

UUCA Childcare Policy

1. The Childcare Coordinator is in charge of childcare events with authority to supervise any helpers, uphold childcare policy, and handle any urgent or emergency situations. The Childcare Coordinator reports to the Director of Religious Education.
2. The safety of the children is our top priority; a minimum of two adults (childcare providers or volunteers) will be available in each room at all times. The ratio (children: adult) for infants is 3:1, for toddlers 5:1, and for elementary age children (up to age 10), 7:1.
3. All childcare providers undergo background checks and are required to sign a Code of Ethics. Volunteers will also read and sign a Code of Ethics. The Childcare Coordinator will provide orientation for both paid and volunteer providers. Policies and procedures will be posted in the childcare rooms.
4. Youth, ages 11-15, may volunteer in the Toddler room provided they have met and discussed policies with the Childcare Coordinator or DRE and prescheduled their time in the Toddler room with the Childcare Coordinator. Completion of the Red Cross Babysitting Class is desired. Youth aged 11-15 may NOT volunteer in the Nursery.

Youth, age 16 and older, may volunteer in the Nursery or the Toddler room, provided they have discussed policies with the Coordinator or DRE, and have prescheduled their time in the Toddler room with the Childcare Coordinator. It is preferable that they have completed the Red Cross Babysitting Class.

5. Parent/Guardian must be on-site; no "drop off" childcare is allowed, unless it is pre-approved by the Director of Religious Education.
6. All children must be signed in on the sign in sheet with their full name (first and last) and special instructions. All regular attendees must fill out a registration form, and all visitors are requested to fill out a visitor registration form. Children and childcare providers must wear nametags. Children will only be released to a parent/guardian or designated adult or older sibling (as pre-approved by Director of Religious Education) from the childcare room. Children will not be allowed to leave the room on their own to look for or meet their families.
7. Drop off and pick up must take place in the childcare room. If the providers have taken the children outdoors, they must leave notification for parents on the door, and must return to the room in time for sign out.
8. Any UUCA group wishing to provide childcare for an event should complete the online "event planner" request form to request childcare and to provide information at least 4 weeks prior to an event.
9. Individuals must reserve childcare one week in advance of event.

UUCA Policy on Child Supervision

The Board of Trustees acknowledges that parents are ultimately responsible for their minor children at all times.

During designated periods, UUCA assumes responsibility for children in place of parents. These periods include during RE classes and any time the child is checked into childcare. Parents are expected to meet their children immediately after RE.

At all other times, a parent or designated adult is expected to be responsible for children and youth. Based on the age and maturity of the child, adults should exercise reasonable judgment about the extent of direct supervision necessary.

To ensure the safety of everyone, children, youth, and their parents are asked to abide by the following guidelines:

- All children on the playground should be under direct adult supervision (either a designated adult or signed into elementary childcare). Older children are expected to be mindful and considerate of younger children at all times. Violence, either in words or actions, is unacceptable, and will result in the child being asked to leave the playground.
- In compliance with national fire codes, no stairs or exits may be blocked at any time. Children should not use the stairs going up to Cliff Valley Way, or be in any parking area, unless they are under the direct supervision of an adult. Sliding down the railings on any stairway is not permitted.
- Inside the building, children, youth and adults are expected to use “walking feet and indoor voices” at all times.

All adults in the community accept the responsibility for the care and nurture of the children in our midst. All adults are encouraged to model and encourage safe behaviors. Any concerns should be reported to the Director of Religious Education as soon as possible.