

Childcare Request Procedure

To streamline the process and clarify roles in managing childcare requests for Foothills-sponsored events, we've divided responsibilities between the event's Staff Lead and Lauren Farley, the Family Ministry Coordinator. Here's how the tasks are split:

What the Staff Lead Does:

1. **Assess Childcare Needs:**

- Determine if the event qualifies for childcare (considering automatic childcare provision for congregation-wide events or if a separate request is needed).
- Decide based on event type and anticipated attendance if childcare is necessary and aligns with the 48-hour advance registration policy.

2. **Submit Childcare Request Form:**

- Complete and submit the childcare request form via [Direct Form Link](#), providing details such as the event date, time, expected number of children, and any special requirements (e.g., allergies).

3. **Communicate with Participants:**

- Inform event participants of the childcare availability, including registration deadlines and policies regarding cancellation and unsupervised children.
- Ensure attendees are aware of any contributions suggested for events longer than 2 hours and communicate about food provisions for children.

4. **Prepare for the Event:**

- Coordinate with Lauren to ensure a designated area is prepared for childcare, considering safety and comfort.
- Arrange for busy bags and toys for children who stay with their parents in the event space, ensuring all materials are available and accessible.

What Family Ministry Coordinator Does:

1. **Review and Approve Requests:**

- Assess submitted childcare requests for completeness and feasibility, considering factors like event type, duration, and specific needs.

2. **Coordinate Childcare Providers:**

- Confirm the availability of at least two childcare providers for each event, adhering to safety policies and ensuring reliable care.
- Handle any necessary communications with childcare workers, including confirmations and cancellations.

3. **Manage Logistics and Budget:**

- Oversee the logistical arrangements for childcare spaces, ensuring they are safe, welcoming, and appropriately equipped.

- Monitor the childcare budget, taking into account the event's length, number of children registered, and any specific needs that might affect costs.

4. **Follow-Up and Feedback:**

- Collect feedback from parents and childcare providers post-event to evaluate the service and identify areas for improvement.
- Address any issues that arose during the event and make adjustments to policies and practices as needed.

By clearly delineating these responsibilities, Foothills Unitarian Church ensures a smooth and efficient process for providing childcare at church-sponsored events, supporting our families and upholding our values of inclusivity and community engagement.

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