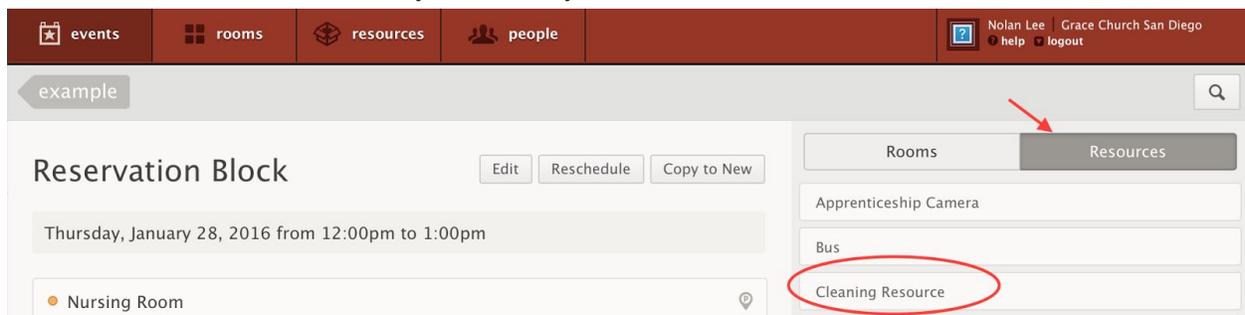


Childcare Policy

Resources for childcare services that help ensure they run smoothly.

Whenever childcare is needed either on campus or off-site (for non “all-church” events) there are some important things to be aware of.

- ★ If “on-campus” reserve the room needed through Planning Center Resources.
- ★ If “on-campus” it is essential that you request cleaning services or **leave it as you found it**. You can request cleaning services by adding the “Cleaning Resource” to your reservation request (see below). This will allow Chellie to adjust her cleaning schedule to be sure the room is ready for Sunday.



- ★ It is important to have a safe check-in/check-out system in place. This can be done by adding your event to FellowshipOne to utilize the computer check-in system or by utilizing another method.
 - Check-in/check-out Tips: The best option is to use the computer check-in if you can set up the event in FellowshipOne and have someone to check-in who knows how to use the system. Another method is utilizing a sign-in/sign-out sheet (example below). A third option is to handwrite tags with the child’s name and a unique number (like last 4 of phone number, or street address numbers). One tag goes on each child and one tag with all the names and code goes to the parents as a claim ticket.
- ★ Hire child care worker(s) using a **ratio of 3-1** for children 24 months and under or **6-1** for children 2 and up.
 - A list of potential babysitters is provided below.
 - Rate of pay for childcare workers is as follows:
 - adults - \$15/hr teenagers - \$12/hr (round time up to the nearest half hour)
- ★ Provide a snack (or meal) for the children and childcare workers. (Please DO NOT use the Sunday School snacks)
 - Snack Tip: Veggie Straws are nut and gluten free. A great snack! Usually available at Costco. Goldfish are also a good snack but not gluten free.

Childcare Workers

Updated June 21, 2016

Adults (\$15hr)

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Ariana Gomez	(669) 238-5421	aritgomez@hotmail.com
Ashley Howard	(858) 531-0087	ashleylynnhoward@aol.com
Janesa Carreon	(619) 453-3939	janesacarreon@gmail.com
Liz Young	(619) 807-3007	young214@live.missouristate.edu
Michelle Braig	(619) 333-9871	braigwife@yahoo.com
Paige Davies	(949) 423-9562	paigedavies01@gmail.com
Victoria Kapper	(818) 437-5869	
Tori Light	(619) 623-5836	v.light0713@gmail.com
Patty Harris	(619) 876-2982	phclmt@yahoo.com
Laura Ensberg	(760) 331-8196	• No car
Michelle Couzens	(619) 876-9044	michelle.couzens@gmail.com

Teenagers (\$12/hr)

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Bailey Avila	(858) 284-7896	
JJ Thomas	(619) 446-9443	thewaterwolf13@gmail.com please cc' mom - chrystalthomas18@gmail.com

