

## 1.1 CHILDCARE MINISTRY

**1.1.1. Purpose:** The purpose of our Childcare Ministry is to provide a safe, caring, learning, and happy environment for children as well as foundational training for their developing faith for those families who attend our services.

**1.1.2. Direction:** A Childcare Director will be nominated by the Pastor and Deacons and voted upon by the Church and will oversee the Nursery Program.

### 1.1.3. Classes

1.1.3.1. Cradle Roll (Birth – 24 months)

1.1.3.2. Toddlers (2 and 3 years old)

**1.1.4. Schedule:** Sunday Morning Worship (10:45am – 12 noon) and Sunday Evening Worship (6:00pm – 7:00pm).

### 1.1.5. Staffing

1.1.5.1. Cradle Roll: At least two qualified volunteers as described under “Childcare Volunteers”.

1.1.5.2. Toddlers: At least two qualified volunteers as described under “Childcare Volunteers”.

1.1.5.3. Should additional help be needed, the volunteers will contact the Security Team Member assigned to “The Ark” who will be responsible for getting more help.

### 1.1.6. Childcare Director

1.1.6.1. **Policies and Procedures:** Responsible for developing, maintaining, and enforcing policies and procedures.

1.1.6.2. **Staffing:** Assuring the classes are adequately staffed and managed.

1.1.6.3. **Financials:** will be the “point of contact” for all Childcare-related expenditures and budgets.

1.1.6.4. **Supplies:** will be responsible for assuring all supplies are readily available in the rooms. All cleaning supplies should be readily available to Volunteers but should be inaccessible by children.

1.1.6.5. **Training & Orientation:** includes explanation of job description, discipline policies, emergency procedures, and Christian training. Childcare Ministry Training sessions should be held at least once a year or as required.

### 1.1.7. Childcare Volunteers:

1.1.7.1. The Sunday School and Youth Church class will be directed by the elected teachers / assistant(s) respectfully.

1.1.7.2. Volunteers must be a Church member in good standing at least 18 years of age who have received training / orientation and are approved by the Childcare Director.

1.1.7.3. Volunteers need to be in their class room ready to accept children at least 15 minutes before and 15 minutes after scheduled service times.

1.1.7.4. Volunteers must be trained regarding the Child “Check-in” and “Check-out” policy.

1.1.7.5. Volunteers assure that a Childcare Registration Form is fully completed for each child before “check in”. This form contains the following but is not limited to child’s name, parents name, specific instructions, and other vital information. **(See Form 6A).**

1.1.7.6. Volunteers will notify the parents immediately should an emergency arise or the child becomes unmanageable.

1.1.7.7. Volunteers are responsible for keeping the “The Ark” Childcare area safe, clean (as required but not custodial), and attractive. \Volunteers are responsible for cleaning toys, changing crib and/or changing table linens, etc after each session.

### 1.1.7 Childcare Volunteers *(Continued)*

1.1.7.8. Volunteers are not allowed to give medications but will follow specific instructions (feeding, etc.) as directed by the parents on the registration form if required

- 1.1.7.9. Only Volunteers and / or Parents are authorized to be in the rooms.
- 1.1.7.10. Volunteers are to assure that doors are unlocked to allow parental and or guardian access if necessary.
- 1.1.7.11. Each room will have at least two Volunteers. No Volunteer is to be alone with a child at anytime.
- 1.1.7.12. Volunteers who signed up but are unable to be there must notify the Childcare Ministry Director in advance (as much notice as possible) and assist in getting a replacement if possible.

**1.1.8. Parents / Guardians**

- 1.1.8.1. Parents of registered children can “check in” their child along with all labeled belongings (diaper bags, blankets, instructions, etc. to the workers).
- 1.1.8.2. Parents of non-registered children (i.e. guests) must complete all registration forms before they are allowed to leave their child.
- 1.1.8.3. Pagers can be assigned to a child at “check in” if requested by the parent / guardian. The pager will be assigned at “check-in”. Each child will be given a number which coincides with the number of the pager. The pager will be given to the parents / guardian and will signal them via vibration if they are needed.
- 1.1.8.4. If the pager is used, it should be returned at “check-out”. The pager coinciding with the child’s number must be returned to verify identity.
- 1.1.8.5. Only parents and or guardian (or their designee as specified by form) are allowed to “check out” children.
- 1.1.8.6. Parents (non-workers) will be encouraged to leave their children in “The Ark” Childcare Area but will not be restricted access. If “separation anxiety” persists, Volunteers will notify parents to “check out” or assist with their child.
- 1.1.8.7. Nursing Mothers will be informed of the “Nursing Stations” or “Cry Rooms” adjacent to the upstairs restrooms if they feel they are needed.

Child’s Name \_\_\_\_\_

Parents or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Additional People (2) who may “pick up” child: \_\_\_\_\_

Allergic to \_\_\_\_\_ Can your child have snacks? \_\_\_\_\_

Any special instructions? \_\_\_\_\_

*I have received and read the Childcare Ministry Guidelines and By-laws of Valley Forge Free Will Baptist Church and accept the terms and conditions thereon. I hereby give the child listed above permission to participate in this ministry as specified above. I release Valley Forge Free Will Baptist Church, its associates, and / or any authorized Childcare Ministry workers from any liability and will not seek any legal or civil recourse under any circumstances.*

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_