

Childcare Guidelines

These guidelines have been established so that ministry events at Cornerstone can efficiently provide safe and loving care for our children. They also serve to foster good stewardship of our church resources.

WORKERS:

1. **Only registered Cornerstone workers** can be used for childcare at church. These workers have completed the necessary paperwork and training courses required by our church and insurance.
2. **A minimum of 2 workers are required** within any room.
The following ratio must be followed to determine if additional workers are needed:
 - 1 additional worker per 4 children (0 – 5yrs)
 - 1 additional worker per 10 children (6 – 10 yrs)
3. Upon approval, a contact list of registered childcare workers will be provided. It will be your responsibility to call and schedule the appropriate number of approved workers.
4. If for any reason, the correct number of workers are not secured for the event, then childcare must not be offered during your event (regardless of prior approval).

PAYMENT:

A worker will be paid \$10/hr by our church office. This money will be credited towards the workers church missions or event account. Your ministry will be required to provide this funding to the church office.

ROOMS:

Appropriate childcare rooms must be used.

Nursery: Ages 0-3yrs **only**

Children's Church rm (#107): Ages 3 +up

CLEAN UP:

At the close of your event, please ensure that the child care workers complete the following tasks as clean up:

- ✓ Toys are organized and sprayed with appropriate disinfectant
- ✓ Diaper pail and trash are emptied and taken to the outside dumpster
- ✓ Tables and flat surfaces are wiped down
- ✓ Lights off
- ✓ Doors locked

Childcare Request Form

ALL Childcare Requests must be submitted to the church office for approval

- Childcare may only be requested for Cornerstone Ministry events on premises
- Requests for childcare should be made **3 weeks prior** to an event
- Completion of this form does **NOT** guarantee childcare approval or availability
- You will be contacted by the church office after this request has been reviewed

Name of Group/Ministry: _____

Date(s) Requested: _____
If on-going, indicate start and end dates

Total number of children: _____

Age range of children: _____

Plan for funding workers: _____

Contact Person's Name: _____

Contact Phone Number: _____

Contact Email: _____

I have read and agree to the Childcare Guidelines provided.

Sign and date: _____

Signature (Funding Plan Approved): _____ Date: _____

Signature (Childcare Approved): _____ Date: _____

____ Number of workers required _____ Rms to be used

Additional comments: