

CHILDCARE GUIDELINES AND PROCEDURES

Religious Education Department

To arrange Childcare:

Church groups may arrange for their own caregivers provided they have been background checked and documentation has been provided to the Director of Children and Family Ministry. Church childcare guidelines must be maintained whether the group arranges for their own childcare or if the Director of Children and Family Ministry arranges for it according to the following procedures.

Requesting Childcare:

At **least two weeks prior** to the event for which you wish to arrange childcare, complete the childcare request form located next to the room reservation forms in the main office. Turn the completed form into the Director of Children and Family Ministry. Childcare costs will be billed to the sponsoring committee (current rate is \$40/hr). It is the responsibility of the group sponsoring the event requiring childcare to reserve a specific room). Childcare is usually scheduled in room 105 unless you have specific needs for another space. Reservations for childcare need to be taken by the group sponsoring the event and the count needs to be provided to the Director of Children and Family Ministry no later than one week before the event so that the appropriate number of workers can be hired. **You do not have childcare until you have received a confirmation.**

Cancellation: If a group has requested participants RSVP for childcare and have no RSVP within a week of the event any childcare is subject to cancellation. If childcare is provided for an event and no children are present within the first hour of the event the childcare will be closed and your group will be charged the minimum of 2 hours of childcare.

Childcare Guidelines:

At least two childcare workers will be scheduled for all events. The following ratio should be used to determine how many workers are needed.

18-24 months	4:1
2 ½ - 3 ½ years	6:1
Over 4 years	8:1

Children must be supervised at all times. No children may play in the play yards without an adult present. An adult should escort a child to a bathroom that is not attached to the childcare room. Childcare workers should check the room when they first arrive to note if there are any safety hazards. Should any furniture or equipment be broken during childcare, please report it to the RE Office. Childcare workers should ensure that the tables, chairs and floors are clean and that the room and yard are returned to the original condition when they are done. Before leaving, be sure that all doors and windows are closed and locked. Take any trash (always if there is food or dirty diapers) to the dumpster behind Bard Hall.

Required Activities and Programming: If your meeting lasts 3 ½ or more hours your group is responsible for providing appropriate activities or programming. The general guideline is that we expect at least 1 hour of programming/activity for every 3-4 hours of care. Entertainment for children should be age appropriate and child oriented. Any supplies needed for childcare (arts and crafts materials, videos, music, etc.) needs to be supplied by the group. Material in the room is not to be used for childcare.

Food: If your meeting lasts more than 5 hours and includes a meal time the **childcare will be closed for 30 minutes** over that meal time. Please plan accordingly when arranging for lunches. It is your group's responsibility to communicate to families whether you will be providing lunch or they should pack lunch for their children. Any food provided is the responsibility of the sponsoring group. When a meal is provided, please remember to provide an Adult meal for the childcare providers. Please provide a snack option for every 3-4 hours of care.

Planning and organizing support

If you or your leaders need suggestions or guidance on appropriate activities, programming, or food they may arrange a consultation with the Director of Children and Family Ministry.