



Nursery / Childcare Policies and Request Form

Nursery care (Infant through 3 years) is provided for all church-wide Worship services.

Nursery is also provided from 6-7:30 on Wednesday nights.

Childcare may be requested for church-wide events, meetings, choir rehearsals, Sunday School class activities, and small group activities. Childcare will not be provided for outside groups meeting at the church.

Childcare is only available at the 120 Aldersgate Way location.

Procedures for Requesting Childcare:

- The event coordinator must complete a Childcare Request Form and submit it to the Nursery Supervisor for approval no later than 2 weeks before the event.
- The nursery supervisor will confirm receipt of the form and whether workers are available and if additional volunteers are needed.
- Individuals needing childcare for an approved event must then contact the Nursery Supervisor by email to reserve a spot for their child. If reservations have not been secured for 2 families 1 week prior to the event, childcare will not be provided.

Fees for Childcare:

- Sunday morning and Wednesday night childcare (as outlined above) will be covered under the children's ministry budget.
- The children's ministry staff may approve additional periods of sponsored childcare.
- Childcare workers are paid on an hourly rate and are guaranteed at least 2 hours of work. They may need up to a half hour to set up before children arrive and a half hour to clean up after children leave.
- The department requesting childcare is responsible for covering the cost of the childcare worker(s). This may come from church funds, donations, or registration fees. Often groups have everyone attending the event pay a little extra to cover the cost of childcare.

In order for the childcare request to be granted, the following conditions must be met:

- A minimum of 2 families must be participating.
- For reasons of safety and liability, a minimum of two caregivers must be present, and Franklin First UMC must employ at least one of these adult caregivers. Any other adult caregivers must be a church member or an active participant who has Safe Sanctuary clearance.
- Parents/guardians must make reservations for the childcare. Additional children without reservations may be accepted on a first come, first-served basis at the caregiver's discretion. The caregivers have the right to limit the amount of children if the ratio goes over the stated ratios in the Safe Sanctuary policy. Ratios are determined by the age of the youngest child in the room.
- Parents/guardians must be attending church-sponsored events on the church grounds. Parents/guardians must remain on site (at the main campus) while their children are in childcare.
- Unless requested otherwise, sign in will begin 15 minutes prior to the event. Children must be signed out within 20 minutes of the end of the event.

Event Information:

Event Name: _____

Date: _____

Event Start Time: _____

Event End Time: _____

Contact Name: _____

Phone: _____

Department/Ministry Area: _____

Anticipated # of Children: _____

Ages of Children: _____