

## Operations Policy

# Childcare

The Childcare Coordinator is in charge of arranging childcare for incoming requests from recognized congregational groups and staff. The Assistant Minister for Spiritual Growth & Development and the Childcare Coordinator work together to ensure that all hired childcare assistants have the proper background checks and employee paperwork on file.

Childcare will be funded by the general congregational budget except where noted otherwise.

## Making a Request

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The Childcare Coordinator and Assistant Minister for Spiritual Growth & Development need at least **three weeks' notice** that childcare will be needed for an event. The group will need to reserve both the Potter Nursery and Brown Room for the date/time requested. Childcare requests should be sent to [childcare@uuaa.org](mailto:childcare@uuaa.org).

The maximum age for childcare is 12 years old; there is no minimum age. UUA follows Michigan licensing requirements for the adult to children ratio, which is 1:6, with “no more than 4 children under 30 months and no more than 2 of those children can be under 18 months.” If the number and ages of children exceeds the ratio to the extent that more than two childcare providers are needed, the requesting group is responsible for the costs of hiring a third (or more) providers.

At least two children must be signed up one week before the event or the request will be canceled. An exception can be made if the requesting group is willing to pay for the childcare providers out of the group's budget for a minimum of two hours, regardless of how many children come for care.

## Registration Information

One week before the event, the requesting group must provide the Childcare Coordinator with the names and ages of all children registered at that point.

If the event is more than one hour, the group must also let the Childcare Coordinator know whether:

- The children will bring their own snacks.
- The Childcare Coordinator will provide snacks.
- The requesting group will provide snacks.

If the time requested falls during meal times, the group must let the Childcare Coordinator know whether:

- The children will bring their own meals.
- The children will eat with the requesting group using their food.

Forty-eight hours prior to the event, the group must submit the final registration sheet to the Childcare Coordinator.

**These policies are subject to change without notice. Changes in policy must be approved by the Senior Minister or their designee.**

<b>Revision History</b>		
<b>DATE</b>	<b>DESCRIPTION OF REVISION</b>	<b>REVISED BY</b>
April 10, 2019	Created policy	Rev. C. Hartley