

Organizing Childcare for Your Meeting or Event **New Procedures! 2009-2010**

It is our commitment to the families of this church to be accessible to all by offering childcare at all church sponsored events and meetings whenever possible. This creates a fully participating community, allowing parents to be involved in the life of our church.

However, due to budgetary limitations, the church will only be able to fund childcare for congregational meetings, new member orientations and religious education trainings for Sunday morning volunteers. Individual church groups may access our childcare providers for their church related events, but will need to provide funding for the childcare themselves through fundraising or member contribution. See below for costs and procedures.

Calling Procedure:

1. Ask your group or potential audience to reserve ahead for childcare. Collect names and ages of children. RSVPs are important to be sure that there are enough caregivers and we are within our safety ratios and to not waste funds by having providers there when no children participate.
2. **Contact the Childcare Lead, Svetlana Dunbar, at least 2 weeks or more, prior to your event to allow her enough time to make calls to providers. 684-6850**
3. Be sure to tell her:
 - ___ Dates and times
 - ___ Frequency (is it an ongoing meeting, a one time event, or a 5 week class?)
 - ___ Name and number of the main event contact person
 - ___ Where the event/group is meeting.
 - ___ How many children and the ages (keep her updated as this ebbs and flows)
3. The lead will add your event to the childcare calendar and with the office.
4. The Lead will handle organizing substitutes and all direct communication with the providers. If she cannot find enough providers, she will contact the event leader, and the group may need to find their own help. (please see note in the next section.)
5. If only a few parents are utilizing childcare and they need to cancel, they should be instructed to contact the event leader, who then in turn shall call the Childcare Lead.

Next are some things to note about offering childcare.
PLEASE READ THOROUGHLY!

How to pay for childcare for your group *(not for congregational vote meetings, new member orientation or R.E. teacher trainings)*

Childcare staff are the church's employees and must be paid through our payroll system.

1. Using the numbers and info below, calculate what you will need for a year of meetings. Collect that amount from your members or hold a fundraiser to cover the amount.
2. Deposit the monies either directly into the Childcare Payroll line, or transfer money from your committee line to the payroll line, marking clearly what it is for, and where the monies are coming from. (see attached form)
3. The childcare lead will maintain records of how many hours your committee uses and if it goes over, the church may bill your committee for the remainder at the end of the year.

Childcare Costs

1 provider - \$10 per hour Requirements: childcare must happen in the next room and not include more than one infant/toddler, or more than 5 children. Members of the group must make a visual check on the provider once per hour.

2 providers - \$19 per hour Requirements: Can use the childcare room downstairs, or be separate from the group. Must have no more than 2 infants/toddlers and not more than 10 children.

Additional infants or older children will require a 3rd provider (Total of \$28 per hour)

Points to Remember

- Childcare providers are ONLY for church events, not for events organized by an outside entity that is renting/borrowing our space *(even if the organizer is a church member)*.
- **If it is possible, scheduling your meeting when other committees are present and need childcare can be a way to save money and work together!**
- It is policy that we have two childcare providers available at all times, even if there are only one or two children. This keeps the children and the providers safe. However, this is not always possible, so if only one childcare provider is available, the provider and child must be in the adjoining room with the door open/cracked. If the door cannot remain open, a frequent visual check-in must be made from another adult during the meeting/event. **The provider may be required to interrupt your meeting to ask for help with bathroom breaks or other emergencies.** When only one childcare worker is present, childcare MUST take place in the room next door. For example, with one provider, childcare may NOT take place downstairs if the event is held upstairs.
- **In-charge** childcare providers must be age 18 or older. Providers under 18 may not be left alone with the children. The exception to this is if the childcare is being held in the next room *(with the door open or a frequent check in)* and all parents are made aware that the provider is under 18. In any case, a provider under 18 may not be left alone with more than 2 children. Two providers under age 18 may work with a group of 6 if there is not more than one infant in the group.
- If no children have shown up to a meeting within 25 minutes of the start time, the provider may leave and clock in for 1 hour. **They are requested to let your event leader know that they are leaving the premises.**

- **Keys: Not all providers have a key to the classrooms. The event leader should unlock room 4, or the room being used for childcare, and a restroom. If their providers do not have a key, the event leader is responsible for locking the space at the end of the event.**
- **If the Childcare Lead cannot find an available provider for your event, you may hire a provider on your own. If you can find a church volunteer, we will need to run just a background check on them. Contact the Director of Religious Education for this form. If you hire someone for the event that will be paid, they will need to meet with the Director for a one hour orientation and paperwork. If you hire a one-time worker who is working for free or pay, as long as they are working with one trained staff, may bi-pass the orientation and paperwork, and just fill out a time sheet. Be sure to communicate with the Director or Childcare lead about this. Also, let the trained staff know that this person is temporary and has not gone through safety checks.**
- If someone is being hired for a longer period of time or frequent jobs, they must schedule a time with the DRE or Childcare Lead to fill out paperwork, including bringing in their I.D. and SS card or a passport. They must also have an orientation (1 hour) with the DRE or the Childcare Lead. The orientation includes behavior management policies, snack and allergy information, location of First Aid supplies, etc...

Questions? Contact Candee Cole at 686-2775 or uucedre@gmail.com

Childcare Funds Transfer Request

Submit to Treasurer Box/Copy to DRE

Date: _____

Name of Committee/Group: _____

Name and Phone of Committee/Group representative: _____

Budget Line Item Number for Committee/Group: _____

Event/Activity needing childcare (*i.e. ongoing meeting, special party, etc..*)

Childcare Costs:

Check the one that applies:

_____ Please transfer this amount to child care payroll from the Budget line above.

_____ Please deposit this amount to child care payroll line, deposit attached.

1 provider for \$10 per hour at _____ hours = \$ _____

2 providers for \$19 per hour at _____ hours = \$ _____

3 providers for \$28 per hour at _____ hours = \$ _____

Total transferred/deposited = \$ _____

Signature of committee/group chair: _____

Notes: