










**DIOCESE OF ORANGE**  
**CORPUS CHRISTI CHURCH CHILDCARE (LITTLE HANDS OF FAITH AND GUPPIES)**  
**WELCOME LETTER AND AGREEMENT**

Dear Parents:

Welcome to the Masstime Childcare Program at Corpus Christi Church. This ministry is provided by the parish in order to support your attendance at Sunday Mass and/or involvement in the parish. The goal of childcare is to provide a clean, safe, and caring environment for your child(ren) with age appropriate resources. In order to provide each child with safe, efficient care, it is necessary that all parents understand and agree to abide by the following guidelines:

-  **Attendance Requirements:** All children participating in childcare are required to be **registered** by a parent and have current up-to-date information on file (*Masstime Childcare Registration* form).
-  **Sign In-Out Procedure:** Each child must be signed in *and* out by a parent (or an adult authorized by the parent on their *Masstime Childcare Registration* form). Parents will be issued a name tag and a pager for emergencies and contact purposes.
-  **Diaper Changing/Potty Training:** Little Hands of Faith leads and aides do not change diapers, and Guppies must be fully potty trained. Parents will be paged if a child needs changing or assistance.
-  **Food & Beverage:** Water is available to children at all times during childcare. No snacks will be provided. All allergies should be listed on child's *Masstime Childcare Registration* form.
-  **Sick Children:** Children who have a rash, fever, pink or weepy eye(s) or other contagious illness should remain at home until they are well.
  - If a child becomes ill or injured during Mass, the parent will be paged and must come to the childcare area immediately.
-  **Medications:** We do not administer medication. If a child requires medication, we ask that the parent return to childcare to administer it to the child.
-  **Personal Items:** Please label ALL diaper bags, sweaters, jackets, and personal items. When you pick up your child, please make sure to take all personal items. The parish is not responsible for items left in childcare. Left items will be kept in the lost and found box for 14 days and then donated to a local charity.
-  **Conduct:** Masstime Childcare is a ministry provided by the parish. Children are required to be kind and courteous both to volunteers and other children. Materials are to be used with care. If a child displays inappropriate behavior or excessive crying, the parent will be paged.
-  **Photo/Video Release Authorization:** I authorize Corpus Christi to use my child's picture/video in church publications (i.e. website, emails and newsletters etc.)

***I understand that childcare will be provided for my child only as long as I fulfill each of the requirements listed in this Welcome Letter and Agreement.***

**Name of Undersigned (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_