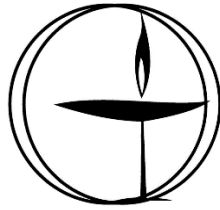


# Child Care Policy

Unitarian  
Universalist  
Church of  
Catawba Valley



Approved by the Board of Trustees

**Board of Trustees President:** Carol Ruxton

**Approval Date:**

**Revision History:** None

**Purpose:** The purpose of this policy is to inform all members, and non-members; of the practices and procedures required to secure safe childcare for Unitarian Universalist Church of Catawba Valley (UUCCV) service and events.

**Policy:** UUCCV provides complimentary childcare for Sunday services and, when requested in advance, for other church events. This allows families with small children the opportunity to participate fully in the events of the congregation.

## **Procedures:**

### 1. Definition of childcare providers

- a) A childcare provider who is paid to provide childcare at UUCCV must be approved by the Board of Trustees.
- b) Each paid childcare provider contracted must have a separate signed agreement on file. Agreements will be created by/approved by the Board of Trustees.
- c) Unpaid childcare providers may be approved by the RE Director/Coordinator. If there is no RE Director/Coordinator, unpaid childcare providers must be approved by an appointed member of the Board of Trustees.

- d) All paid childcare providers must be at least 21 years of age. They may be members of UUCCV or non-members. It is highly preferable that childcare providers have some previous experience with infants and young children and have been certified in child/infant First Aid/CPR. Volunteer childcare providers must be at least 18 years of age.
- e) Childcare providers will follow and abide by the Safe Congregations policy, which requires a background check and indicates that two adults be with children at all times.
- f) Childcare providers will submit an application.
- g) In the event that a childcare provider is not following the provisions of the signed agreement, the RE Director/Coordinator will alert the childcare provider of the terms of the agreement. If there is no RE Director/Coordinator, a member of the Board of Trustees will be responsible for talking with the childcare provider. The RE/ Director/Coordinator may determine if the childcare provider should not be used again and communicate that information. If there is no RE Director/Coordinator, the BOT may determine if the childcare provider should not be used again and communicate that information.

### 3. Coordinating Childcare for Sunday church services

The RE Coordinator/Director is responsible for arranging childcare for Sunday services. In the event that there is no RE Coordinator/Director, a member of the Board of Trustees will be designated to coordinate childcare.

### 4. Non-Sunday service events

The committee or group requesting childcare is responsible for contacting the RE Director/Coordinator for permission to hire a childcare provider. If there is no RE Director/Coordinator, the operations assistant will then be contacted to make arrangements at least two weeks in advance of the event. There must be sufficient money in the childcare budget to arrange childcare.

## 6. Documentation

- Childcare workers will sign-in and sign-out, documenting the date and hours worked.

## 7. Payment

- Childcare providers may be paid a maximum of \$40.00 per Sunday service when children are present, and a maximum of \$20.00 per Sunday when the childcare provider shows up to work and no children are present. Childcare providers may be paid a maximum of \$20 per hour to assist with childcare for post-Sunday services or other events. The exact rate of pay will be determined by the Board of Trustees. Childcare providers will be paid as soon as possible, but no later than 10 days after the date of service.

8. Committees who anticipate needing childcare in the new fiscal year, should let the Treasurer know at budget time so it may be included in the budget. The Treasurer along with the Finance Committee and the BOT will consider pay rates for childcare providers.

## Related Documents:

1. NC Independent Contractor Agreement
2. Safe congregation policy
3. Sign-In/Sign-Out Form
4. Childcare provider application