

# All Souls Unitarian Universalist Congregation

## Procedures for Arranging Volunteer & Paid Childcare Providers

When an All Souls event or meeting promises childcare, the sponsors of the gathering are responsible for arranging two childcare providers. The Religious Education staff can offer support in the following ways:

- The Religious Education Administrator can ask our paid childcare staff if they are available for the event. If so, the RE Administrator will generate a childcare confirmation form with event details and contact information for the event sponsor and childcare providers.
- If two paid RE staff are not available for the event, the event sponsors must recruit their own volunteer(s) and notify RE staff of their name(s). RE staff will assure that the **Child and Youth Protection Policy** (attached here) is honored.

### **Please keep in mind the following when recruiting volunteers:**

- A minimum of two qualified providers (volunteers or childcare staff) are required for all childcare sessions, regardless of the number of children being supervised.
- Volunteers who will provide childcare must have been affiliated with All Souls for at least six months.

### **Communication**

- The sponsor of the meeting and the childcare providers should be in direct contact regarding cancellation or logistical changes.
- The sponsor of the meeting should check in with the childcare providers at the beginning, middle and end of the event to ensure that all is going smoothly. (It is challenging for childcare providers to leave the care space because two adults are always to be together with the children, per our Child and Youth Protection Policy.)
- If an issue comes up between a child/family and a childcare provider (whether volunteer or staff), please notify RE staff in a timely manner.

Any questions about how to arrange childcare providers for All Souls events should be directed to Arlene Stoltz, Religious Education Administrator, at [readmin@allsouls.net](mailto:readmin@allsouls.net) or 774-269-2119 (c).