

# Childcare Policies and Procedures for Babysitters



## Babysitters / Childcare Providers

- Babysitters do not need to be members of the church.
- All sitters must be approved by the Director of Religious Education for Children and Youth (DRECY).
- Adult babysitters are screened by a computerized criminal background check and their references.
- Teens must be at least 7<sup>th</sup> grade and if two teens are working together, at least one of them must be in high school or older.
- Two babysitters must be in the room with the children at all times – except in special situations such as the use of the bathroom or the need to get help.

## The DRECY will:

- Reserve the room/rooms/playground with the office Administrative Assistant.
- Recruit and provide procedural details to the sitters.
- Inform sitters of time and place childcare will be held.
- Provide this sheet of policies and procedures to the babysitters via email ahead of time and put a copy on the clipboard.

## Babysitter's Responsibilities:

- Create a sign that says where childcare will take place and tape it on the double doors to the CYRE wing. This needs to be done even if there is a sign in the vestibule saying where it is.
- Pick up the clipboard with instructions, name tags, time sheets, and a sign-in sheet. It will be in the CYRE Office, on the counter immediately inside the door. If not – make a sign-in sheet with child's name, parent's name, parent's cell #.
- Make yourself a name tag and make sure each child has one.
- The On-Site Supervisor (an adult associated with the event) will introduce her/himself to you, give you his or her cell # and let you know if a snack will be served or if the kids can go upstairs at some point and eat food in Freeman Hall. S/he will also check in with you before leaving.
- If inside, provide several options for activities – games like Pictionary or Monopoly, blocks or Legos, craft materials, video. Do not just turn on the TV. You are there to entertain and keep the children safe. No movies other than G, unless approved by DRECY.
- Make sure all parents sign their child(ren) in AND out using the sign-in sheet.
- Complete time sheets and place on DRECY's chair.