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Approved date:

Supersedes date:

Review Date:

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*Number 6.9* CHILDCARE ARRANGEMENTS FOR UUFC EVENTS

PURPOSE

The purpose of this policy is to ensure that committees/event coordinators understand their responsibilities for arranging, paying for and supervising childcare at UUFC events. To clarify policy on the availability of childcare and the expectations for care of children during UUFC-sponsored events to ensure the safety and well-being of our children.

BACKGROUND

Childcare is an important responsibility at UUFC. All event organizers are responsible for arranging childcare and can utilize the services of the Volunteer Childcare Coordinator for guidance on the correct procedures. Both children and childcare providers must feel welcome and safe. Parents/Guardians must be confident that their children are safe and well cared for. Childcare providers are responsible for keeping an assigned group of children safe, providing fun experiences and being a positive example of the caring attitude fostered at UUFC.

UUFC SPONSORED EVENTS

We encourage committees and event coordinators to consider how children might be included in the event itself, rather than just providing childcare. We also encourage committees and small groups to consider what is best for the children and what is cost effective. If needed, childcare is to be offered for all UUFC sponsored events and programs. Rooms for providing childcare must be reserved in the same way that rooms for other activities/events are reserved. Advance registration for childcare for UUFC events is recommended to assure provision for adequate care for the children present. In some instances the event sponsors instead arrange to pay for in-home childcare for a small group or single child. Events that take in money should include the cost of childcare in its budget. If an event does not take in money, the cost for childcare is covered in a line item in the UUFC budget.

PROCEDURES

DRE will send electronic copy of "UUFC Childcare" that outlines procedures.

Approved by the Board of Trustees *on 11 May 2009.*

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*Carl English-Young, Board*

*President*