

Witchwood Toddler Care

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- **Philosophies**

Toddler Care at Witchwood is a collaborative babysitting endeavor meant to increase accessibility at our game to include parents of young children. Finding adequate childcare for children under 5 is a challenge for parents, and the cost can be prohibitive for weekend care. The goal of this program is to provide a framework that will allow parents to arrange collaborative babysitting in a manner that is safe and efficient. Witchwood itself is not running a daycare, and neither staff nor the board of directors are responsible for the care of the children at game. However, Witchwood reserves the right to ask parents to discontinue participation in the program if there are concerns for safety of the children (such as bringing children into game spaces, neglecting to adequately care for children, neglecting to participate in caregiving shifts).

- **Expectations and Policies**

This collaborative babysitting program is intended for children under school age, though individual cases of older children may be negotiated. Witchwood will provide a cabin space for families, which will contain the necessary utilities (electricity, nearby running water, refrigeration). As our game is not safe for young children, and may contain content unsuitable for toddlers, children must be kept in predetermined areas at all times (including the cabin and a determined outdoor space). Parents will be expected to participate in shifts of care, lasting several hours each, throughout the weekend. **A ratio of no more than 3 children to one adult shall be maintained at all times.** At least one adult present (if there are more than 3 children) must have experience in child care (i.e. as a parent, childcare worker, teacher, etc.). Community volunteers may accompany an experienced adult at any point, but will not be solely left to care for children. Volunteers will be expected to adhere to the same requirements as parents, as their participation affects adult:child ratios. Participants will be asked to receive CORI checks prior to participation.

- **Reaching Parents**

It is vital that caregivers be able to contact parents of all participating children during game, in cases of emergency. Participating parents should keep a cell phone on their person and be able to receive calls during game time. Most phones offer features that will allow certain calls to ring, even when the phone is silenced. Another good option is keeping the phone on vibrate and somewhere close to the body where it will be felt during game.

- **Schedule of Care**

Parents will sign up for childcare shifts, through scheduling run by Adrian M. Tatro. Effort will be made to allow parents to participate in shifts they prefer. However, if shifts remain unclaimed before game time, parents will be asked or assigned to those spots. Community volunteers may participate. The schedule of care will be posted in several locations. Parents will receive a printed schedule, a copy will be kept with the children, and a copy will be kept at the tavern for easy reference. Witchwood staff will be provided with a copy of the schedule of care, and will endeavor not to run conflicting personal plots during a parent's care shift.

Parents may choose to be present during times when they are not scheduled for care (e.g. to assist in feeding). These additional care times are completely voluntary, and do not affect the schedule of care

- **Intake Questionnaires**

Parents will be provided with intake questionnaires before the family's first event participating, to return to Adrian at least one week before the scheduled event. This questionnaire will ask a variety of questions, including ones about the child's daily schedule, feeding, medical history, and general information for the child. Information provided in these questionnaires **must** be accurate to the best of the parent's knowledge, or participation in the program will be ended. Although adherence to HIPAA is not legally required, care will be taken to manage this information so that the privacy of families is maintained. Information will be shared among adult participants, but will not be shared with non-participating community members. These questionnaires will be accessible at all times by childcare participants, as they will contain information vital to the care for each child.

- **Health Concerns**

Parents will be required to provide a copy of their child's most recent physical examination and proof of up-to-date immunizations to participate.

- **Healthcare Plans**

All participating children with medical concerns or conditions must receive a healthcare plan. If your child has medical concerns including (but not limited to) **asthma, allergies, any medications, or any medical equipment (including inhalers, nebulizers, and support devices)** information must be reported to Adrian as soon as possible, at least one week before game. Parents should provide medical documentation where possible. Parents will be asked to complete a healthcare plan, which will be a document provided, containing information about all medications, times and methods of administration, and other emergency information. Even if parents choose to administer medications themselves, they will be required to complete a plan. Consent to administer medications or use medical devices must be provided by parents in writing.

- **Consent to Transport**

Parents will provide a signed consent to transport their child to the hospital in an emergency, in the case that they cannot be reached.

- **Insurance Information**

Parents must provide a photocopy of their child's insurance card, front and back, to be used only in the case of medical emergency. This photocopy will be kept with the child's medical records.

- **Diapering Policy**

Parents should provide diapering mats, diapers, and wipes to be used during diapering, as well as any creams or ointments. Rubber gloves to be worn during diapering will be provided. Gloves should be changed between each child. Hands should be washed following diapering. Diapers should be changed as often as needed, or at least every 4 hours.

- **Sleeping**

Children should be put down to sleep around the bedtime indicated by their parents. Parents will be required to provide safe sleeping furniture for their children, including cribs/beds with railings. A space heater will be provided, but parents should provide warm sleeping clothing for their children (blankets are unsafe for young children during sleep). Children should always be placed on their backs to sleep. Parents of co-sleeping children must take a sleeping care shift or leave their child in a crib for the night. Given the soft stop in gameplay from 2am to 9am, parents should spend this time in their cabin.

- **Feeding**

Parents will provide, in their intake questionnaire, information about their child's feeding, including type of food, frequency of feeding, any feeding concerns, and information on allergies or other dietary restrictions. Parents **must** provide food for their children to be consumed during game time, though they do not need to be present for feedings if they choose not to. A small refrigerator will be located inside the cabin for convenience. Parents should provide plates, utensils, and bottles/cups for feeding. Parents **must** provide a list of all allergies and their severity at least 1 week before the upcoming event, so that other parents can avoid foods that cause anaphylaxis in a child.

- **Supplies**

Parents will be required to provide the following:

- ★ Diapers, wipes, creams (if applicable), and a diapering mat
- ★ Sleeping furniture and warm sleep clothing
- ★ All food for the child for the weekend
- ★ Eating equipment
- ★ Any toys or “lovies” desired
- ★ All medications, whether regular or PRN, and all medical devices

Parents should label all items so that they may be returned after game. However, there is no guarantee that items will be returned or will be undamaged.

- **Emergency Procedures & Incident Reporting**

Parents will be required to document **all** incidents requiring any sort of medical attention, including the application of ice or bandages (band-aids). Parents will fill out an incident report following any medical care. In the event of a serious incident, parents should be contacted **after** first aid is provided. If the caretaker is not trained in first aid, a first-aid-trained player or staffer should be contacted

In the case of an emergency, parents should use the “emergency” call to cease gameplay. Emergency services should be contacted immediately. The child’s parents should be contacted. Nearby players or staffers should offer help, if appropriate.

- **Contact Information**

If you are interested in participating, please contact Adrian M. Tatro, MS, CF-SLP, DS at adriantatroslp@gmail.com. Any questions, concerns, or questions regarding difficulty meeting any of these requirements should be discussed over email. Participants must register and complete required documentation at least one week before the start date of the event. Medical information must be provided on an annual basis, or when there are any significant changes.