

# Childcare Policy

Geneva Presbyterian Church (USA)  
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## Purpose

Our purpose is to provide a safe, caring place for infants through 12 year old children during designated activities other than Worship and Church School. This *Childcare Policy* is supplemental to the *Ministry with Minors Policy*.

## Childcare MAY be provided for:

- Events held at Geneva as determined by the Elder/coordinator overseeing the event
- Examples include congregational meetings, choir, membership classes, and fellowship opportunities.

## Childcare Worker requirements and practices

- Adult (age 18 or older) childcare workers must have an approved *Adult Ministry with Minors Application* (MWM-1) on file.
- Teens in sixth grade through 17 years of age may assist an adult childcare worker.
- Teens (age 14 - 17) must have an approved *Minors' Ministry with Minors* (MWM-5) application form on file to provide childcare without direct adult supervision for children 1 – 12 years of age.
- An Elder or designated adult, either of whom must have an approved *Adult Ministry With Minors Application* on file, in charge of the event/activity is the contact person for teens who have been approved to provide childcare without direct adult supervision. The adult will periodically check in with the teens while they are providing childcare. The teens will contact the elder or designated adult in the event of any injury, illness or unruly/dangerous behavior.
- If four or fewer children require care, they can be grouped together in one room. If more than four children require care, with two or more under one year of age, two separate rooms are desirable, for safety reasons. When there are not enough childcare workers to supervise two areas, children under one year old should be separated from older children by a partition for their safety.
- The childcare worker will be given a list of the children expected. If there are not enough childcare workers to supervise all children, those who requested care in advance and arrived first will be accommodated; others will regrettably be asked to make other arrangements.

## Worker-to-Child Minimum Ratios

AGE	NUMBER OF CHILDREN	NUMBER OF ADULTS + NUMBER OF ASSISTANTS (Adult or Teen)	NUMBER OF TEENS Without Direct Adult Supervision
0-12mos	4	1 +1	Not allowed
1-4yrs	1-12	1 +1	2
1-12yrs	2-12	1 +1	3
5-12yrs	2-12	1 + 0	3
5-12yrs	12+	1 + 2	4
>>>>>	Mixed age groups	Use greatest ratio and safety-minded discretion	<<<<<<

## **Payment Options**

Childcare for events will be provided at no charge to the parents. Donations may be accepted as a fundraiser to a ministry area as determined by the Elder/staff person in charge of the event. An Elder may make payment to a childcare worker from their ministry area budget.

## **Parent's Responsibilities for Church Supervised Childcare**

Geneva will provide childcare only for events determined by the Elder or staff person in charge of the event. In order to assure the safety and welfare of all children, we request that parents follow these guidelines for church supervised childcare.

- As a health standard, a courtesy to others, and for the well being of your own child(ren), sick child(ren) are not to use childcare services. Symptoms include but are not limited to:
  - Fever (100.4 or above) AND sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.
  - Diarrhea (runny, watery or bloody stools)
  - Vomiting (twice or more in 24 hours)
  - Undiagnosed rash with fever
  - Sore throat with fever and swollen glands
  - Severe coughing (child gets red or blue in the face)
  - Eye discharge (thick mucus or pus draining from eye, or pink eye)
- To assure the appropriate number of childcare workers and space are available, parents are responsible for making reservations for childcare in advance, by the deadline posted. If no one requests childcare by the deadline posted, no childcare worker will be scheduled.
- When childcare has not been requested in advance, and/or if not enough childcare workers are available for the number of children, parents will be notified to make other arrangements. We regret any inconvenience this may cause, but we are all concerned that the children receive adequate supervision.
- Parents, who request childcare and are unable to use the care, are asked to notify the church so that another parent may use your spot and/or childcare worker may be notified.
- Make contact with the childcare worker before leaving the room and follow any instructions for sign-in and sign-out procedures. Please tell the worker where you will be and any special instructions for the child(ren). Parents must not leave church property without the knowledge and agreement of the childcare worker.
- Please pick up the child(ren) promptly at the agreed-upon time, and assist the childcare worker in picking/cleaning up the area.
- If parents wish to provide a small snack for their own children, please label all bags, snacks, cups, etc. Please note that the childcare workers will not be able to provide cooking, re-heating, cutting, etc.
- Parents may not bring/hire a person to watch his or her own children on Geneva property unless all childcare policies are followed.
- Any concerns or questions not answered by the childcare worker should be directed to the Elder or staff person in charge of the program/activity.