

Request for Child Care

For a Church Event at First Unitarian Universalist Church of San Diego

Today's Date: _____

Please be aware of the following when you request Child Care for a Church Event:

1. The Committee Chairperson or Church member responsible for child care arrangements should submit this completed request to the Religious Education Office **at least two weeks prior** to the date of the event.
2. A return call will be made by the R.E. Assistant verifying your request and arrangements will be made. Committees and parents using the care are financially responsible for the cost.
3. You must be familiar with the Memo on non-R.E. Child Care on the reverse side of this form. You are responsible for providing these guidelines to the persons providing child care during your event.
4. At least two caregivers will be scheduled, but more may be contracted if appropriate.
The ratio for caregivers, according to children's age is:
18 to 24 months - 4:1
2 ½ to 3 ½ years - 6:1
over 4 years - 8:1

Please complete this information to request Child Care and return to the R.E. Assistant:

Name of Event: _____

Date/Time of Event _____

Name of Person making Request: _____

Daytime phone number: _____

What Church Committee is sponsoring this event? _____

Committee Chairperson(s): _____

Number of Children anticipated: _____ Age Range: _____

Special Needs: _____

Unless you request a specific room, most child care will be scheduled in Room 105. Committees may arrange for their own caregivers, but at least one of them must be over the age of 18. Such arrangements must be set at the time of the R.E. Assistant's set-up call. (The child/caregiver ratio specified above must be followed.) Otherwise it will be assumed that normal caregivers will be used and compensated according to the arrangements in place with the Church. Any entertainment provided must be appropriate and child-oriented. Any food or drinks will be provided by the committee or event organizers unless paid arrangements are made at the time of the request verification. When a meal is being provided, please remember to provide an ADULT meal for the child care providers.

Please fill out both sides of this form!!!

Memo on non-R.E. Childcare

These are the considerations for child care at times OTHER than Sunday morning.

1. Children must be supervised at all times. The ratio of children to adults can be found on the form used to request child care. These are the minimum numbers necessary. Always use the ratio required for the younger age when a mixed age group is present. Adults must be present at all times in all places where there are children. No children may play without adult supervision in the play yards.
2. Groups requesting childcare are responsible for the food and supplies used by the children and the supervising adults. Please arrange to bring whatever you need or talk to the R.E. Assistant about the supplies we have available for you to use. Supplies in the room, *including the bottled water*, belong to the Cooperative Preschool and are NOT available for use during child care. Please DO NOT use any of the supplies or toys in the closed cupboards or under cover.
3. Check the room when you first enter it. Note the condition of the room. If there is anything that appears to be a safety hazard, please correct it. Or, if you cannot correct it, see the event Key Holder and have them contact someone on the Church Staff. Please be sure to return the room to the condition it was in – or better – when you arrived.
4. Children should sit at a table whenever food is served. Please clean the table when the children are done. Clean up floor spills promptly.
5. Bathrooms may be used, but be sure they are left clean.
6. If there is any breakage or damage to anything, leave a written not for the R.E. Assistant or Liz Jones, R.E. Director.
7. Before leaving, check the windows and doors. Check doors by pushing. If children play outside, check the outdoor play space to be sure it is left the way it was found.
8. If you have created a lot of trash (and ALWAYS if you have food scraps) take the trash to the dumpster located behind Bard Hall.

I have read this Memo on Non-R.E. Child Care, and agree to provide this information to those providing Child Care during the time I have requested.

(Signature)

(rev. 03/01/04)

Please fill out both sides of this form!!!