

FUUSA Childcare Policy

Adopted April 18, 2006

Purpose:

The First Unitarian Universalist Society of Albany welcomes and supports families with young children. In order to facilitate the participation of parents in FUUSA activities, childcare will be provided in accord with the guidelines outlined below.

Our goal is to create a safe and engaging environment for children while their parents or guardians are participating in FUUSA meetings, programs, or events.

Childcare Coordinator:

The RE Council shall recommend candidates and the Board shall appoint a childcare coordinator. The responsibilities of the childcare coordinator include the following.

- Establish and maintain an active list of qualified caregivers. The minimum age for anyone providing childcare is 13.
- Organize childcare for Board sponsored events as described below in Guidelines for Childcare Event Management.
- Ensure that childcare policies and guidelines are understood and adhered to by sponsors of all committee events offering childcare.
- Ensure that at least two caregivers are scheduled for all events offering childcare.
- Ensure that an adult is onsite (although not necessarily in the room) to oversee all childcare.
- Respond to issues or problems that arise from parents or caregivers.
- Submit budget request to Finance Committee for General Childcare (line 5340).
- Submit requests for payment for childcare (line 5340).

General Policies for Childcare:

Publicity for church events should include the notice that childcare is available. All event publicity shall request that anyone seeking childcare for a special event sign up with the church office at least three days prior to the event. Only by signing up before an event can the childcare coordinator know how many caregivers are needed to provide a safe environment and maintain the recommended caregiver/child ratio. (See Guidelines for Childcare Providers below.)

Childcare at Board Sponsored Events:

Childcare will be provided for the annual meeting in May and any special congregational meetings that may be called during the church year.

Childcare will be provided for all Board sponsored events to which the entire congregation is invited.

Payment for childcare at Board sponsored events will come from the church budget (line 5340 – General Childcare).

Childcare at Committee Sponsored Events:

All committees sponsoring an event are encouraged to provide childcare for their event, whether they pay for it from their own budget, from proceeds of their event, or by asking parents to contribute toward the cost.

Event sponsors should contact the childcare coordinator at least two weeks before the event to obtain and discuss childcare policies and the list of qualified caregivers.

The sponsoring committee will have the responsibility of managing their childcare in accordance with this policy (see Guidelines below).

Guidelines for Childcare Event Management:

The childcare coordinator (for Board sponsored events only) or the sponsoring committee will be responsible for the following tasks for their event:

- hire the caregivers
- reserve a room
- oversee the childcare
- provide any snacks
- pay the caregivers
- ensure the room used is left in good order.

Guidelines for Childcare Providers:

- All children should be signed in and out by the adult who brings them to childcare.
- All children should have permission to leave the room for any reason.
- Children under 8 years old should be escorted to the bathroom.
- Children should never be left unattended in the childcare room.
- At least two caregivers are needed at all times. Efforts should be made to maintain a caregiver/child ratio of 1 to 7 for all childcare events.

Payment for Childcare:

The payment for caregivers is currently \$8.00 per hour. Upon recommendation of the childcare coordinator the rate should be adjusted in future years as feasible.

Once engaged caregivers will be paid for one hour even if no children show up and their services are not utilized.