

# First United Methodist Church

## Nursery/Childcare Reservation Policy

As First United Methodist Church continues to grow its congregation, the FUMC Children's Department recognizes the need for nursery and childcare in an effort to support our church's growing ministries. In response and in support of our projected growth, we would like to offer the following services to our church:

**PURPOSE OF MINISTRY:** To provide a safe, nurturing Christian environment for children during church-sponsored and approved events.

### DEFINITIONS:

1. Nursery care: ages Pre-K 2 and younger (Based on Sept. 1<sup>st</sup>)
2. Childcare: Pre-K 3 through age 11 (5<sup>th</sup> Grade)

#### 1. Two categories of care:

- a. **Worship Childcare** will be provided when specified for children birth through Pre-K (when alternative Pre-K activities are not offered).
  - Worship Services shall be defined as:
    1. Sunday Worship Services
    2. Ash Wednesday
    3. Maundy Thursday
    4. Good Friday
    5. Christmas Eve Worship-only services starting prior to 8:00pm
- b. **Non-Worship Childcare** will be provided during specified nursery hours (*provided below*), with advance reservations and approval based on below policy.

#### 2. Hours care will be provided:

- a. Worship (check-in begins 15 minutes prior to worship start time; children should be picked up within 15 minutes after conclusion of service)
  - **Sunday Morning: 9:15am-Noon**
- b. **Non-Worship Specified Childcare hours**(check-in begins 15 minutes prior to noon-worship start time; children should be picked up within 15 minutes after conclusion of service)
  - **Sunday Evening: 4:45pm-6:45pm(Drop off 4:45-5:00 /Pick up 6:30-6:45)**
  - **Tuesday Morning: 9:00 am-11:30am(Drop off 9:00-9:15 /Pick up 11:15-11:30) (If class goes till 11 am Pick up 11:00 am-11:15 am)(This is only for birth-Pre-K)**
  - **Wednesday Evening: 6:15pm-7:45pm(Drop off 6:15pm-6:30pm/Pick up 7:30-7:45)**

c. Any other church-wide or leadership council events requested by Pastors' Office.

### GENERAL POLICIES REGARDING USE OF THE CHILD CARE MINISTRY

- Any childcare provided at FUMC requires at least two approved FUMC childcare care staff (refer to Child/Youth Protection Policy).

- Parents with children in our childcare facility MUST remain on the church campus at all times.
- Children may benefit from childcare a combined maximum of four (4) hours per day. These hours are provided for worship or church-related ministries. Please honor the nursery workers and children by picking children up promptly and taking children with you to social time. Childcare is not provided for social time or parties.
- Children must have a security nametag before entering childcare area (obtained at check-in). Children may be dropped off by anyone over the age of 18 (who will obtain the 2<sup>nd</sup> portion of check-in sticker). We will not release security tags to minors or staff members.

### **GENERAL POLICIES (Cont')**

- Only parents/legal guardian can check-out children without claim sticker by providing photo ID unless written approval by parent/legal guardian made in advance.
- All personal items (diaper bags, bottles, pacifiers, etc.) must have child's first and last name permanently marked.
- The only rooms that may be utilized for childcare are those pre-approved by the Director of Children's Ministry, Director of the Nursery/Childcare, or Jennifer Royston who schedules building usage as a safe and appropriate for the age of children to receive care. All rooms on our campus need prior approval for usage through Jennifer Royston.

### **NON-WORSHIP ADDENDUM—HOW TO RESERVE CHILDCARE FOR SPECIFIED HOURS**

#### **STEP ONE: MINISTRY LEADERS (It is the responsibility of the ministry leader to request nursery/child care for your class or group if you would like to offer it)**

- To Request Nursery/childcare during specified hours for a ministry program:
  - The ministry representative must obtain a building usage form and add nursery/childcare on **form** from [j.royston@fumc-clermont.org](mailto:j.royston@fumc-clermont.org) and then sent to the Director of Nursery at [nursery@fumc-clermont.org](mailto:nursery@fumc-clermont.org) at least two week prior to start date of event/class. A number of children should be email to [nursery@fumc-clermont.org](mailto:nursery@fumc-clermont.org) at least one week prior to meeting so we properly staff. Reservations will be approved on a first come/first serve basis depending on room and nursery worker scheduling availability. Please note: request could be denied and is not guaranteed.
  - \*\* No verbal or written requests / reservations for group care will be accepted without proper Request Form from [j.royston@fumc-clermont.org](mailto:j.royston@fumc-clermont.org)\*\**

#### **STEP TWO: MINISTRY CANCELLATIONS**

- **Procedures for Cancellation of Class/Event:**
  - If your class or event is not meeting, please contact the Director of the Nursery/Childcare at [nursery@fumc-clermont.org](mailto:nursery@fumc-clermont.org) at least 24 hours in advance.
  - Last minute cancellations for use of the childcare facility should be made as soon as possible by calling the church office at 352-394-2412.
  - For individuals with standing reservations, failure to cancel in advance of scheduled care on three occasions will result in forfeiture of your space for the remainder of the program series.