

Childcare Policy Religious Education Committee

Background

As our Fellowship grows and we adopt a family-oriented focus, the need for childcare also grows. The Fellowship more routinely offers childcare for committee meetings and social functions. Since many committee chairs, event coordinators and parents are involved, deciding who is responsible for childcare can be confusing, and the RE Committee wishes to avoid problems stemming from lack of communication and clear lines of authority. Sitters should also feel confident that they will be paid for authorized services and that they will have help available if needed.

The Policy

1. Three people may authorize childcare and hire sitters: The Director of Religious Education (DRE), the Minister, or a Childcare Coordinator named by the RE Committee.
2. There must be a source of funds to pay the sitter for all events. For income generating events, such as the Auction, sitters are paid from event funds. All other non-income generating Fellowship events will be covered by the childcare and adult education budget line items.
3. Committee chairs or organizers of special events must contact the Childcare Coordinator at least five days before the event needing childcare. A parent or committee chair cannot recruit a sitter just before the meeting or event. This includes meetings, talk-backs, etc. that are held directly after service. If there is an impromptu meeting or event, childcare availability is at the discretion of the Childcare Coordinator or DRE.
4. Every effort will be made to provide childcare for requested events. However, if no sitter can be found within a reasonable time, the Childcare Coordinator will notify the requestor within 48 hours of the event that no one is available.

The Procedure

- A. UUFHC hires regular Sunday sitter(s) plus keeps a list of approved sitters for special events. In case a Sunday sitter is absent, the Childcare Coordinator, the DRE, or RE Committee chair (if the DRE is absent) will choose a sitter to substitute from the approved list.
- B. If a committee or Board schedules an event after the service, the regular Sunday sitter has first chance to continue working. If the sitter does not wish to work late, those designated in (1) above may choose a sitter from the approved list. For events other than Sunday afternoon, those designated in (1) may choose anyone from the approved list.
- C. The following factors will be considered when choosing a sitter:
 - i. Age - Every attempt will be made to have primary sitters be 16 years of age or older. If no one of that age is available, those authorized to hire sitters may utilize responsible sitters 13-15 years old. In general, students 13-15 will be considered as additional sitters.

- ii. Sitter Card & Parent Endorsement Letter - It is recommended that students take a Red Cross or Scouting sitter course and show the card to the DRE. If a sitter cannot attend the Red Cross course, he or she must provide two references and a Parent Endorsement Letter.
- D. Those designated in (1) will make an effort to obtain a second sitter when there are more than five children who need tending (or three children, if one is an infant less than one year old). The hired sitter must not bring a friend in anticipation of more children, nor for company during working hours.
- E. If a sitter is hired, but no children show up, the sitter will still be paid. The sitter should fill out a sitter payment form listing hours hired (if no children show) or worked, and place the form in the DRE box. Sitters will be paid no later than the end of the month.
- F. Those renting the building or sponsoring parties may hire their own sitters as long as the sitter is not paid from UUFHC funds.
- G. We will not offer childcare for the public at public events. The sponsoring committee can arrange for sitting for members' children only, following the procedures outlined herein.

The DRE and RE Committee chair will write a volunteer Childcare Coordinator position description with details on what is expected of the Childcare Coordinator, responsibilities of the DRE, and the sequence to be followed in hiring a sitter for the event. The Childcare Coordinator will also receive a copy of the policy and the approved sitter list. If there is no Childcare Coordinator, the DRE or Minister will follow the Childcare Coordinator position description when choosing sitters for committee meetings or events.

All Committee Chairs will receive a copy of this Childcare Policy at the start of the new church year, or at the first Fellowship Council meeting, whichever occurs first.

The e-mail address for the Childcare Coordinator is **childcare@uufhc.net**.

Board Approval

Revision Date