

Info Page: Hosting an Event with Childcare

The Unitarian Universalist Church of Berkeley (UUCB) strives to be a multigenerational religious community, where all may participate in the activities of the church. Our goal is to provide a safe and engaging environment for children while their parents or guardians are participating in UUCB meetings, programs, or events.

How to Arrange Childcare Services

- 1. Request Childcare Services:** All groups at UUCB are encouraged to provide childcare. Committee liaisons or event leaders should submit the Request for Childcare Services form as soon as an event or recurring meeting is scheduled. Child care services must be requested at least three weeks in advance. Reservations are not necessary during the Sunday religious education program as indicated on the church calendar. Outside childcare workers are not permitted at any time.
- 2. Payment for Services:** Board-sponsored and Family Ministry events are paid out of the general childcare budget line item. Other groups sponsoring childcare are responsible for paying for services, either out of their committee's budget or direct payment to the church. If child care is requested and not used, the childcare workers will be paid for the time they were scheduled.

The cost per hour for two childcare staff is \$43.06 (as of April 2017). A minimum of two caregivers is required for safety. As you estimate your cost make sure to add an additional half hour (15 minutes before and after the event) to allow time for workers to set up & clean up.

- 3. Cancellation Policy:** If no more than 2 RSVPs are received within 48 hours of special events, childcare services may be canceled at the discretion of the Director of Family Ministry in consultation with the Event Leader. If child care services are canceled and there are RSVPs for 1 or 2 children, the Event Leader will notify families of the cancellation.

Sharing Responsibility for Childcare at Events

The safety and well-being of children and youth is a paramount concern of the members and staff of our church. All people working with minors are expected to be familiar with the Child Safety Policy, which details essential safety guidelines. Below are additional expectations related to the coordination of childcare services.

The Family Ministry Office:

- The Childcare Coordinator is the supervisor for childcare staff. Requests for childcare services or related concerns should go through the Coordinator who can be reached at childcare@uucb.org.
- Once a request form is submitted, the Childcare Coordinator will schedule childcare workers and communicate this schedule to Event Leaders within 1 week of receiving the request.

The Event Leader(s):

- Will request services via the Request Childcare Services form at least 3 weeks in advance.
- Advertise the availability of childcare and encourage families to RSVP via the childcare@uucb.org.
- Ensure event volunteers are aware of UUCB's child safety policies and related expectations of families.
- If providing snacks, ensure those snacks are in keeping with the church's allergy policy.
- Communicate with the childcare workers during the event. Specifically checking in with workers 15 minutes before and after the event to inform them of anything that will impact their care of the children.
- After the event, report to Coordinator any relevant feedback about childcare services and reservation process.

The Childcare Workers:

- Arrive as scheduled (15 minutes before children arrive) to set up and meet with Event Leader.
- Provide safe, tender-loving care to children and youth, or lead activities that are age appropriate.
- Fulfill all duties outlined in the childcare job description.

For Event Leaders: Request Childcare Services

Please submit the following form at least 3 weeks before event. Childcare may not be provided with less notice. A paper version of this form may be put in the Childcare Coordinator's mail box in the main office. Or an electronic version can be emailed to childcare@uucb.org.

Event Information

Name of event:

Date of event:

Time children arrive:

Time children leave:

Group organizing event:

Event Leader(s):

Phone:

Email:

Has this event been approved on the main church calendar? Yes ... No

Childcare Needs

Number of children anticipated:

Will there be activities for the children? Yes ... No

If yes, who will organize these?

Will food be served to the children and childcare workers? Yes No

If yes, who is providing the food?

Other Information

Additional notes or questions?

This request has been submitted at least 3 weeks before the event. I understand that ample notice is necessary and respectful of our childcare staff.

I will review the Child Safety policy so that I thoroughly understand my role as an Event Leader in helping to ensure the wellbeing of children and youth at UUCB.

Signature:

Date:

Your name typed in this field will be considered a valid signature