

# CHILDCARE POLICY

Christ Church Childcare is provided for children of parents who are participating in events at Christ Church. The objective of childcare is to offer a safe and loving environment for children six weeks old through the elementary years. In order to continue to offer quality childcare and be good stewards of the church's financial gifts the childcare department has developed the following guidelines:

Childcare will be provided for all worship services.

Childcare will be provided for on-going ministries of the church (such as Bible studies, HomeGroups, choir, hand bells, and church meetings) with the following stipulations:

- Must meet on days and times that childcare is offered:
  - September through May**
    - Mornings: T, W, F (9:30-12:00) 3rd Saturday (8:00-12:00)  
(Note: Limited availability on Fridays)
    - Evenings: M, W, TH (6:00-9:00)
    - Afternoon/Evening: Sun (2:00-8:00)
  - June through August**
    - Mornings: T, W (9:30-12:00) 3rd Saturday (8:00-12:00)
    - Evenings: W, TH (6:00-9:00)
    - Afternoon/Evening: Sun (2:00-8:00)
    - No Scheduled childcare on Fridays.
- Families using childcare for anything other than worship and a servant leadership role will be asked to make a suggested donation of \$3 per child, per session in order to help offset the childcare cost.

Any ministry or group desiring childcare for special events shall contact their staff Ministry Leader. The Ministry Leader, along with the Childcare Director, will discuss the childcare needs and how the expense will be covered. The exact amount will be determined by the number and ages of the children and length of program. **Note: Childcare is scheduled at a minimum of two hours with two workers.**

We understand that last minute needs arise and in no way want to limit participation in your ministry. When unforeseen situations arise, the Ministry Leader should contact the Childcare Director as soon as possible to determine the best way to support your ministry needs.

## To Set up Childcare:

The Ministry Leader will complete a childcare request at least 2 weeks prior to the event. Childcare requests must be approved by the Childcare Director before the event is advertised. Approval will be based on space availability. The Ministry Leader will receive a confirmation of approval. Please instruct your participants to make reservations at least 48 hours in advance. If no registrations are received by the Childcare Director within the 48 hour timeframe, the event will be canceled from the Childcare Calendar. Ministry Leaders will be notified that childcare is canceled. It is the responsibility of the sponsoring Ministry Leader to notify the Childcare Director if an event has been cancelled.

# REQUEST FOR CHILDCARE

Childcare can be arranged for any church organization requesting it. Procedures are as follows:

1. Group Leader: Request childcare by one of the following means: Complete an on-line request, complete the form below and return to the church office or email to kimr@cumcsl.org and provide the information below. Please submit at least two weeks prior to the event. You will receive a confirmation. Please do not advertise the availability of childcare until you have received a confirmation.
2. Persons attending the event and requiring childcare must call the church childcare hotline or e-mail kimr@cumcsl.org to make reservations. Please provide parent's name, children's names and ages and the event attending. Reservations must be made at least 48 hours prior to the event. Alternative Method: Group Leader may assemble the above information and submit 48 hours prior to the event. Reservations are necessary so that proper provider to child ratio can be maintained. Children arriving without reservations will be accepted only if space is available.
3. Childcare providers will arrive 15 minutes prior to the meeting time unless otherwise requested. Children must be escorted to the childcare area and checked in at the computer kiosk by a parent or guardian.
4. If no reservations are received within 48 hours of the event, the event will be removed from the childcare calendar.

**CONTACT:** Kim Ripley, Nursery Director, kimr@cumcsl.org.

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## CHILDCARE REQUEST

Today's Date \_\_\_\_\_

Group \_\_\_\_\_

Group Leader \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time of Meeting \_\_\_\_\_

Location of Meeting \_\_\_\_\_

Approximate Number of Children \_\_\_\_\_