

Childcare Ministry Policy
First United Methodist Church of Hendersonville

Our Childcare Mission:

The Childcare Ministry of the First United Methodist Church of Hendersonville (“FUMC”) provides care for babies and children as a ministry of the church. We strive to provide a welcoming, loving and safe childcare experience so that families can more fully participate in the life of the church. Children will be surrounded by a loving and caring staff, who believe that each child is a precious gift from God.

Safe Sanctuary:

The Childcare Ministry abides by the Safe Sanctuary Policy approved by the Staff Parish Relations Committee on December 1, 2015. There must be at least two screened adult caregivers (18 years and older) in each room where childcare is provided. Each caregiver agrees to comply with the Safe Sanctuary Policy and must complete a background check. Paid caregivers for babies to two-year-olds are certified in CPR and First Aid.

Childcare Contact Information:

Tammy Heatherly is the Childcare Coordinator at FUMC. She may be contacted via email at tammy@hvlfumc.org. Leslie Merrill, the Director of Children’s Ministries, may be contacted via email at leslie@hvlfumc.org or by phone (828-693-4275).

Childcare for Sunday Worship Services:

On Sunday mornings, paid caregivers and volunteers provide childcare for babies through four-year-olds during the 8:30 worship service. Childcare is provided for babies through two-year-olds during the 9:15 and 11:00 worship services and Sunday School. The rooms are located in the Children’s Area of the church.

- There are three Nursery Care rooms:
 - ❖ Baby room -- babies to walkers
 - ❖ One-year-old room -- walkers to two-year-olds
 - ❖ Two-year-old room -- children who have turned two on or before August 31 of the current school year
- Children will remain in the two-year-old nursery until Promotion Sunday (the last Sunday in August)
- Caregivers will be available to receive children at 8:15 a.m. Children must be picked up by 12:15 p.m.
- In compliance with the Safe Sanctuary Policy, a Sign In/Sign Out form must be filled out upon arrival and pickup. Children will be signed out only to a known responsible adult.
- A Child Information Card must be completed for each child. **Caregivers must be alerted to allergies or other medical conditions.**
- Pagers are provided to notify families if needed. A pager is available from any caregiver.

- Appropriate supplies must be provided by the families and labeled with the child's name (diapers, wipes, sippy cups, pacifiers, change of clothes and snacks). **FUMC strives to be Peanut Free.** There may be special snacks upon occasion, and goldfish and/or graham crackers may be provided.
- In case of inclement weather and there is only one worship service on Sunday, childcare will not be provided for that service.
- For the safety of our children and staff, the outside doors to the Children's Area are locked at 10:15 a.m. on Sundays. Please enter through the Welcome Area after that time.

Childcare for Special Worship Services:

Childcare will be provided for special services throughout the year (Lent, Easter, Christmas, etc.) for babies through kindergartners.

- Publicity for these special worship services will state that childcare is available.
- Caregivers will be available to receive children in the Children's Area 15 minutes prior to the beginning of the service.
- Children must be promptly picked up following the service.
- Applicable Sunday morning worship service procedures and requirements (noted above) will be followed.

Childcare for Wonderful Wednesdays:

Childcare will be offered for babies through kindergartners **through preregistration.**

- To register, contact Tammy Heatherly directly via email.
- Registrations must be received **by noon on the Monday preceding** the Wonderful Wednesday event.
- If no children are registered by noon on that Monday, childcare will not be provided.
- In general, at least two children must be registered for childcare to be provided.
- Childcare will be provided in the Children's Area from 6:00 p.m. to 7:15 p.m. Children should be promptly picked up by 7:15 p.m.
- See the "General Information" section below for additional information regarding minimum enrollment, providing supplies and snacks, and other important childcare information.

Childcare for Church Events:

Childcare can be provided for babies through fifth-graders for churchwide events (congregational meetings, conferences, etc.) **through preregistration.**

- The event coordinator must notify Tammy Heatherly via email **at least two weeks prior to the event date and before the event is publicized** of the desire to offer childcare.
- Publicity for the event will state that childcare is available for babies through fifth-graders through email preregistration with Tammy Heatherly.
- Interested families must register their children with Tammy Heatherly **at least one week before the event date.**

- See the “General Information” section below for additional information regarding minimum enrollment, providing supplies and snacks, and other important childcare information.

Childcare for Classes and Meetings:

Childcare can be offered for babies through fifth-graders for classes and many church committee meetings (Kairos, Trustees, VBS, gifting party, etc.) **on an as-requested basis.**

- For School of Christian Living classes, all promotional materials will state that childcare can be provided **by preregistration** with Tammy Heatherly via email **at least one week before the start of the class.** The leader must notify Tammy Heatherly via email of the dates and times of the class **at least two weeks before the class begins.**
- For committee meetings, the leader must notify Tammy Heatherly via email of the desire to offer childcare **at least two weeks before publicizing the meeting dates.**
- All publicity regarding the committee meetings must state that interested individuals are responsible for registering their children for childcare with Tammy Heatherly via email **at least one week before each meeting.**
- If registration is not completed at least one week in advance of a meeting, childcare may not be available.
- Every effort will be made to accommodate each childcare request, provided staff or volunteers are available. It may not be possible to accommodate late requests.
- Once registration for childcare is closed for a particular class or meeting, Tammy Heatherly will notify the leader as to the final status of childcare registration.
- See the “General Information” section below for additional information regarding minimum enrollment, providing supplies and snacks, and other important childcare information.

General Information:

- Every effort will be made to accommodate each childcare request, provided caregivers are available. It may not be possible to accommodate late requests.
- In general, at least two children must be registered for a particular class, meeting or event before childcare will be provided. This requirement is based upon the interests of the children involved; consideration for the childcare staff and volunteers; and our efforts to act as responsible stewards of our church’s resources.
- If only one child is registered, consideration will be given to accommodating the request.
- If a class/meeting/event is cancelled, the leader must notify Tammy Heatherly via email as soon as possible.
- If a registered child will not be participating due to illness or a change in family plans, Tammy Heatherly must be notified via email as soon as possible.
- A Sign In/Sign Out sheet must be completed upon arrival and pickup. Children will only be signed out to a known responsible adult.

- A Child Information Card must be completed for each child. Allergies or medical conditions requiring the attention of the childcare providers must be noted.
- Families should provide appropriate activities (homework, games, coloring books, movies, etc.) for their children.
- Families must provide supplies (diapers, wipes, bottles, sippy cups, change of clothing, pacifiers, etc.) for their children and label the supplies with the child's name.
- **FUMC strives to be a peanut-free environment.** For that reason, families should provide a snack or meal for their children.
- Pagers are provided to notify families if needed. A pager is available from any caregiver.
- Caregivers will be available 15 minutes prior to and after classes, events and meetings. Children should not be dropped off before the designated time and should be promptly picked up after a class, meeting or event.
- Childcare is only provided for church-sponsored events held at the church. Responsible individuals must remain on the church campus while childcare is being provided.
- Childcare is not provided for outside group meetings or events.
- Childcare is not provided for personal occasions, such as funerals or weddings.