

Ministry Childcare Policy
Provided by **CONSTRUCTION ZONE**
Early Childhood Ministry

– Childcare Ages

Childcare ages are from birth to 4th grade.

– Designated Childcare Times

Designated Childcare times are as follows:

Saturdays	4:30 PM-7:30 PM
Sundays	8:00 AM – 12:00 PM
Sunday Evenings	5:00 PM – 7:00 PM*
Wednesdays	6:00 PM – 9:00 PM
Thursdays	6:00 PM – 8:30 PM

Childcare during these times will be covered by the general church budget.

*During Seek and Soak, the time is extended to 8:00 PM.

– Non-Designated Childcare Times

All other times not listed above are considered non-designated childcare times. Childcare during these times will be covered by the ministry or ministries requesting childcare.

– Requesting Childcare

For all events, regardless of whether they occur during designated or non-designated times, childcare must be requested.

A Childcare Request Form must be completed and submitted no later than two weeks in advance of the event.

– Childcare Request Form

The Childcare Request Form should be submitted to the Pastor of Early Childhood.

Contact Info – A contact person and phone number must be listed.

Event Info – Event name, time, and location are needed to make sure all requests are covered. Exact times for start and end are needed to ensure the correct time to schedule workers.

Childcare Info –

Ministry Leader Approval – Due to the costs of childcare, the Ministry Leader or Director responsible for the area of ministry must sign off on request.

– Childcare Info

Because our goal is to provide a safe environment during childcare we abide by ratios (workers:children). In order to ensure that we have enough workers we ask for the names and ages of all children needing childcare for an event. Both the names and ages of the children (not the parent) are needed no later than one week in advance. This information is also helpful in assisting us in accommodating walk-ins.

If there are any known concerns or issues related to a child in need of childcare we also request that you notify us.

If not names and ages are not known at the time of request, this information can be submitted via email.

– Changes

Any changes to the childcare request should be sent via email to the Pastor of Early Childhood. Examples of changes are: time, children attending, location of event, date of event, contact person, etc.

– Confirmation

The contact person will be notified of the receipt of the childcare request. Any concerns, changes, or issues will be addressed at that time.

– Childcare Room Reservations

Room reservations and room cancellations for childcare are the responsibility of the Pastor of Early Childhood.

– Childcare Cost

Please keep the following in mind when determining childcare costs:

Childcare workers are paid minimum wage which is \$7.50/hour.

Two childcare workers are scheduled for each room of childcare that is needed.

The number of rooms and workers is determined by the number of children signed up, the ages of children, which rooms are available, and the needs of the children attending.

Childcare workers are paid when children do not show or an event is cancelled without proper notice (see below).

– Ratios

Ratios are maintained for the safety and security of the children. Ratios are below:

A minimum of 2 workers shall be present in each room.

Infants: 1 worker per 2 children

Ones: 1 worker per 4 children

Twos: 1 worker per 6 children

Pre-School: 1 worker per 8 children
Elementary: 1 worker per 10 children

To meet ratios and maintain a safe environment, rooms may be combined or the room may be closed and no additional children will be allowed to attend.

Only the Pastor of Early Childhood or a designated lead adult childcare worker can adjust ratios.

– Cancellation and No-Show

Childcare workers are paid for their scheduled time versus actual time in the following two events:

No-Show: when the children signed up for childcare do not attend causing a room or all rooms to be closed

Cancellation: when an event is cancelled and the Pastor of Early Childhood is not given enough notice to notify workers of the cancellation. Events should be cancelled one week in advance. The only exception is weather.

– Deficits

No ministry is allowed to have a deficit in excess of \$180. Once this amount is reached the ministry will not be able to utilize the Childcare Ministry until the balance is paid.

A ministry can reallocate funds from within their ministry budget provided they have completed the appropriate form and received their immediate supervisor's approval and signature.

The Pastor of Early Childhood will inform the ministry when their deficit has been reached and when it has been cleared.

– Children in Church and Babysitting

Children cannot be left unsupervised in any area of the building.

Only approved volunteers and childcare workers can provide childcare.

No group can reserve a room for children unless approved Childcare is being provided.

Any exceptions to this are made by the Pastor of Early Childhood and the Family Life Department Head.