



Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

By offering childcare, you are providing a much needed service for parents and your event will be even more successful.

When offering "Childcare by Reservation", give yourself enough time to find appropriate childcare workers by setting a cut-off date for reservations. After the cut-off date, allow additional reservations **only** if it fits in with the rooms & number of workers already set in place.

Contact the Children's Pastor or the Child & Adolescent Protection Program (CAPP) coordinator for the current policy, procedures & forms. The policy not only protects the children but it also protects the workers/volunteers & Faith Covenant Church.

All childcare providers must have completed the CAPP screening process by turning in a completed, signed volunteer application.

**Please understand, for the protection of our children, workers and church, if the above requirements are not met, then childcare can not be provided. The CAPP policy must be followed closely.**

PLEASE NOTE: Compensation for paid childcare workers is at the rate of \$8-10/hour and must be paid promptly.

A FEW REMINDERS FROM THE CAPP POLICY:

Any injuries and/or behavior issues must be reported to the childcare coordinator for the event. Parents are to be notified immediately of any issues involving their child(ren). All issues must be reported to

Faith Covenant Church via appropriate staff/pastors present. For liability reasons, forms must be completed for injuries and forwarded to the insurance company.

**ALL CHILDREN'S CLASSROOMS ARE PEANUT-FREE AND TREE NUT-FREE.**

Always ask if there are special needs or allergies.

Children are not allowed to hurt each other or hurt themselves. Parents must be informed immediately if problems persist.

Diapering and other toileting aid must be handled by a responsible adult and the other childcare worker must stay in view of and in charge of the other children

during the process.

For more information about children at various ages and ideas about what to do with them, please contact the Children's Pastor.

If your event has only a few children for childcare, they may be grouped

Have you?...

<input type="checkbox"/>	Provided a list of childcare workers to office	<input type="checkbox"/>	Coordinated payment to childcare workers
<input type="checkbox"/>	Determined rooms to use	<input type="checkbox"/>	
<input type="checkbox"/>	Confirmed workers have all completed the CAPP policy	<input type="checkbox"/>	

**Office Use Only:**

☐ Copy for CAPP coordinators