

CHILDCARE REQUEST FORM

Read and sign the childcare policies on the back, then complete this form and submit it to Elizabeth Moore, the Nursery Coordinator.

Childcare for your event must be arranged with Elizabeth Moore ONE MONTH in advance of the event. She may be reached at (512) 334-3020 or emoore@covenant.org.

Today's Date: _____

EVENT DETAILS

Event Name: _____

Committee: _____

Event Date(s) or Date Range: _____

Please record actual event time.

Childcare will be scheduled to begin 15 minutes before your event and end 15 minutes after your event.

Event Time: from _____ AM PM to _____ AM PM

EVENT CONTACT PERSON

Name of Event Coordinator: _____

Email Address: _____

Phone: Home _____ Cell _____ Work _____

Do not submit this form until you have read and signed the policies on the back.

Covenant Presbyterian Church Childcare Policies

The goal of childcare at Covenant Presbyterian Church is to provide young children with a safe, nurturing playtime environment while their parents or guardians participate in church activities. In order to provide quality childcare for your children, please follow the guidelines below.

How to Request Childcare as a Committee/Ministry:

1. The sponsoring committee approves the event as one that supports the mission of the church.
2. A Childcare Request Form (Purple Sheet), available from the website and the church receptionist, is filled out by the event leader and submitted to the Children/Preteen Ministry Committee for review. The request will be reviewed and approved the fourth Wednesday of the month. CPMC will forward requests to Session via monthly meeting minutes.
3. Childcare for the event will be placed on the church calendar.

How to Handle Childcare Scheduling and Reservations – Giving Advance Notice

1. Submit requests for childcare **one month** in advance. This will allow plenty of time to ensure proper staffing for the event.
2. Inform participants of the event they must make childcare reservations at least 48 hours before the event, in order for the Nursery Coordinator to staff the necessary amount of caregivers. **All reservations and cancellations for childcare must be made no later than 2 working days (48 business hours) prior to the event.** In the case of emergency or illness, please cancel as soon as possible.
3. **Call the Nursery Coordinator immediately if the event is cancelled. Telling the Church Receptionist the event is canceled does not cancel the childcare for your event.** Failure to cancel childcare will result in a misuse of church funds, since caregivers must be paid if they arrive for a scheduled shift even if no children attend.

How We Keep Your Children Safe During Childcare:

1. Two adult caregivers are in each childcare room.
2. In the Infant Nursery, the caregiver ratio is 1:4, with 15 infants max.
3. For all other childcare, the caregiver to child ratios are 1:6, with 12 children max, per room. Exceptions are occasionally made.
4. One on one childcare for special needs children will be included, on request.

How to be a Good Steward when Using Childcare:

1. Let's be good stewards of the church budget! To reduce non Worship meeting costs, consider scheduling childcare **before, during, or after** another meeting that uses childcare. Childcare is available every Sunday from 8:15 a.m. – 12 p.m. During the school year, childcare is regularly scheduled most Wednesdays from 9:30 a.m. – 11:30 a.m., and from 6 p.m. – 7:30 p.m. Please consult the childcare calendar each month for other scheduled childcare times.
2. If you request childcare for your meeting, please be sure to consider the number of children who will need childcare. **If it's less than 5, please schedule your event during a time childcare is already being held, or arrange home care instead.** *(Two caregivers for a one-hour event costs the church approximately \$40. Our caregivers are paid for a minimum of two hours of work and there must always be two caregivers on duty when childcare is offered.)*

What You Need to Know About Covenant's Childcare:

1. For non-worship events, children ages **2 months - 12 years** are welcome to enter childcare, if children's education is not offered at the same time. If children's education is offered, the upper age limit cuts off at the youngest age of the educational offering.
2. Children are welcome to **enter childcare 15 minutes before the scheduled start time of an event.** Even the happiest children get apprehensive when their parents delay pick up. Children should be **picked up as soon as possible after the end of an event, and certainly within 5 minutes of the event's scheduled completion.**
3. Due to liability and shared space issues, **no one is allowed to hire a private caregiver and use Covenant's childcare facilities.**
4. **A minimum of one parent must remain at Covenant** or at a church approved activity site while their child is in childcare. The parent must be available by cell phone or direct phone access in case of an emergency.
5. For **any for-profit event**, childcare is available for \$100 dollars per room for the first hour and for \$50 dollars each additional hour.

Sponsor Committee/Leader

Date