

Childcare Guidelines for Committees

Created by Ashley Cole on March 2, 2014

A brief comment on the purpose of this document: It has come to my attention that each committee has had a different way of handling childcare in the past. It is my hope that with creating these documents (alongside having the board affirm/re-affirm the All ages policy) that every committee will be on the same page, following the same guidelines. I believe this will benefit us all.

1) Here is the process for arranging childcare:

- continue to calendar your committee events and, when marketing, remember to include that “Childcare can be arranged upon request” for any event that may require childcare.
- Any requests for childcare that do come in should first be sent to the organizer of the event who will then let the DRE know that they are in need of childcare arrangements. *
- The DRE will then call through the list of possible childcare providers until an appropriate arrangement has been made

* Please **remember to give at least two weeks’ notice** that there is a need for childcare so the DRE can arrange adequate coverage

2) Funding: All committees are responsible for informing the DRE of how much funding they expect to need for childcare. The CYRE committee will then put in the request for a budgetary increase for the amount of all those committees and the DRE will still be the person responsible for reimbursements to paid babysitters.

- Currently the childcare rate at the Unitarian Church of Calgary is \$12/hour with a minimum of two hours. Therefore all committees budgeting childcare events will have to budget a minimum of \$24/ event for childcare.

3) Please be patient. Remember we are all in this together and we will all learn the best way for handling childcare together. Creating these guidelines is a process for making each of our lives a little better and a lot clearer. It may take some getting used to and some figuring out but I am confident that in the end it will make the process more efficient and beneficial.

Director of Religious Education

Date