

## CHILDCARE GUIDELINES FOR THE UNITARIAN CHURCH OF CALGARY – APRIL 2010

[Meeting Notes - Sandy Cooper/Mary Jane Hussey, April 9, 2010]

### **Purpose of Meeting**

Sandy and I met to discuss the parameters of the obtaining childcare for parents at times of church meetings, workshops and other church functions where childcare is a desired component.

### **Rationale and Background**

We agreed that providing childcare is an integral component of making church involvement and participation for parents of young children and is a strong motivation for these parents to feel welcomed and valued as part of our church community.

In the past there has been some difficulty in making this offering a reality. There are problems with parents notifying us as to their desire to have such a service.

Additionally there have been difficulties in developing a log of qualified young people who are interested in doing this work.

### **Definitions of Requirements**

- Supervision of children from infant stage to 5 years of age require that 1 person, over age 16 with experience and/or with child care certification be in attendance for each 3 children under care.
- Supervision of children from the age of 6 and up requires that 1 qualified person (babysitting certification/or 2 references of experience) be available for a maximum of 6 children.
- Note: Someone from the event will check on the babysitter every hour or as needed, acting as a “second” person as per the Children and Youth Religious Education Policy at the Unitarian Church of Calgary.

### **Sourcing Childcare Workers**

Within our congregation there are young people who are interested in working, but the availability of such young people varies greatly from year to year. Consideration of outside sourcing from community organizations who routinely advertise names of young people interested in babysitting is a possible source to tap.

### **Fee Structure and Time-lines for Hiring/Cancelation on Part of Employer/Employee**

After some discussion we came up with the following:

1. \$10/hour with a minimum guarantee of 2 hours  
\$12.50/hour if childcare worker provides own transportation to and from the church.
2. Request for childcare from church function organizers to be made 3 weeks in advance of function. Also, child-care workers are asked to come 15 minutes prior to the time of the function (to allow parents and children to feel comfortable), and to participate in clean up of the child-care room when the function is finished.
3. Securing of childcare to be made 2 weeks in advance of function.
4. Cancelation of childcare contract to be made 1 week in advance of function for both the employer (church) and childcare worker.
5. Emergency cancelation on the part of the childcare worker because of illness etc. requires 24 hours notification to the church.

### **Additional Considerations**

If we decide to obtain and use outside childcare workers for the purposes of providing childcare for church functions then we need to interview and screen in an appropriate way to insure that these people are indeed qualified and would provide safe and considerate care of our children. Similarly if we approach our own youth group about child-care work, we need to be specific in what we ask for and be assured of the interest and qualifications of our youth for this type of work.

Examples of childcare required and costs involved are given in the following Table:

**Table of Childcare Guidelines – April 2010**

<b>Name of Function (examples)</b>	<b>Hours of Function (time of day)</b>	<b>How long child-care needed (what part of function is not interesting to children?)</b>	<b>Numbers of kids/ages of kids</b>	<b>Rooms needed</b>	<b>Number of Caregivers needed 0-5 (3:1) 6-12 (6:1)</b>	<b>Materials Needed (lots of toys in rooms 2/3)</b>	<b>Rate of pay</b>
Parent Connections Meeting (January 17, 2010)	12:15 p.m. to 1:45 p.m.	All of meeting time (plus clean up)	4 (0-5)	Room 2/3	2 (3:1)	None	10:00/hr. (\$20.00)
		(2.0 hours)	4 (6+)	Room 1	1 (6:1)	Program (CYPT drama teacher)	35.00 hr. (\$45.00) Note: clean up time not accounted for (paid for 1.5 hrs only).
Awards Dinner (Feb 27, 2010)	5:00 p.m. to 10:00 p.m.	During awards pres. (6:30 to 8:00), plus clean up. (2hrs)	4 (0-5),	Room 2/3	2 (3:1)	None (toys)	10.00/ hr (\$20.00)
			5 (6 +)	Room 1	1 (6:1)	Games/T.V. DVD's.	10.00/ hr (\$20.00)
Growth Workshop (March 27, 2010)	9:30 p.m. to 4:00 p.m.	9:30 a.m. to 12:00 p.m. All of workshop time (2.5 hours is max. time young kids should be in babysitting)	2 (0-5)	Room 2/3	1 (3:1)	None (toys), T.V. plus outside time Note: If children staying all day (any age), provide program for at least 1 hr	10:00 hr. (\$25.00)
		<b>1:00 to 4:00 (3 hours)</b>	<b>5</b>	<b>Room 1</b>	<b>1(6:1)</b>	<b>(CYPT, Puppets For Peace, Clean Calgary),</b> then have board games/ or a movie, or outside time for half the day.	<b>35.00 hr. (at least) (\$35.00)</b> <b>If 1 hr program then child-care for 1.5 - 2 hrs including clean up. (\$20:00)</b>

AGM (May 2, 2010)	12:00 p.m. to 1:30 p.m.	Entire meeting 11: 45 to 1:45 p.m. (2 hrs)	<b>3 (0-5)</b> <b>3 (6 +)</b>	<b>Room 2/3</b> <b>Room 1</b>	<b>2 (3:1)</b> <b>1 (6:1)</b>	<b>None (toys)</b> <b>Games/T.V.</b> <b>DVD's</b>	<b>10:00 hr. (\$20.00)</b> <b>10:00 hr.</b> <b>(\$20:00)</b>
CYRE Committee meeting (May 13, 2010)	5:30 to 7:30	Meeting time only 6:00 to 7:30 (1.5 hrs plus clean up= 2 hrs.); everyone eats together first.	<b>3 (0-5)</b> <b>2 (6+)</b>	<b>Room 2/3</b> <b>Older kids</b> <b>can join</b> <b>younger</b> <b>ones in</b> <b>above</b> <b>room.</b>	<b>1 (3:1)</b> <b>1 (6:1)</b>	<b>None (toys)</b> <b>Books, puzzles for</b> <b>older children (e.g. Fun</b> <b>Box)</b>	<b>\$10:00 hr.</b> <b>(\$20:00)</b>