

Wellspring, a United Methodist Community of Faith
Child Care Request Form

Please return completed form to Kristin Miller, Director of Children & Family Ministries, in the church office at least 2-4 weeks * prior to the event start. Updated: 3-1-2016

Event/Activity Name _____ Today's Date: _____

Sponsoring Organization/Ministry Area _____

Event Date: _____

Event Start Time: _____ (AM/PM) to Event End Time: _____ (AM/PM)

Childcare Start Time: _____ (AM/PM) to Childcare End Time: _____ (AM/PM)

Childcare Start and End times should be 15-30 minutes before and after the time of your Event/Class, to allow adequate time for set-up and child check-in, and clean up. Childcare Start and End times will be used to calculate fees.

Is this Event or Class on-going (more than a one-time need)?

Please provide specific details about your Event/Class. (i.e. "Ongoing group that will meet weekly, every Wednesday evening for one hour, with no set end date." Or, "A study group that will meet every Tuesday morning at 10:00 for six weeks.")

Recurring Events Start Date: _____ End Date: _____

Event Leader(s): _____

Phone #: _____ Email: _____

Number of children expected: _____ Child age ranges: _____ to _____
(Number of children and their ages will determine required # of classrooms to be provided.)

____ (Initial) I understand and agree to all child care request policies as provided by Wellspring's Children & Family Ministries.

Please list the Ministry Budget Area or alternate method of payment to be used (must be preapproved by staff or otherwise determined before submitting this request form):

Please refer to, and read, our Child Care Request Policies provided on the attached page. After your request form has been submitted, Kristin Miller will contact you promptly to make arrangements. Thank you!

* Per Wellspring's **General Policies for Use of Facilities**, a minimum of four weeks' advance notice is required to properly arrange for childcare. Our staff can, *in most cases*, reasonably accommodate requests made two weeks in advance.

Child Care Request Policies

All child care requests for any church scheduled event, or group, (with the exception of funerals) **must be submitted in writing via a “Child Care Request Form” at least 2-4 weeks prior* to the first start day of the event.** Failure to receive the request form may result in child care not being covered for your event/group.

** Per Wellspring’s **General Policies for Use of Facilities**, a minimum of four weeks’ advance notice is required to properly arrange for childcare. Our staff can, in most cases, reasonably accommodate requests made two weeks in advance.*

If requested at least two weeks in advance, Wellspring will attempt to schedule nursery/child care staff. The reserving party may provide child care staff of their own under the following conditions:

Per Wellspring’s MinistrySafe Policies, there must be a minimum of two unrelated adults over the age of 18 years with children at all times. Every person, whether a paid staff member or volunteer, is required to under-go and have completed the MinistrySafe Training that is set by our Church Conference. All steps of the MinistrySafe process must be fully completed before a person is eligible to work or volunteer with children or youth.

Cost and Fees of child care staffing: All paid child care workers are considered “contract employees” and therefore, are paid at a guaranteed hourly rate. Please see cost specifications below for all events, based on our Building Use policies for members, per room. *Depending on the number and age ranges of children needing care, multiple rooms may be needed to follow required adult:child ratios.*

Church Groups/Events	\$10.00/hr (with a minimum of 2 hours) X 2 workers
Funerals	\$20.00/hr (with a minimum of 2 hours) X 2 workers
Weddings	\$40.00/hr (2 hours in length) X 2 workers
Special Holiday Services	\$20.00/hr (with a minimum of 2 hours) X 2 workers

The Ministry or Event/Class leader scheduling childcare requests is responsible for determining (one of) the following options – BEFORE submitting childcare requests:

1. Covering all out-of-pocket child care costs (paying the workers) for their event in full.
2. Determining which church budget line these fees will be accounted for, getting pre-approval from the appropriate staff member, and communicating with the Church Finance Secretary to make sure funds are available.
3. He/she may request love offering donations from any, or all, event/group attendees who need child care, to help cover the costs.
4. Prefer and request to use only volunteers to cover child care as they are able and available. *(We cannot guarantee that volunteers will be available but if requested we will contact our volunteer pool first.)*

Room Locations: All child care will take place downstairs in a child-designated classroom. Depending on the ages of children, room location will be decided by the Director of Children and Family Ministries.

Child Care Volunteers: Event/Group leaders have the option to schedule their own volunteers – two unrelated adults over the age of 18 – to cover child care needs at no expense, with the understanding and determination that all volunteers have fully completed MinistrySafe Training. If this option is selected, the names of the proposed volunteers will need to be communicated to the Director of Children and Family Ministries at least two weeks in advance by the event leader, in order to determine that MinistrySafe Training has been completed and they have been approved to work with children.

Good To Know: All workers, paid or volunteer, will be provided with an “information packet,” which will include classroom guidelines, activity ideas to use with the children, the discipline policy, an attendance chart and check in-and-out procedures (required to be followed by all parents for all programs/events), set-up and clean-up requirements, and other helpful information to know when working child care at Wellspring. The Director of Children and Family Ministries will be the point of contact to provide any workers with this packet or scheduling work.

Kristin Miller,
Director of Children and Family Ministries
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Phone: 512-930-5959 Ext. 235