

## **CHILDCARE REQUESTS AND BOOKING POLICY (Updated 3.21.2011)**

### **1. Requesting Childcare:**

- All requests must be made at least two weeks, counted as 14 days, in advance. There is no fee attached.
- Childcare requests can only be made by e-mailing [childcare@austinuu.org](mailto:childcare@austinuu.org). This e-mail goes to the Interim Director of Religious Education and the Childcare Coordinator.

### **2. Billing:**

- Childcare is budgeted for FUUCA Congregational and Pre-Congregational Meetings, RE Committee Meetings, Teacher's Meetings, Sunday RE services and other special FUUCA meetings.
- All other groups inside and outside of the church may request childcare, per policy.
- The rate for unbudgeted events and meetings is \$30.00 per hour. This books two paid, CPR and First Aid Certified childcare workers.
- No fewer than one hour of childcare for an event may be booked at a time.
- No more than five hours of childcare may be booked for an event at a time.
- For any special arrangements (e.g. Youth care) billing will be negotiated upon at the time of the request.

### **3. Requirements for All Events:**

- All children must be signed in and signed out on the attendance page.
- All children must be picked up on time.
- Traditional Childcare is for children 6 months old up to 5<sup>th</sup> grade only. We will not care for youth older than 5<sup>th</sup> grade due to safety reasons in the childcare rooms.
- Childcare is held in RE Rooms 19 and 21 only.
- If care is needed for youth 6<sup>th</sup> grade to 12<sup>th</sup> grade, please contact us to make other arrangements.
  - Options may include separate paid care, in a more age-appropriate room, in the form of a movie night or pizza party.
- Groups with NO connection to the church may provide their own childcare, but may only rent RE Rooms 19 and 21. They may also only care for children 5<sup>th</sup> Grade and under in these rooms.

### **4. RE-Related Events Only:**

- All children must have Family Registration forms on file, or must fill them out completely and turn them in to the childcare workers, before participating in childcare.
- If it is a general church event, this does not apply, if they are a visitor (attended RE fewer than three times) this does not apply, if it is an outside event this does not apply.