

Guidelines for Requesting Childcare for Church Events and Meetings

February 2026

Here is what we have currently:

- Childcare is provided every Sunday in the nursery from 9:30-12:30. We have two nursery workers: Sequoia Camp & Michelle Anderson. If one of them calls in sick, we have a high school student who is RedCross certified and on our payroll as a substitute to be the second person in the room. If she is not available, a church member is asked to step in and help. If both workers are sick, we may have to close the nursery for that day as the DRE is teaching her own classroom of students. We are in the process of hiring another regular Sunday worker.
- For special events such as the church auction, the DRE and the two childcare workers provide activities for all ages of children. We also have adult volunteers joining us, as there can be a considerable number of kids of various ages. Infants are usually kept in the nursery, while other spaces are utilized for the older kids. Weather permitting, we go outdoors.
- For smaller events like the Ministry council meeting, two child care workers are necessary. If a contracted worker calls in sick: a volunteer can step in to assist, or the children may be brought down into the meeting space by the remaining worker and cared for in sight of the other adults, or the childcare is simply cancelled, the children join the meeting and the worker is paid for their full time contracted. They are not expected to take care of the children alone.

Acceptable childcare provisions:

- Two childcare workers from our staff pool. This is best practice because they have background checks and our safety training.
- One childcare worker from our staff pool and one volunteer. They can still be upstairs in an RE room.
- One childcare worker from our staff pool in sight of the meeting/event. This ensures that another adult can come provide support if needed. Ideally, meeting/event participants would take turns joining the staff person as a second adult.
- Two volunteers in sight of the meeting/event. Since they are not background checked and don't have our safety training, best practice is to stay near the meeting/event in case more support is needed.
- Four or more staff and/or volunteers for larger number of children of mixed ages. For example if there are two or more infants along with 4-10 year olds, we will need two providers that can be with infants in the nursery and two providers that can be with older kids in an age appropriate space.

Please note: If there are two or more unrelated adults in the room with the children, we do not require background checks, though that is best. We do require that there be two unrelated adults in the room with the children for everyone's safety.

Requesting Childcare Guide:

First- Here are questions to determine what you need:

- 1) Does this serve more than one family?

If the answer is no, you may be able to come up with a creative solution that allows that family to still participate in the meeting or class without incurring the costs of paying two workers. One idea is to have quiet activities that they can amuse themselves with in the meeting room, or having adults from the group take turns being with the kids throughout the meeting.

- 2) Is it possible to get the headcount and ages of the children attending?

If it will serve more than one family, it might make sense to use money from the ministry or event budget to pay for childcare. Knowing the number and ages of children helps a lot with putting the appropriate number of caregivers in place and planning suitable activities.

- 3) Double check your ministry or event budget to make sure it can cover the cost. A two hour event with two providers will cost between \$60-\$64 depending on the pay rate.

- 4) Do we need to provide a meal or snacks?

If it is a Sunday afternoon event, the children may have arrived at church at 9:30. They may not have had breakfast. There is a limited amount of food available in the kitchen or RE rooms. It is appropriate to ask parents to pack a lunch for kids, or to make arrangements to feed them another way.

Second- Here is how you request childcare:

When you have determined all the above, fill out a [Childcare Request Form](#). Please note that childcare is contingent on the availability of our limited staff. If they are not available, the DRE can help you come up with creative solutions. MAKE REQUESTS AT LEAST TWO WEEKS AHEAD OF THE EVENT.