

Childcare Guidelines

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Guidelines Updated:

Guidelines Owner:

For Parents

Childcare may be requested for church events for children in the third grade and younger.

If you plan to attend a church event and need childcare, you will need to

- Sign up on the sheet posted on the bulletin board in the lobby OR
- Call the childcare coordinator directly to make your reservation *at least one week in advance.*

If you do not request childcare through these methods, then *it cannot be provided.*

Any request for childcare for First Hour sessions must be called in directly to the childcare coordinator by the Thursday evening before the First Hour session you plan to attend.

If you realize you will not need childcare, please contact the childcare coordinator as soon as possible, and no later than one hour before the event. This is very important, as it will prevent the childcare providers (teens or adults) waiting for children who are not going to show up.

If childcare providers are not available for an event, parents who have requested childcare will be notified as soon as possible.

If you do use the childcare service for any church event, it would be greatly appreciated if you would reciprocate this service by volunteering your time to provide childcare at another event. A sheet is posted on the bulletin board in the lobby for those who wish to reciprocate.

For Committees

These instructions are for committees scheduling events that require childcare.

Please make sure to *notify the childcare coordinator*, well in advance, of any event at which you wish to provide childcare.

For any event requiring childcare, the committee organizing the event is responsible for *providing the snacks* for the children during the time they are in care.

Please try to limit all church *events* to those that *end at or before 9 pm*. After this time, childcare becomes problematic on several levels, not the least for the tired, cranky children.

No matter at what time you schedule your event to end, please ensure that it does indeed end *at that time*, and not simply begin to end at that time. In other words, if the event is scheduled to end at 8 pm, please do not expect the childcare providers to continue to provide childcare until 8:30 as things slowly wind down.