

## Childcare Policy (updated July 2021)

### Introduction

Childcare may be provided for certain Eliot Chapel events if arranged in advance. Eliot Chapel does not wish for any congregational member to be prevented from participating in an Eliot event they would otherwise attend due to an inability to pay for childcare.

However, childcare services, especially for non-Sunday morning activities, are complicated to arrange and represent a significant expenditure in the congregation's annual budget. Thus, we are unable to automatically arrange childcare for church events, especially for small numbers of children. In addition, some church events, due to their nature, anticipated attendance, timing, length, etc. make offering childcare unfeasible. The Director of Religious Education (D.R.E.), or the Assistant Director of Religious Education (A.D.R.E.) in the D.R.E.'s absence, will notify the requesting individual or group if this is the case and, pending the event details and logistics, may be able to suggest alternative options to paid childcare for event attendees with children.

### Childcare Procedures

- Two childcare providers must be on duty for each function, as required by the Safe Congregation Policy. At least one worker must be an adult (18+) and have a State of Missouri background check on file with Eliot Chapel.
  - “Adult” is any individual who has reached their 18<sup>th</sup> birthday.
- Staff, groups, or teams must submit their request for childcare to the Director of Religious Education (D.R.E.) in writing **at least THREE weeks prior to the event** (the sooner the better) **using Eliot Chapel's Event Request Form.**
  - In the absence of the D.R.E., the Assistant Director of Religious Education (A.D.R.E.) is the contact person.
- Staff, groups, or teams must state in their advertising that child care will be provided if requested by a deadline date. This deadline is at the discretion of the D.R.E. or A.D.R.E.
- At no time can Eliot-sponsored childcare (onsite or offsite) be arranged, offered, or publicized without prior notification and approval by the D.R.E. or A.D.R.E.

- Whenever possible, the list of parents & caregivers who have requested childcare and their children's names should be given to the D.R.E. or A.D.R.E. prior to the event. This list will be given to the childcare staff.
- Unless otherwise noted, childcare will be cancelled if there are no RSVPs made in advance of the advertised deadline.
- Any Eliot Chapel group requesting childcare is responsible for having a clearly designated point person who serves as the contact between the group and the Eliot staff (usually the D.R.E. or A.D.R.E.) regarding childcare arrangements.

### **Payment Procedures**

- Eliot groups which request childcare for their event are responsible for paying for the childcare from their program's annual operating budget, unless alternate arrangements are made with the D.R.E. or Director of Finance & Operations in advance of the event.
- Eliot groups who wish to offer childcare may request a donation from all event attendees, not just the parents, to help defray the expense of childcare. Funds collected should be placed in the envelope marked "Childcare" and placed under the door of the Religious Education office with a notation indicating the event for which the collection was taken.
- Eliot groups who charge a fee for their event (for whatever reason) may wish to build in childcare costs to the requested fees, if applicable.
- Childcare staff are paid an hourly rate, payable in 15 minute increments, including a 15 minute set up time before the event and a 15 minute clean up time afterwards.
- **If childcare staff report for a scheduled shift which wasn't cancelled, OR if childcare is cancelled with less than 48 hours notice**, the scheduled staff members will be paid for the hours they were scheduled to work, which will be charged to the requesting group's operating budget.
- **If childcare is canceled between three and five days of notice**, each scheduled caregiver will be paid for one hour of work, which will be charged to the requesting group's operating budget.

*\*This policy was updated in July 2021 and will be reviewed annually by the D.R.E. and Director of Finance & Operations.*