



# Child Care Unit Training

Being a Disaster Relief Child Care Team Member

*“Be imitators of God, therefore, as dearly loved  
children and live a life of love, just as Christ loved us  
and gave Himself up for us as a fragrant  
offering and sacrifice to God.”  
Ephesians 5: 1-2 (NIV)*

## **1. Spiritual Preparation:**

- a. Volunteers are to conduct personal devotions before leaving home and while on site at a disaster.
- b. Volunteers are to pray together as a team before you leave home and while on site at a disaster.
- c. Have your church and association pray for you while on a response.
- d. Keep a journal while on response.
  1. It will be a record of how God worked .
  2. You can record the names of other volunteers.
  3. It will help you remember events and activities of the disaster response.
- e. Have devotion and debriefing daily . (At the end of day is best.

## **2. Common Sense:**

- a. Bring comfortable clothes and shoes. Make sure they fit and are appropriate for the weather and the work you will be doing.
- b. Drink and eat appropriately. This will help prevent dehydration.
- c. Rest when you can.
- d. Take breaks during the day. Get as much rest at night as you can.
- e. Do not smoke in the child care area.

## **3. Health Factors:**

- a. Know your limitations and do not exceed them.
- b. Bring your medications.
- c. Make the Unit Director (Blue Hat) aware of any health problems you may have.
- d. Safety is always the first priority.
- e. In case of an accident or sickness:

1. Get help from someone trained in First Aid, ARC, nurse, EMS or a medical facility.
  2. Document any information that is available.
- f. Do not come if you are sick!!
  - g. Send sick team members completely out of the area.

### **General Guidelines for Volunteers**

The following suggestions will improve your usefulness as a disaster relief volunteer and make your experience more satisfying:

1. If employed, discuss your situation with your employer. Be sure your absence for disaster response is fully approved. Do not jeopardize your employment.
2. Look over the “What to take” checklist and have on hand basic items. Add any items that you know you might need for health, safety, comfort and efficiency.
3. Keep insurance\* information with your disaster relief information and gear.
4. Make arrangements with family, church, civic clubs, etc. for someone to ‘cover’ for you in your absence.
5. Keep phone numbers related to your state’s disaster relief network where you’ll find them.
6. Participate as much as you can and want in disaster relief projects: training, non-disaster feeding operations, maintenance, upkeep and renovations.
7. Make suggestions, ask questions, and participate.

**\*Insurance** -- Each volunteer is expected to have insurance in case of accident, injury or illness. No insurance coverage is provided for volunteers by SBC. Personal liability is the responsibility of the volunteers.

## **Be a Blessing, Be an Encourager!!**

**God can use each of us to comfort and encourage others!**

**2 Corinthians 1:4 ....so that we can comfort those in trouble with the comfort we ourselves have received from God**

In the Bible, *comfort* is an action word.

*Comfort* in Greek literally means *one who comes alongside to help, to come alongside someone and to give them your strength.*

Has God ever comforted you? He wants us to take the strength and courage He's given us and use it to encourage others. Look around for someone to comfort. Share your blessings!!

*Lord, make me a blessing*

*To the helpless be a helper*

*Out of my life may Jesus shine*

*Make me a blessing to someone today!*

## **PURPOSE OF TECC**

### **THE PURPOSE OF TEMPORARY EMERGENCY CHILD CARE IS FOURFOLD:**

- **To provide for children and their needs.**

During a disaster, schedules are impossible. Meals, naps, and attention are erratic. By providing TECC, we can help to meet the needs of children by bringing order and continuity to their lives through love, safety, a schedule, cleanliness, acceptance and a calm atmosphere (we will talk about these more later).

- **To provide a ministry to families.**

Parents find themselves in a very stressful situation following a disaster. They must try to restore order to their lives by cleaning up their house and seeking aid. Because of these pressing needs, parents have no time to properly care for their children. Temporary Emergency Child Care is a ministry that can provide help for these parents.

- **To fill a void in short term child care.**

These needs are usually very temporary. Day care facilities are set up for long term child care. TECC provides a place where parents can bring children who are not normally in day care in order to meet a temporary need.

- **To provide an organized effort of child care to coordinate with other relief efforts.**

Many organizations work together during a disaster to meet different needs. Each has its own unique responsibility.

## **VALUES OF TEMPORARY CHILD CARE**

The values of TECC are numerous. Everyone derives benefits from this ministry; the child, the parents, the church. Take a close look at the values of this ministry for each group.

### **VALUES TO THE CHILD**

**Love** - parents in times of disaster are out of necessity turning their attention to bare existence. They do not have a lot of time to spend with their children. Loving, touching, and holding by teachers helps the child through this trying time.

**Continuity** - often children are passed from sitter to sitter during a time of emergency. The continuity of the same teachers in the same location each day gives a sense of security to the child.

**Safety** - many parents are forced to keep their children with them as they spend hours cleaning up debris with exposed nails, unstable walls, contaminated water, and other dangers. Emergency childcare provides a safe environment where these children can stay while parents perform necessary and unpleasant tasks.

**Schedule**- the normal routine and schedule of the family is disrupted by a disaster. TECC can provide regular hot meals, scheduled rest time, periods of play and nutritious snacks. These needs usually cannot be met by parents in a time of emergency.

**Cleanliness** - providing proper hygiene can be a real challenge in a time of disaster. Water for baths and shampooing hair is often a premium. Workers find themselves washing dirty faces, providing clean clothing, and shampooing hair. Proper hygiene and clean surroundings decrease the chance of disease.

**Acceptance** - workers are willing to accept these children as they are. It is not unusual for children to arrive at the center in ill-fitting and mismatched clothing. Clothing, hair, and bodies may not be clean, but this does not matter. Each child is accepted as important no matter what the circumstances.

**Calm atmosphere** - many of these children have suffered a dramatic situation. Some were in their homes when they were destroyed. Others returned home to find prize possessions destroyed or lost. Still others have experienced the death of a family member. Children suffer as much as adults in these situations and feel tense, fearful, and anxious. Adults and youth can release their feelings by talking about the disaster; the children are incapable of verbalizing their feelings. Calm workers in a calm, unhurried environment can help to relieve tense feelings. Constant assurance by the teacher can offer security for the child.

## VALUES TO THE PARENT

Relief from worry about **child care** - during a disaster, parents find themselves torn between the need to care for children and the demands of the situation. TECC provides a place where parents can leave their child with the assurance that the child is well cared for in their absence. This allows them to devote all their energy to an effort to deal with immediate problems.

**Understanding and acceptance** - parents also need understanding and acceptance by other adults. They can know that workers at the childcare center understand their circumstances and accept and love them just as they are. There can be NO judgment or criticism as workers follow Christ's example! Remember Big John!

**Love** - adults need love, as do their children. Workers can give this love to parents in so many ways. A warm smile, a touch on the arm, a sympathetic listening ear as

parents recount their loss or wish to share the accomplishments of the day will say, "I care in a very special way."

**Hearing the gospel** - some of these parents will not be Christians, others may have moved from their commitment to Christ. As workers and parents establish rapport, there may be an opportunity to share Christ. Because of the difficulty in their lives, many are willing to listen to the gospel presentation and commit their lives to God. The greatest gift workers can give to these children is a Christian home that will last long after they have left the site of the disaster.

**Referrals** - workers can help provide parents with the information of the types of disaster assistance available by helping them locate the American Red Cross center, the FEMA (Federal Emergency Management) and SEMA (State Emergency Management) and other disaster services in the area.

## VALUES TO THE LOCAL CHURCH

An **opportunity** for ministry - when a major disaster strikes a community, there are many ways in which the church can minister. Temporary Emergency Child Care provides opportunity for individuals who are skilled in child care to become involved. The more church members are involved in ministry, the greater the rewards to the church. Building a **caring atmosphere** in the community - by providing TECC, the church becomes involved with the community. This involvement that provides a caring atmosphere for children will build a reputation for a caring church.

**Direct contact** with unsaved and unchurched - as parents from the community bring children to the center, many unsaved and unchurched prospects will be discovered. Because a church has shown that it cares about these people, it will be in a very strong position to follow through with these families.

Develops an awareness of **future needs** - as workers listen to parents talk they can sometimes determine that there are needs within these families that reach beyond the immediate disaster.

Develops awareness among the membership of **mission opportunities** - as congregations follow through with families, many opportunities for future ministry

will occur. As members become aware of these opportunities and meet the challenge, the church will become more sensitive and caring.

## **Child Care Team**

**\*\*The Child Care Unit functions under the Incident Commander and is a vital part of the entire Disaster Relief Team**

- **Blue Hat / Team Leader (Designated by State Coordinator)**

**Administration:**

- Supervise registration and pick up – Assist in making sure of a thorough registration process (proper forms, ID, etc.)
- b. Maintain daily communication with Incident Commander and State Coordinator
- c. Maintain supplies – Report supply needs to State Coordinator
- d. Supervise opening and closing of unit – unpacking and repacking trailer
- e. Coordinates snacks / meals each day

**Team:**

- a. Assign group leaders
- b. Gives supervision to the team
- c. Keeps a log of daily arrival & departure times of staff
- d. Gives encouragement to the team – builds a ‘family’ atmosphere with team

- **Child Care Team (Volunteers)**

**Children:**

- a. Meet immediate needs of children
- b. Provide a loving, safe atmosphere for children
- c. Use only positive guidance with the children
- d. Provide a variety of age appropriate activities for children

**Facility:**

- a. Maintain a clean, safe , orderly area for children
- b. Empty trash at the end of the day
- c. Sweep & mop floor at the end of the day
- d. Sanitize all toys and return toys and supplies to the appropriate bins / modules
- e. Sanitize bathrooms

### **3. Everyone**



- a. Recognize and accept your own limitations
- b. Stay within your training
- c. Always encourage each other
- d. Be willing and flexible
- e. Maintain a Christian attitude
- f. Remember: We are the only impression some of these parents get of Christians, the SBC, and Disaster Relief.

## **Registration & Dismissal of Children**

### **DON'T SLACK ON REGISTRATION FORMS!!**

**We MUST be careful to get complete information and signatures!!**

One or two team members are to be designation as the registration people. They will sit at the registration desk during check-in and check-out times and administrate correct registration and pick-up procedures. They should NOT vacate the registration station!

#### **1. Forms:**

- a. Use designated forms
- b. All information given by the parents must be kept in strictest confidence unless permission is given.
- c. Keep on-going log that records the children's name and identification number.
- d. Keep a daily check-in /check-out form
- e. At time of registration, the registration form must be filled out **completely** on each child

#### **2. Registration Procedures**

- a. The person checking in (or enrolling the child) will be responsible for filling out the registration form.
- b. Parents get a 'parents packet' which contains the following items:
  - Registration Form (additional forms must be filled out for each sibling)

- Guidelines to the Parents Form
  - Medication Form
  - ID Form
  - Disaster Relief “Why are we here?” pamphlet
  - Gospel Tract
- c. Two or more staff people should be at the registration station especially at the peak time for greeting the families, assisting the parent in the proper paperwork, keeping the children calm, and escorting the children to the proper care area.
  - d. Record the child’s check-in time on the registration form and the daily in/out form.
  - e. The child’s photo is taken and printed on the registration form
  - f. Establish clearly and effectively at the time of registration that it is required to present the ID bracelet in order to pick up the child(ren).
  - g. Give parent the ‘Parent Guidelines’ sheet and have them initial on the registration form that they received it.

### **3. Identification**

- a. Each child will be assigned a family identification number which is effective for the duration of the TCC event. The number is recorded on the daily in/out form and the registration form.
  - \*\* If a parent registers more than one child, use the same ID number for all of the children but end it with 1 of 3, 2 of 3, 3 of 3, etc.
- b. The identification numbers will be assigned accordingly, beginning with 001 and continuing through the roster until the response is over.
- c. Children are identified by the use of wrist bands. Write the ID number and the child’s name on the wrist band.
- d. Note allergies and other needs on a red wrist band.
- e. All personal items brought by the child must be labeled with masking tape (including the child’s name and identification number)

### **4. Dismissing (Picking Up) the Child**

- a. The person picking up the child is **required** to show the ID bracelet and the numbers be verified and show a picture ID for verification.
- b. No child will be released to anyone other than the parent or authorized persons listed on the registration form.
- c. The staff person at the registration station is responsible again to

- greet the parent or authorized person, check the credentials (ID bracelet and if possible a picture ID) and begin the dismissing procedure.
- d. Have parent sign check-out form.
  - e. Record child's check - out time on the registration form and remove ID bracelet.
  - f. A staff person will locate the child(ren) and their personal belongings by name and ID number and return to the check-out station

- **Security Do's and Don'ts**

- a. For Insurance Purposes – walk on volunteers are not allowed. Only approved, trained DR volunteers will be allowed to work in this unit
- b. The Child Care Unit is typically limited to children ages birth to pre-school only. Older siblings cannot always be accommodated
- c. **Only** DRCRT Volunteers are to be in the child care area.

## **Health, Sanitation, and Safety**

### **1. Health and Disease Control**

**1. Illness:** Using guidelines from the Department of Health and Human Services, these symptoms should be followed for the exclusion of sick children or children with communicable situations:

- a. Fever – AND sore throat, rash, vomiting, diarrhea, earache, irritability or confusion. Fever is defined as having a temperature of 101°F or higher taken under the arm or 101°F taken orally.
- b. Diarrhea – runny, watery, or bloody stools
- c. Vomiting – two or more times in a 24-hour period
- d. Severe coughing – child gets red or blue in the face or makes high-pitched whooping sound after cough
- e. Eye discharge – thick mucus or pus draining from the eye or pink eye
- f. Yellowish skin or eyes
- g. Child is irritable, continuously crying, or requires more

attention than you can provide without hurting the health and safety of other children in your care

- h. Other symptoms to watch for: head lice, discolored nasal discharge, exposure to chicken pox, began taking an antibiotic less than 24 hours

## **2. Diapers/toilet**

- a. Disposable gloves must be worn for diaper changing
- b. Hands must be washed with soap and water or appropriate cleaning solution after each diaper changing
- c. Only disposable towels are to be used for hand drying
- d. Diaper changing surfaces must be sanitized after each use. Use one cap full of bleach to a gallon of water. Wax paper may be used under baby when changing diapers to reduce amount of cleaning time. Discard with rubber gloves and diaper
- e. Crib sheets, burp cloths, bibs and aprons must be laundered after each use

### **• Use of Disposable Gloves**

- a. For diaper changing
- b. For handling body fluids
- c. For treating open wounds
- d. Gloves must be thrown away after each use

### **• Hand Washing**

- a. Before handling food
- b. After using the restroom or helping a child in the restroom
- c. After handling shared toys
- d. After coming in from outdoors
- e. During illness, after sneezing, touching eyes, nose or mouth
- f. After nose wiping

## **Sanitizing the Modules, Toys and Equipment**

Caring for preschoolers and children includes providing a clean environment where the child can explore, create, learn and play. That means toys, teaching materials, equipment, walls and floors

need to be cleaned and sanitized thoroughly every day to ensure a safe and clean environment for everyone.

- a. Using three (3) plastic tubs, set them on top of the module or on a convenient table
- b. Put soapy water in the first tub, clear water in the second, and bleach water, (1 cap full per gallon of water), in the third.
- c. Remove all items from the module shelves
- d. Using a different cloth for each tub, wipe out all of the shelves with each of the waters
- e. Begin washing toys and tubs and leaving them to dry on a white towel. Each toy should be in the bleach water for at least 15 seconds for thorough sanitizing
- f. If a toy cannot be submerged, (such as a book), use the damp cloth to wipe it off
- g. Change the water as needed, when the soapy water is dirty, or the bleach water or clear water become soapy
- h. As toys and tubs dry, replace them on the shelves
- i. Cribs, chairs, tables, exersaucers, etc., should be wiped down each day with the same three step process

## **2. Safety**

- **Abuse Prevention**

- a. At time of arrival, the registrar should ask the admitting adult about any abrasions or bruises. These must be recorded on the registration form. Be VERY careful! Do NOT make any accusations! Discuss concerns with the Blue Hat.
- b. Staff should never be isolated where they cannot be observed
- c. Staff may never hit, shake or verbally abuse a child. Doing so will result in immediate removal from the DRCRT unit and team.
- d. Documentation is required on the incident form

- **Accidents and Injuries**

- a. In the event that a child is injured, contact the Unit Director immediately to determine first aid needs

- b. Any injury occurring to a child while in DRCRT must be reported on an accident form
- c. In the event of serious injury, call 911. Staff should administer appropriate treatment until 911 arrives
- d. American Red Cross guidelines will be used in treatment and care of injury or accident

- **Behavior and Discipline**

- a. Guidance and discipline will always be administered in a firm, positive manner with a Christ-like spirit
- b. Children will not be allowed to behave in a manner that could cause injury to themselves or others
- c. In the event that a child cannot be controlled, it may be necessary to remove the child from the TECC program. This is at the discretion of the Unit Director.
- d. Documentation is required on an incident report form

- **Medications**

- a. The parent or guardian must specify with written instructions the time and amount of medication
- b. Only prescription medication will be given and it must be in the original container.
- c. Must be stored appropriately in refrigerator or locked box and out of the area where children are cared for
- d. Administered only by the Team Leader or a nurse
- e. A form is to be filled out with child's name and ID number, log the time and the amount given and signed with his/her full name