

Childcare Policy

Childcare Event Requests

To request a childcare event, please submit the childcare request google form found on the intranet labeled "Childcare Request Form".

Please allow at least 10 business days to process, create and secure staff for your event. If your event is within less than 10 business days, please continue to fill out the form and we will make every effort to fulfill your request. Requests made under 10 business days may not be fulfilled.

The childcare supervisor will notify you via email whether your event has been successfully created or not able to be fulfilled. Once you have confirmation from the childcare supervisor that childcare is confirmed, you must add childcare registration to your event registration in Ministry Platform. Please follow the steps below to insure the childcare registration is attached to your event correctly so the childcare supervisor has the necessary information about each child attending. Parents must register their child so it is known what children, of what age, and how many will be attending the childcare event.

Please note, your Childcare event has not been secured until you have been contacted by the childcare supervisor. The childcare supervisor will keep you updated on your request via email throughout the process.

Adding Childcare Registration to your Ministry Platform Event

- Create your product and registration form to your event as normal. Follow the additional steps to add the Childcare Registration.

PRODUCT

- Add an Option Group-Title-example: The Table | Extras
 - Title-Childcare for ... (or your version)
 - Price
 - Qty Allowed-3
 - Max Qty-discuss with Nicala(this will vary for each event)
 - NOT mutually exclusive or required

FORM

- Add the question "Are you registering children for childcare?"
 - Required-YES
 - Is Hidden-NO
 - Radio Buttons
- Add the following HIDDEN questions, **dependent on the question "are you registering children for childcare?" and the value of "Yes"**:
 - Child One | First & Last Name (Text Boxes)
 - Child One | Date of Birth (Date)
 - Child One | Allergies (Text Boxes)
 - Add same questions for Child Two and Child Three
 - Emergency Contact (Your Name and Phone Number)

*******If you have any questions on how to create a product or a form please contact the Children's Team Admin*******

Example Registration

Form #44 < Previous Record Next Record > Close X

Adults: The Table Seminar Series Registration Form Preview Form

General **Fields** Responses Events Opportunities

+ New Field Search... In All Records Actions

Task	Field Order	Field Label	Required	Is Hidden	Depends On	Field Type	Altern
<input type="checkbox"/>	0	Your First Name	Yes	Yes		Text Box	
<input type="checkbox"/>	1	Your Preferred First Name	Yes	No		Text Box	
<input type="checkbox"/>	2	Your Last Name	Yes	Yes		Text Box	
<input type="checkbox"/>	3	Your best email address for updates?	Yes	No		Text Box	
<input type="checkbox"/>	4	Your Cell Phone Number	Yes	No		Text Box	
<input type="checkbox"/>	5	Are you a member of St. Andrew?	Yes	No		Radio Buttons Horizontal	
<input type="checkbox"/>	6	Are you registering children for The Kids Table?	Yes	No		Radio Buttons Horizontal	
<input type="checkbox"/>	7	The Kids Table Child One First & Last Name	No	No	471	Text Box	
<input type="checkbox"/>	8	The Kids Table Child One Allergies	No	No	471	Text Box	
<input type="checkbox"/>	9	The Kids Table Child One Date of Birth	No	No	471	Date	
<input type="checkbox"/>	10	The Kids Table Child Two First & Last Name	No	No	471	Text Box	
<input type="checkbox"/>	11	The Kids Table Child Two Date of Birth	No	No	471	Date	
<input type="checkbox"/>	12	The Kids Table Child Two Allergies	No	No	471	Text Box	
<input type="checkbox"/>	13	The Kids Table Child Three First & Last Name	No	No	471	Text Box	
<input type="checkbox"/>	14	The Kids Table Child Three Date of Birth	No	No	471	Date	
<input type="checkbox"/>	15	The Kids Table Child Three Allergies	No	No	471	Text Box	
<input type="checkbox"/>	16	The Kids Table Emergency Contact (Your Name and Phone Number)	No	No	471	Text Box	
Total:		136			4710		

24 Hour Cancellation Policy

You must allow 24 hours for cancellations. If you do not, then you will still be charged for the event. Small groups will then be charged the three hour minimum for the childcare staff. We will accept some extenuating circumstances like weather.

Contact

Nicala Hatton is the Childcare Supervisor and will be the contact person for all things childcare. Her email is nhatton@standrewmethodist.org and her cell is (972)-989-1101 should you need to text her for cancellations and emergencies.

Cost

Each department must pay for Childcare out of their own budget. Cost is calculated by number of staff X \$15.00 per hour X hours worked. We pay the childcare staff a three hour minimum and there is a two staff minimum for each childcare event per ministry safe guidelines. The minimum cost for childcare is \$90.00. More staff will be needed based on the number of children/ages at the Childcare Supervisor(Nicala Hatton's) discretion. Nicala Hatton can give you a rough estimate of cost at the time of childcare reservation. Note: If childcare event occurs directly after another event in which childcare workers were already on the clock, the three hour minimum does not apply and you will only pay for the hours the staff worked your event. If two events needing childcare are occurring simultaneously, the two departments may split the cost of childcare between one another. Departments can choose to cover the entire cost of childcare from their funds or have parents each pay a fee for childcare and cover the remaining cost from their funds.

Weddings/Funerals

We can provide childcare for weddings and funerals, it is up to Congregational Cares discretion whether or not you cover the charge of the childcare or if the family of the event covers the cost.

Special Notes

- Parents must remain on campus while childcare is occurring.
- Children must be at least 3 months old to be placed in childcare