

Policy for church-related child care @ Christ Lincoln

Care providers in general:

Because safety matters, one adult (19+) will be present in all church-requested childcare settings. These adults have been background checked nationally, interviewed and are supervised. Two care providers are required regardless of the number of children, but the second caregiver may be 13 - 18 years old. Only Christ Lincoln-approved caregivers may serve in this role; others are not allowed.

General policies:

- Parents remain on the campus to participate in church-sponsored activities.
- Parents must sign their child in and out using the wristband system for 0-3. 4 and older have nametags that must be worn.
- Snacks may be served - Cheerios, goldfish crackers and water. Generally, our church childcare staff will not provide full meals.
- The adult in charge will change diapers. Parents are expected to bring appropriate supplies if a child is not potty trained.
- Childcare spaces have limits. When that child limit is reached, caregivers will display a "Childcare is Full" sign and cannot take in additional children.
- A minimum of three children must be there regularly or for a special event. If that number is not maintained for two sessions in a row, childcare will be terminated.

Childcare for children 0-3 years old is regularly provided:

- On Sunday mornings for parents involved in Bible studies, Christian education volunteers and during worship services
- Sunday morning worship services during the school year:
 - Central from 9:00 - 12:00 and an additional childcare room is opened for non-walkers during the 9:00 - 10:45 service.
 - South, from 8:45 - 11:30 a.m..
- Sunday morning worship services during the summer:
 - Central from 9:00 - 12:00 noon
 - South from 10:00 - 11:30 a.m.

- Special services when childcare is requested by the pastor in charge of that service one month in advance.
- Wednesday evenings during school year church-sponsored activities
 - Central from 6:00 - 8:00 p.m.
 - South from 6:00 - 7:30 p.m.

Bible studies:

Bible leader must make request for childcare by Dec 15 for next year's studies to be included in budget. Knowing that there will be additional studies begun, flexible provision for \$500 of child care in adult ed will be made. In the case of fewer than three children for two weeks in a row, childcare will be terminated unless alternate financial plans have been made by the leader of the group & communicated with Shelly Egge.

Special events:

On unique occasions, Christ Lincoln will agree to provide childcare for events no longer than 3.5 hours. The person in charge of the special event must request childcare 3 weeks in advance, and a plan for payment should be made at the same time in writing. At minimum with two caregivers, budget must be planned for \$20/hour. Total number of children and ages must be shared 1 week before the event. If the ages require a second set of caregivers, budget another \$20/hour. Shelly Egge, Director of Children's Ministries is the contact person for these requests, segge@christlincoln.org Requesting is not a guarantee that Christ Lincoln will be able to provide the care requested. Final determination will be made by Director of Family Ministries, Rebecca Fisher.

Policy date: 07/21/19