

# WBC CHILDCARE REQUEST POLICY

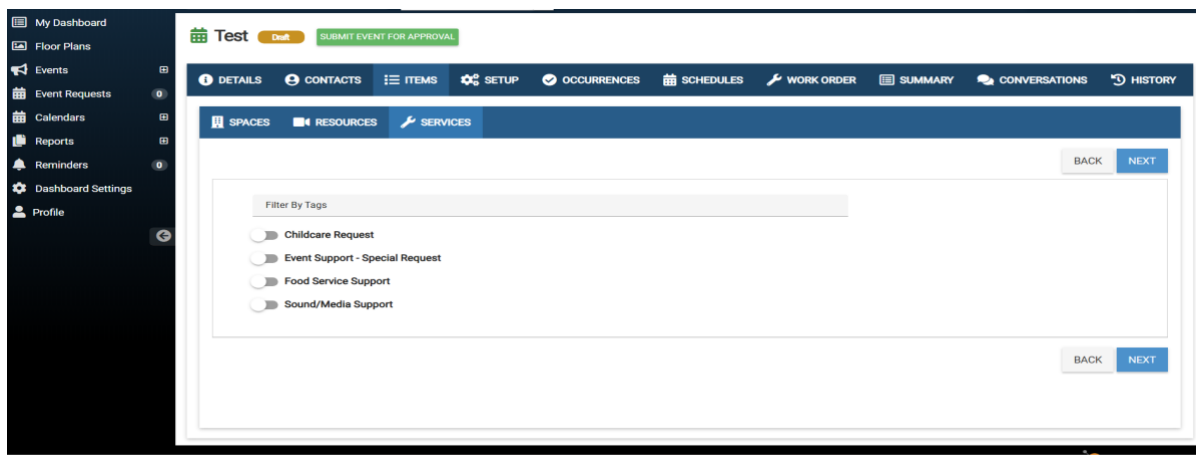
This policy is in place to better meet growing needs, communicate well among our teams, and to provide safe, consistent, and high-quality care for children during church & ministry events.

## GENERAL POLICY:

- All childcare requests must be submitted **through eSpace at least 4 weeks prior** to the event date. (This timeframe allows us to ensure adequate staffing, facility space, and resources).
- Childcare is to be made available for appropriate church-wide events and/or events requested/approved by office of the Pastor.
- Childcare ages must be specified in promotion/information published for the church only after approval has taken place.
  - Most events will be held to a 3-year-old and younger policy.
  - Childcare will not extend beyond kids in 5<sup>th</sup> grade.
- Food will not be provided for kids at childcare events unless otherwise approved.
- Food should be provided to childcare workers when the event starts or takes place during mealtime hours – or if the event has meals served. (i.e., 5-8p or 11a-1p)
  - Meals will need to be covered by the event organizers' Ministry Plan.
- Check-in kiosks should be utilized for children's check-in at all events.
  - The Preschool & Children's Ministry office will be responsible for ensuring the Check-In system and process works properly.
- Childcare cannot be provided by individuals on church property or at church events outside of the screening process in place through the Preschool & Children's Ministry office.
- **Childcare requests must have a minimum of 5 children registered two weeks prior to the event taking place.**
- **A minimum of 2 Childcare workers (who have completed our screening process and Child Protection Policy training) are required per event with no less than 5 children in attendance.**
  - Additional workers are required as the number of kids increase.
  - The total number of childcare workers will be determined by the Preschool & Children's Ministry office to ensure proper ratios are maintained for the safety and security of the children.
- **Childcare requests for more than 4 hours will require special consideration/coordination before approval is given**

## REQUEST & COMMUNICATION PROCESS

- All Childcare requests are to be submitted in E-Space at least 4 weeks prior to event date to ensure availability and must be approved the Preschool & Children's Ministry Office.
  - Childcare Support is not to be requested in **the description of event, but the Support Selection Option as shown below.**
- Requesting childcare through eSpace does not automatically guarantee that childcare will be provided but every effort will be made based upon availability.
  - The Preschool & Children's Ministry office will call the event organizer to communicate approval, or any further questions needed.
- The ministry(s) requesting childcare is responsible for contacting and communicating with the Preschool & Children's Ministry office to confirm availability and needs.
- The requesting ministry is responsible for communicating childcare arrangements to their attendees.
- Facility needs for childcare must be confirmed as available before event date is set or communicated.
- Parents/guardians should provide any necessary supplies for their children, such as diapers, snacks, and labeled bottles.



## EVENT REGISTRATION

- Every event requesting childcare must utilize an event registration through the church database system - Realm.
- The Realm event registration form should include “custom questions” relating to childcare.
  - **Template provided in Realm under “Childcare Request Example.”**
  - **This is accessible by anyone in the registration section on Realm.**
- The Preschool & Children's Ministry office must approve the Realm childcare registration form before it is published.

## EVENT CANCELCATION

- If an event is canceled, please notify us at least 72 hours in advance so that workers & facilities can be made aware.
- Childcare may be canceled if the minimum attendance threshold is not met. (In this case, the Preschool & Children's Ministry Office will notify the event organizer at least 1 week before the event.