

FIRST UNITARIAN CHURCH OF WILMINGTON
Children and Youth Religious Exploration
Child Care Requests & Policies
V.2020

Please note that PAID all- church child care may be funded via either all- church child care line item or from other line items in the budget that fund team activities. Please check with your Program Team staff member or the Business Manager if you want to know if funding is available. If not, individual groups sponsoring an event may choose to hire child care providers, but will also be required to arrange for funding to pay.

1. When funding is available, child care is provided for church sponsored events.
2. The Director of Religious Education (DRE) hires, trains and approves all Child Care Providers.
3. The DRE maintains a list of approved [Child Care Providers](#). Team chairs and Event coordinators can request at least 2 weeks in advance that the DRE contact Child Care Providers if they wish to offer child care at their events. Please contact the DRE at catherine@firstuuwilm.org
4. The ratio of child care providers to children is 1:4. At least 2 childcare providers must be present.
5. The Team Chair and/or Event Coordinator reserves space for Child Care. Please reserve the space for ½ hour before and after the event ends to provide time for set up and clean up.
6. The Team Chair and/or Event Coordinator supervises Church Sponsored Child Care Providers at their events.
7. The Event coordinator or team chair will ensure child care providers fill out timesheets for their event. The event coordinator must sign off on the timesheet if the DRE or Child Care Coordinator is not present at the event.
8. Time sheets are located in the Child Care Notebook in the CYRE cubbies.

Team Chair and/or Event Coordinator:

1. Contacts DRE to request child care providers at least 2 weeks prior to an event.
2. Oversees and assists Child Care Providers during the event.
3. Approves and signs Child Care Provider timesheet at conclusion of event.
4. Reserves room needed for childcare through the church office.
5. Ensures all Safety Policies and church policies are followed.

Parent responsibility:

1. RSVP to an event offering child care so that proper staffing can be arranged.
2. Sign the Attendance Log to check in and check out children.