

Is there anything else

I need to know?

Evening childcare facilities close at 9:10 p.m. Parents should arrive to pick up their children no later than 9:05 p.m.

A month's notice is greatly appreciated when scheduling childcare. If you need childcare with less than a week's notice, please call the childcare coordinator directly. Every effort will be made to find staff for your childcare needs, but there is no guarantee that we can schedule childcare on short notice.

Your child's diaper bag, cup, and belongings should all be clearly marked. In cooler weather, be sure to leave a coat or a jacket in case we are able to go out to the playground.

Please completely fill out the sign-in sheet each time you use childcare.

If your child isn't feeling well, has a fever or colored nasal discharge, please don't bring him or her to childcare.

Donations of snacks such as graham crackers, vanilla wafers, or animal crackers are always welcome and appreciated.



Unique Childcare Circumstances

Childcare is typically scheduled only when at least two families have a need at a given time. If one family has a weekly need for childcare at a time in which no other families need childcare services, the childcare coordinator may work with that family to seek alternate childcare arrangements, such as the hiring of a private sitter by the parents. The church will not be responsible or liable for the type or quality of care arranged by the parent, but only for financial assistance if necessary for ministry needs. Cost savings for the church will be considered; for example, if the private sitter cost is \$8-10 per hour rather than the typical cost of \$20 per hour for Living Word childcare.

In the event that this alternate arrangement has been made, the receipt for private childcare services may be submitted to the childcare coordinator for reimbursement by Living Word. The reimbursement cost will come from the operating budget.



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CHILDCARE POLICIES

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Frequently Asked Questions About Childcare

Who can use childcare?

Scheduled childcare is for the children of Living Word members and non-members during meetings, Bible studies, and other church events. Parents should be onsite at the church facility and use a pager so that childcare staff can reach them quickly.

Childcare services are designed for infants, toddlers, preschoolers, and elementary school children. Child-care facilities are not designed for middle school youth, and other arrangements should be made for their care.



How is childcare scheduled?

There are no set childcare hours outside of Sunday morning. Child-care is scheduled only when requested by a ministry leader.

Ministry leaders should request childcare through the Living Word Facility Usage form, available on the Living Word website. Ministry leaders who plan to use childcare should try to schedule meetings at times when childcare is already scheduled. Currently scheduled childcare may be viewed on the church calendar accessible through the Living Word website. Ministry leaders can also call the Childcare Coordinator if help is needed in choosing a time in which childcare is already scheduled.

What is the cost of childcare?

Nursery care during Sunday morning worship is staffed by a paid childcare coordinator and volunteers. At other times childcare is provided by paid staff. **The average hourly cost of providing childcare is \$20, not including the coordinator's salary, snacks, and supplies.** This cost is the same whether we are caring for one child or ten children. Adult and youth staff are paid through the staff parish budget, which is part of the operating expenses of the church.

While **we never charge for childcare during worship services**, we ask families to consider a donation for event/activity childcare such as Bible study, rehearsals, or meetings. The 2010 suggested donation is \$5 per child or \$10 per family max per usage to help defray expenses in this much needed service.



Where does my childcare donation go?

The donation is not a tip for the childcare workers. Your donation is deposited back into the childcare line item in the staff parish budget. Since you are receiving a service for your donation, it is not tax deductible.

Who is watching my child?

Two childcare providers will be present at all times with each child/group of children, in accordance with our Good Shepherd policy. At least one of the childcare providers must be an adult (a high school graduate age 18 or older). All childcare workers must have Good Shepherd training, and are trained by the Childcare Coordinator to follow proper procedures.

What if my event gets cancelled or I no longer need childcare?

If childcare is scheduled and then is no longer necessary, the ministry leader and/or parent should contact the coordinator as soon as possible to cancel childcare. The coordinator will contact the scheduled workers and cross that date off the posted calendar. **In the event that childcare is scheduled but no children are brought to the nursery, staff will stay 45 minutes past the starting time of the event, then will leave.** The staff will be paid for the hour they spent setting up and waiting for children to arrive. Ministry leaders should make every effort to stay informed about childcare needs, so that the church's resources are used efficiently.

Parents: please be considerate about letting us know when you won't be using childcare you have requested. The \$20 we spend each time no one shows up could be better used in other church ministries.