

Childcare Policies and Procedures for Event Coordinators and On-Site Childcare Supervisors

(The term “parent”, in this document, also means “the responsible party”)

The Event Coordinator (or his/her designee) will:

- Make the decision as to whether childcare should be provided and, if so, whether children are also welcomed at the event.
 - If the event is not suitable for children or youth of any age, (like a sit down fancy dinner), the publicity should indicate as such, with a note that childcare is available for all children.
 - If the event welcomes older children only, (like a coffeehouse or the Follies), event publicity should indicate the ages recommended and a note that childcare is available for children younger.
 - If the event welcomes ALL ages, (like brunches and game nights), childcare is not needed.
- Inform the Director of Religious Education for Children and Youth (DRECY) of the need for childcare, based on above decision, 2-4 weeks prior to event. Email is fine.
- Include date, times, anticipated number of children (more than 10, more than 20, etc).
- Provide the name and contact information for the on-site childcare supervisor. Send that person a copy of this document.
- Decide if a snack will be provided. No popcorn or potato chips inside. No soda anywhere. Recommended: crackers, cut up fruit or veggies, cookies. Water or box drinks. The Event Coordinator (or appointee) is responsible for purchasing and delivering the snack!
- If food is provided as part of the event, let the DRECY know if and when the children are welcome.
- Include in all PR the need for parents to contact the DRECY at least 4 days prior to the event if they will need childcare.
- The completed time sheets will be placed in your box. It is your responsibility to complete a reimbursement form, sign it, and place it in the appropriate person’s box for final approval.

The Director of Religious Education for Children and Youth (DRECY) will:

- Reserve the room/rooms/playground with the office Administrative Assistant.
- Recruit and provide procedural details to the sitters.
- Handle all time sheets which will be placed in the Event Coordinator’s box.
- Email the Event Coordinator to confirm that sitters are lined up.

The On-Site Childcare Supervisor will:

- Check-in with sitters at designated arrival time and introduce self as their contact for the evening. Provide them with your cell phone number and check that they have everything they need.
- Communicate snack decision to sitters when checking in with them that night.
- Check in with sitters at end of evening - or when they come to tell you they are leaving - and make sure the room(s) used for childcare is/are clean.

Expenses:

- Factor childcare costs into the cost of the event. Church safety policies mandate two sitters at all times. The DRECY will let you know how many sitters are needed based on numbers and ages of children.
- Sometimes sitters will be provided and no children will come. Tell the sitters from the onset that they will have to stay one hour and then, if no children arrive, they may go home. Pay a predetermined minimum.
- The 2009-10 pay is \$10.50 for adults (over 18) and \$8.50 for teens.