

# ***First Parish Church of Stow and Acton***

## **Child Care Policy**

Policy # 003

Revision # 01

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### **I. POLICY STATEMENT**

It is the policy of FPC to offer babysitting for appropriate church-sponsored events as part of its commitment to providing families with the ability to attend appropriate church-sponsored events, knowing that their children will be cared for in a loving and safe atmosphere.

### **II. SCOPE**

Babysitting is a resource for members and friends of FPC of Stow and Acton. It will be available at appropriate church-sponsored events.

### **III. RESPONSIBILITY**

The Child Care Coordinator (CCC) is responsible for developing, maintaining and coordinating child care at FPC events. The CCC will be supervised by the Director of Religious Education and will report to the minister as head of staff.

### **IV. DEFINITIONS**

Child Care Coordinator (CCC): A nonprofessional adult who coordinates child care through management of the nursery and training and scheduling of babysitters for church-sponsored events.

Babysitter: A child over the age of 12 or adult who has attended the twice yearly orientation and training presented by the CCC.

### **V. REFERENCES**

FPC Child Care Coordination Guidelines (Attachment 1).

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VI. APPROVAL SIGNATURES

Mary Evans 9/15/05  
Originator / Date

On behalf of the Board of Trustees

Cam Schutert 9/20/05  
FPC President / Date

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### **Attachment 1**

#### **FPC Child Care Coordination Guidelines**

The following guidelines shall be used for child care coordination at FPC.

##### Child Care Coordination

1. A committee member from the appropriate committee (i.e., the committee that is sponsoring the event) contacts the Child Care Coordinator (CCC) no less than two weeks in advance of the event with the hours, time and number of babysitters needed.
2. The CCC calls and schedules the necessary babysitters, then contacts the committee member to give the list of those babysitters, no less than three days before the event.
3. The contacted committee member is present at the event, greets the babysitters and is available for any questions or emergencies throughout the duration of the event.

##### Parent Responsibility

1. Parents of children being cared for must have an up-to-date Religious Education Registration form in the CCC notebook on site at FPC. It is the parent's responsibility to list any allergies, concerns, and limitations.
2. Parents are required to stay on church grounds and be available for any concerns that the babysitter may have.

##### Babysitter Responsibility

1. The babysitter will attend twice yearly orientation and training at FPC.
2. The babysitter will respect and care for each child in accordance with each child's needs.
3. A babysitter may change a diaper if there is another babysitter in attendance.

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FPC

Responsibility

1. To provide a safe and loving environment for children ages 6 months and up to enjoy supervised free play while their parents attend a church-sponsored event.
2. The FPC Council will decide if an event needs child care. Factors may include popularity of the event, population for whom the event is directed at, and requests from parents.
3. FPC is not an allergy-free environment, especially not a nut-free facility.
4. Junior and Senior youth may be asked to volunteer two hours per year for appropriate church-sponsored events.
5. FPC may ask parents to pay a minimum fee for events that are of long duration (3 hours or more may be considered a long duration)
6. When hiring a babysitter, a fee of \$10.00/hour will be paid.
7. Two babysitters must be present at all times.

### Child Care Coordinator (CCC) Job Description

1. Is certified in First Aid and CPR for infant and child each year.
2. Presents two orientation and training sessions per year to the babysitters.
3. Coordinates babysitting for church-sponsored events once contacted by appropriate committee members.
4. Maintains the nursery as a safe and playful environment, including maintenance of toys and furniture, coordinating with the Building and Grounds committee for any work that needs to be done in the nursery.
5. Coordinates childcare for the nursery, which is a cooperative situation with parents whose children use the nursery.
6. Is present in the nursery 50% of the time during the church calendar year for Sunday worship services.
7. Uses his or her discretion to hire or coordinate babysitters, based on their ages and abilities.
8. Seeks council from the Director of Religious Education and reports directly to the Minister.
9. Must have a CORI check done.