

Good Shepherd United Methodist Church

Childcare Policy

Rev 4.2019

The goal of the childcare ministry is to provide a safe, loving, and God-centered environment for the childcare in care.

To be able to provide the best care possible, guidelines and expectations have been developed. While childcare cannot be guaranteed, it will be accommodated if possible.

Basic Childcare Information:

- **Childcare will be provided for:**
 - All Sunday worship services at all campuses for ages birth-4
 - Volunteers can be utilized during services as well.
 - Non-Sunday worship Services (Ash Wednesday, Good Friday, Christmas Eve, etc.) for ages 4 and under, except for N. Oak, where it is 3 & under
 - Small group meetings on campus at the request of group leader-this is available for children birth-5th grade.
 - Other Church sponsored events-for children **birth-5th grade**.
- Due to the availability of workers and space, as well as the guidelines of Safe Sanctuary, the following must be adhered to:
 - There will always be a minimum of 2 childcare workers in each room based upon the ratios given in Safe Sanctuary
 - **0-2 (1:4) | Preschool (1:6) | Elementary (1:8) | adult: kid**
 - The **suggested minimum** number of children for childcare will be **3**.
 - Drop off of children will begin **10 mins before** the start of an event and all childcare workers are present.
 - An exception to this drop off time will be made for large church sponsored events.
 - Pick up must happen within **10 minutes after** the event ends.
 - Parents/guardians must remain **on campus** to participate in childcare. Childcare **will not** be provided for groups **leaving the church campus**.
 - For all events and small groups, all childcare registrations need to be submitted a **week prior to the date of the event**.
- Childcare Resources
 - North Oak campus will use 107, Gladstone and Platte County will use the nursery
 - Childcare staff will have access to classroom toys and childcare supply cabinet.
- If childcare is not available (i.e. groups meeting outside of the church, minimum number of children not met, or unavailability of childcare workers):
 - Childcare is the responsibility of the parents/guardians to hire and pay the childcare worker.

Responsibilities of each of the following: Childcare staff, Childcare Coordinator, Parents/Guardian, and Facilitators

- **Responsibilities of the Childcare Workers**
 - Childcare staff have a completed application on file.
 - Childcare staff will complete Safe Sanctuary training.
 - Childcare staff must be at least 16 years of age.
 - Childcare staff will be on time and stay for the duration of their shift.
 - Please note, if a childcare worker does not show up for a scheduled event, the church will be unable to provide childcare for some or all the registered children for the event.
 - If a childcare worker needs to cancel due to illness or emergency, they will find a sub for their shift by reaching out through the childcare staff list. They will inform the childcare coordinator of the change. If no one is available, the childcare coordinator will inform the facilitator.
 - Childcare will be cancelled if school is cancelled.
 - If an event is cancelled by the facilitator, the facilitator will inform the childcare coordinator.
 - If no children arrive within the first 15 minutes of the start time of the event for which childcare is being provide, the childcare workers may leave.
 - Worship services are an exception to this, the childcare staff must stay the whole time.
 - Childcare staff are expected to arrive 15 minutes prior to the event's starting time and drop off will begin no sooner than 10 minutes prior to the event. Before that time childcare staff should be preparing for the children.
 - Exceptions to the 15 minutes prior would be worship services, childcare staff should arrive 30 minutes before the start of service, and large events, again staff should arrive at the start of their shift (usually 30-60 mins prior to the start of the event)
 - Childcare staff are expected to stay and clean after the last child has been picked up. Childcare staff will leave the rooms used neat and clean.
 - Childcare staff will utilize the smart care app on the provided tablets to clock in and out.
 - The exception to this is childcare provided at the Platte County campus, the staff will use the google docs time card.
 - Cell phones may be carried but should only be used in an emergency. Please set the ringers to "off" or "vibrate" so that you can commit your full attention to the children in your care.
 - Play and have fun!

- **Responsibilities of Childcare Coordinator**
 - Will maintain a list of paid childcare staff
 - Will correspond with facilitators and childcare staff, providing all pertinent information.
 - Will verify that childcare staff is up to date on safe sanctuary training. Will also train those staff who are not or need to go through retraining.
 - Will coordinate with the communications team online childcare registration.
 - Will oversee and manage timecards
 - Will provide a list of registered children to childcare staff for each event.
 - Will maintain a record of all childcare requests.
 - Will communicate to facilitator at least a week prior to event if childcare is unavailable.

- **Responsibilities of the Parents/Guardians**
 - Parent(s)/Guardian(s) must remain on the church campus for childcare. (no childcare will be provided at the church for groups leaving the church)
 - A limited number of childcare spots are available for events.
 - Children must be registered at **least one week** prior to the start of the event.
 - Dependent on availability late registrations might be accommodated, but accommodations are not guaranteed.
 - Childcare registration will be available on the scheduled events registration link.
 - Registration will include: Name (first and last) age, allergies, parents'/guardians' names, and contact information.
 - If you need to cancel your child's reservation, please email the childcare coordinator (childcare@goodshepherdkc.com) or let the facilitator of your event know.
 - If the event is cancelled due to inclement weather or if childcare is cancelled this information will be shared with you by your facilitator.
 - For safety purposes, please check your child in/out of childcare with provided clipboard in classroom.
 - Drop off will happen when all childcare staff is present and no sooner than 10 minutes prior to event.
 - If your child is ill, we ask that you please take care of your child at home.
 - Pick up is expected as soon as the event has completed, no later than 10 minutes after your event.

- **Responsibilities of Facilitator:**
 - If childcare will be offered for your event or small group, childcare should be **requested** at least **3 weeks prior** to the event or small group start date.
 - The following information must be provided with the requests: date, times childcare is needed, anticipated number of children.
 - This childcare request form can be found in the LOC childcare tab or on the childcare coordinator's email signature.
 - You will receive an email confirmation from childcare coordinator to confirm availability of childcare staff for requested event.
 - If childcare is cancelled, you will communicate that to the event participants.
 - Please check to see that all childcare staff is present prior to drop off.
 - If not, all childcare staff is present prior to the start of the event, childcare will be cancelled due to safe sanctuary policies.
 - Childcare staff will be happy to provide coloring pages and or toys to help ease the transition of no childcare.
 - Facilitators must also register their own children.
 - If childcare is unavailable, the childcare coordinator will let the facilitator know at least one week out. It is up to the facilitator to let the event group know that childcare is unavailable as soon as possible; so that those families can make other accommodations.
 - Communicate with childcare families the availability/unavailability of food for the event.
 - If food is being provided for the event registrants, then a peanut/tree nut free meal should be provided for childcare staff and kids.
 - If food is not being provided for event registrants, then it should be communicated to families to bring a peanut/tree nut free meal.

Definitions for Childcare Policy:

Childcare Coordinator: church personnel in charge of scheduling childcare and keeping all documentation.

Childcare staff: paid person who is at least 16 years of age, safe sanctuary trained, and oversees caring for the children.

Facilitator-this is the person who is responsible for leading/overseeing all aspects of the event: event leader, small group leader, event coordinator.

Parent/Guardian-any person who is legally responsible for the care of a child.