

# Madison County Library System

## Youth Services

### Outreach and In-house Program Policies & Procedures

For daycares, summer camps, & after school cares

- 1. Daycare centers/outreach will schedule library visits at least 1 week in advance and no more than 1 month in advance with the Children's Specialist at each branch.**
  - **The *Group/Daycare Visit Registration Form* (see below) must be filled out and returned to branch Children's Specialist at time of scheduling.**
  - In-house daycare and outreach programs typically range from 25 – 45 minutes. Each group should discuss length of specific program with Children's Specialist at time of scheduling.
  - Some variations to the daycare/outreach scheduling policies may occur during the Summer Reading Program.
- 2. Each daycare center may schedule 1 visit per month (includes all age groups) to each branch.** Any exception to the maximum (1) number of monthly daycare visits must be approved at least 1 week in advance by the Youth Services Director.
- 3. Each daycare will attend programs independently of other daycares.**
- 4. The maximum number of children to be brought to the library by a daycare at one time is 30.** Any exception to the maximum number of children (30) will be approved by the Youth Services Director at least one week in advance.
- 5. Each daycare group will be attended by the adult daycare workers during the entire program.**
- 6. All scheduled visits will be posted on the Children's Specialists' Monthly Calendars.**
- 7. All daycares will be scheduled for visits to the library when the Children's Specialist at that branch is present at work.**
- 8. No guest performers or substitutes will be scheduled for outreach programs.** Any exception will be approved at least 1 week in advance. Guest performers for daycares will be used only if the Children's Specialist at that branch is present at work. The

Children's Specialist at each branch will provide guidance to any and all guest performers as to the format, standards, and guidelines of an appropriate program for the particular age group. The Children's Specialist will contact the Youth Services Director at least 2 weeks prior to the program to verify that the guest performer is aware of the standards and format to which MCLS adheres.

9. Children's Specialists will contact the Youth Services Director as soon as possible if an outreach program needs to be cancelled.
  
10. Each branch may host up to a *maximum* number of **7** programs per week and a *minimum* number of at least **2** programs per week. **The total weekly number reflects outreach, daycares (in-house), & regular programs.** Any exceptions to the minimum (2) & maximum (7) numbers will be approved by the Youth Services Director at least 1 week in advance.

*Revised 10/12*