



MANUAL OF POLICIES, PROCEDURES, & GUIDELINES

Policy Location:	GSFD - 3	Created: 5/15/2024
Title:	Childcare	Revised: (date)
Policy Owner:	Faith Development Shared Ministry Team	
Associated Documents:	GSFD - 1 Faith Development Team Policy	
Last Reviewed:		

Function:

To provide childcare for families with young children during church services or events.

Duties - to be carried out by Director of Faith Development (DFD) or a designee of the DFD.

1. Provide childcare under the following situations:
 - a. Sunday mornings during services
 - i. Childcare for children 6 months or older. Care for children under 6 months can be offered only when a previous arrangement has been made with the Director of Faith Development or Assistant for Faith Development.
 - ii. Childcare for children up to 4 years (if turning 4 after August 31 of the beginning of the church program year)
 - iii. Faith Development classes for children grades PreK through 5th grade (must turn 4 before September 1 of the beginning of the church program year)
 - b. Church wide events such as forums, annual meetings, service auctions, etc.
 - i. Childcare for children 6 months or older. Care for children under 6 months can be offered only when a previous arrangement has been made.
 - c. Children's activities for children 3 or 4 years of age and up
 - i. By request for church sponsored classes, special events, etc.
2. Arrangements must be made in advance as per "Childcare Request" below
3. Provide a safe and welcoming environment for children and youth to play and learn.

Organization:

1. The Director of Faith Development (DFD) oversees Faith Development staff and all people hired or volunteering to provide childcare.
2. The DFD may appoint a designee to be responsible for finding youth or adults to provide childcare.
3. Adults who provide childcare, whether hired or volunteer, must pass a background check.
4. Youth who are hired to provide childcare must be at least 13 years of age and go through training regarding childcare procedures with either the DFD or a designee.
5. Maximum child/caregiver ratio is 3 children to 1 caregiver. Additional volunteers or staff must provide support if more than 3 children are present.



Procedure

1. Upon arrival, playroom caregivers will greet parents/guardians and child(ren) and guide them through the check-in process including exchange of care items.
2. If the child is new to the playroom, parents/guardians will be asked to provide their name as well as their location in the building.
3. Registration information is required annually for insurance purposes and should be updated throughout the year as changes occur.
4. Parents/guardians are welcome to stay in the playroom with their child(ren) as long as they like.
5. Playroom caregivers or staff members will seek parents when a child is distressed or inconsolable.
6. Supplies provided by each child's parents will be used only for that child. If no changing supplies are provided, the child will be changed using the diapers and wipes provided by the playroom.
7. Snacks or drinks may not be consumed in the nursery, with the exception of water, formula, or milk.
8. Food and drink provided after services and during fellowship events must be consumed in the commons at the discretion of the parents.
9. Toys will be maintained in a clean and safe condition.

Childcare Request

1. Requests for Childcare at church-sponsored events go through the Director of Faith Development or a designee.
2. It is recommended that requests be made at least 10 days in advance.
3. The DFD or designee will schedule the appropriate number of staff/volunteers.