

Childcare/Nursery Guidelines

All childcare must be provided in accordance with the Safe Sanctuary Policies and Procedures.

The childcare ministry is designed to serve families with children from birth to five years old. These guidelines have been developed to best steward our resources, both staff and financial. The childcare ministry exists for the safety of our children, and to help facilitate an environment where adults can worship and endeavor to grow spiritually.

- Childcare will be provided for all worship services, including special services, except when the service is designed to be an inclusive family service.

Some services outside of Sunday morning may be designated as “providing care for infants and toddlers (children under three years of age) only.”

- Childcare will be provided for all Wednesday night activities that include dinner and/or adult programming or studies designed to facilitate spiritual growth.
- Childcare will be provided for infants and toddlers during *Kidstuf Family Worship* only.

All childcare outside of the scope of Worship Services and Wednesday Night programming is subject to the availability of our building and childcare staff.

- Childcare may be provided for “open” church wide groups, such as United Methodist Women’s Circle meeting and Ladies Tuesday Morning Bible Study.
- Childcare may be provided for Music Ministry rehearsals. A schedule of Praise Team, Technical Team, and choir schedules and participant rotations should be made available to the Children’s Ministry Director on the 15th day of the month for the next month for scheduling purposes. A childcare schedule will be provided no later than the Sunday preceding the beginning of each month.
- Small group Bible studies that meet at the church may request childcare for four or more children. Requests for childcare must be made available to the Children’s Ministry Director on the 15th day of the month for the next month for scheduling purposes. If this study group is not open to all church members, payment of \$10 per hour per nursery staff is requested from the group.
- Special requests for childcare may be made no less than two weeks in advance. Thirty days advance notice is preferred. A written request outlining event details, such as date of event, beginning and ending times, and estimated number and ages of children, should be made available to the Children’s Ministry Director. This is available to ministry team special events such as GIC (other than Worship services), UMW board, Unit or District Meetings, Sunday School classes, and conferences.

- C3 groups will not be provided with childcare. Small group leaders can contract privately with nursery staff by contacting an individual staff member or the nursery coordinator.
- No childcare is available for recreation events, such as volleyball, basketball, and softball.

Childcare Cancellation Policy

- All cancellations for childcare must be made 72 hours in advance. If a cancellation is made after the 72 hour advance but more than 24 hours before the event, a \$20 cancellation fee will be accessed to the group or ministry.
- If cancellation is made less than 24 hours before and event, other than inclement weather, the total nursery costs will be accessed to the ministry team or group.