

The Child Care Policy was reviewed and approved by the Church Council in February, 2013. Childcare for the Fellowship Dinner and major fundraisers, November Fest and Action Auction, have been paid for from those budgets. The Child Care budget is for child care for congregational meetings, classes, newcomer brunches, committee meetings and sponsored events, etc. Teens providing child care have been paid \$10.00/hour.

### **UUCR CHILD CARE POLICY, CURRENT**

- 1) Each Committee or Group is responsible for arranging for child care for their event and for having an adult (either a member of the committee or someone recruited by the committee) as the contact for child care for the event. This person will be the contact for the child care providers, supervise them, uphold childcare policy, handle urgent or emergency situations, and submit the voucher(s) for payment from the Child Care Budget.
- 2) Safety of children is our top child care priority.
- 3) Care-giving ratios (kids: adults) should be: under age 3 = 3:1; ages 3 on up = 5:1.
- 4) For onsite at UUCR child care, teens may care for children (with above ratios).
- 5) For any offsite child care (or if all parents are offsite), a minimum of two adult caregivers will be required in addition to teens.
- 6) All onsite child care will have a minimum of two caregivers of the following combinations: 2 adults, or 1 adult & 1 youth helper, or two youth helpers (one of whom must be at least 15 years old).
- 7) Caregivers must always have access to an event to contact parents, or child care will not be offered.
- 8) Child care will take place in the scheduled room(s), and not outdoors, except under the supervision of an adult helper.
- 9) Only youth scheduled to work are permitted in the room during child care.
- 10) The sponsors of the church event will provide an onsite adult contact for child care workers, or phone access (e.g., cellular phone) if either child care or the parents are offsite.
- 11) Child care ends at 9pm and should be advertised as such, with a reminder to parents when they drop off children. If an event runs later, the child care workers will announce at the event that child care is ending 5 minutes before 9pm and parents must pick up their children.
- 12) Child care helpers must be willing to work as needed with whatever ages of children who attend.
- 13) Youth helpers will read and sign a child care agreement before helping with the child care, which shows that they understand and agree to the child care guidelines.
- 14) All children will be signed in on a roster with name and age, and given a nametag. All child care workers will wear nametags. Children will only be released to a responsible adult at the child care room, or walked over to such by a child care worker (children will not be allowed to leave the child care on their own to look for or meet their families).
- 15) Any UUCR group wishing to provide child care for a church event should request the room to be used for child care from the church office or fill out the calendar request and room reservation form on the website and should arrange for signups for child care. Advance signups are necessary for child care in order to ensure the proper ratio.
- 16) UUCR youth may only work in the Sunday nursery with the prior approval of the DRE and the RE Children & Youth Committee Chair.
- 17) Child care workers should be present at the scheduled room at the scheduled times.