**: OLU will have activities and movies for kids. Please do not bring hand held electronic games. OLU will provide a snack that will include some of the following: a drink, cheese stick, granola bars, crackers, cookies, fruit cups. If you would like to provide your own snack, please notify us during check-in.
9. All children must be pre-registered and all fees must be paid by the deadline for course registration. Guest of children will not be permitted.
10. Anyone between the ages of 12-17 that is interested in volunteering as a childcare helper must be currently serving in Oak Leaf kids.