

## University Unitarian Church Childcare Guidelines for Church Sponsored Events



1. Church-sponsored childcare is provided by paid teenage caregivers or adults to multi-age groups of children during church events such as meetings, membership orientation classes, adult education classes, and adult-oriented social events at \$9.50 dollars an hour.
  - Payment vouchers should be submitted to the office and caregivers they will receive payment within 10 days of the event.
  - It is suggested that Caregivers be paid for a minimum of 2 hours (even in cases when no children show up).
2. Caregivers shall be at least 14 years of age, and on the Church Childcare Roster or have permission of the DRE. The group requesting childcare will provide at least **one supervising adult** during the event.
3. There shall be a minimum of two caregivers in all situations.
4. Minimum ratios for children and caregivers shall be as follows:
  - Infant to age 3: 2 caregivers for every 3 children under the age of three.
  - 4-8 children, with no child under the age of three: 2 caregivers
  - 8-10 children, with no child under the age of three: 3 caregivers
  - 10 or more children: 3 or more caregivers

**NOTE: If more than one room is used – a minimum of 2 caregivers are required in each room.**

5. Each room used will have a sign-in sheet. Parents will sign their children in and out and report any allergies or health issues. No child with a communicable disease or a fever should be left. This includes flu, colds, diarrhea etc. We can give no medication of any kind. Parents should remain on the premises. They may not drop their child off and then leave the building.
6. The rooms available for childcare are Channing, Adams, Dix, Jefferson and King. Most groups will use Channing as the central location. Jefferson would need to be used for infant care, as it is the only room with cribs. The following are suggested for use of multiple rooms for a large mix of children of different ages:
  - Channing for elementary aged children (kindergarten through fifth grade)
  - Adams and Dix for preschool children, King for toddlers (under 2 1/2) and
  - Jefferson for infants.

It is recommended that diapers be changed in the King or Jefferson rooms where diaper supplies are available. Latex gloves should be worn when diapers are being changed. Both rooms have these supplies.
7. There must be a designated adult with caregivers downstairs while childcare is being provided. First aid supplies are in the church school office, which will be opened for all events that require childcare. The designated adult will get the CYP office key from the custodian on duty lock the door and return the key to the custodian following the event.
8. **NOTE:** If food is provided - Absolutely **no nut products** are permitted, as they can be a life-threatening allergy for some children.
9. Any injury should be reported to the parent/s and the designated adult. Incident reports are available with the sign-in sheets.