

# KidsCare Guidelines

## KidsCare for FBCO churchwide events

- Event must be minimum of 2hrs
- KidsCare provided only to FBCO members or non-members that are currently attending FBCO.
- KidsCare Director must receive 30 days' notice prior to event by email.
- All requests for KidsCare will **only** be honored if KidsCare Director can secure necessary number of workers needed to provide a secure environment for children.
- **Any requests made with less than 30 days' notice, KidsCare Director has the right to decline requests based on availability of workers and interference of other activities on FBCO campus.**
- KidsCare will accept 6-week-old newborns – children currently attending 6th grade.
- When requesting KidsCare you must include date and time of event and ages of children. (6-week-old newborns – children currently attending 6th grade)
- Deadline to register for KidsCare is 10 days prior to event. Reservations will not be accepted after the deadline. No exceptions.
- If an individual would like to plan a church-wide fundraiser, all requests must be made through a church department minister or office assistant (rather than through an individual church member). For example, someone who would like to host a mission trip event **must be sponsored** by a church ministry like Adult Ministries. Adult Ministries would then request childcare for their event.
- **Suggestion:** Request KidsCare at the same time as you put your event on the church calendar and make a green sheet.
- **Walk-ins** will be asked to wait 30 minutes after event has started to allow those with reservations to arrive. Walk-ins will only be accepted if there is additional space in age appropriate rooms after all guests with childcare reservations have arrived.
- KidsCare will only be provided to parents attending FBCO events held on the FBCO campus.

## Event Advertisement & Website Promotion

Advertised event must include the following KidsCare requirements:

- Cost
- Date of deadline
- Ages accepted
- "Space limited" disclaimer

Info needed on website:

- Child's name
- Child's birthdate (preschoolers), grade currently attending (elementary age)
- Allergies/note if child has special needs
- Parent's contact info

## Pricing

- Will your event charge for KidsCare?
- Prices subject to change as needed at the discretion of the KidsCare director.

- **KidsCare will not personally accept payment for childcare.** All payments must be made in bookstore, on church website, or given to event host.
- Fees no less than \$10.00 per child or \$30.00 per family of four and up.
- For every \$5 increase per child, increase \$10.00 per family.

### Registration for KidsCare

- KidsCare Director will make reservation forms to place in bookstore.
- Required registration information
  - Child's name
  - Child's birthdate for 6-week-old newborns-Pre-K, grade currently attending for elementary age
  - Allergies/note if child has special needs
  - Parent's contact info
- Childcare fees non-refundable and non-transferable.
  - Transfer of childcare will only be accepted if child is the same age and grade as the child they are replacing.
- Reservations must be honored.

### When Can KidsCare Be Provided?

KidsCare can be provided for FBCO events/ ministries. KidsCare will **not** be provided for LifeGroups, funerals, weddings, showers, holidays or individual FBCO member.

#### **During daytime ministries**

KidsCare follows District #90 O'Fallon Public Schools scheduled days off and cancellations due to weather.

#### **Sunday Adult Discipleship Studies**

KidsCare accepts children **under** Kindergarten.

#### **Wednesday evening worship**

KidsCare accepts children **Kindergarten and under when Elementary is not meeting.**

#### **Wednesday evening choir practice**

Please have individual that needs KidsCare to email KidsCare Director at least two days prior. If this is a weekly requests choir member needs to email KidsCare Director dates not attending.

**GITCM** extra practices and performances-by reservation for those participating in musical or greeters

**All yearly ministries** (membership classes, women's bible study, Sunday discipleship, MOPs, choir)  
 Dates need to be on church calendar and given to KidsCare Director **by August 1st of current year through June 30th of following year.**

**At time of event** if unexpected absences of KidsCare workers/volunteers occur, the ministry hosting event is required to assist KidsCare Director in recruiting individuals to sub. (See pg. 3 for FBCO KidsCare Background Requirements)

KidsCare is not available on the following dates:

- Easter
- July 4th (only regular Wednesday evening service)
- Wednesday-Saturday the week of Thanksgiving
- Christmas Eve/day
- New Year's Eve/day

### Hiring KidsCare Workers/Volunteers

- KidsCare may go outside of FBCO members/attendees to hire/volunteers.
- Hired workers/volunteers outside of FBCO will meet all necessary security checks to work at FBCO.
- Ministry requesting KidsCare may assist in finding workers needed for event.
- All paid workers are paid a minimum of two hours.
- Work hour begins 30 minutes prior to event. First 15 minutes worker sets up room and 15 minutes prior to event accepts children.
- Workers need to work for at least one hour before allowed to clock out for 2 hours pay.
- Adult KidsCare worker must be at least 18 years old and have graduated from high school.
- **Adult KidsCare Workers/volunteers 18 years old and older must have on file in F1 employment/volunteer application and meet all necessary FBCO background checks, references and fingerprints. All paid workers MUST complete and pass fingerprint check.**

### Paid Youth/Youth Volunteers

- Must be **16 years old to be paid** by FBCO
- Must be 12 years old to volunteer (**currently** attending 7th grade)
- Youth 18 years and under cannot have a background check run on them but will be required to have a volunteer application on file in F1 along with 2 reference checks.
- Youth must have two references and employment/volunteer application on file in F1.
- Youth will need all necessary background checks when they turn 18 years old.

### Youth fundraisers

- Any youth participating in KidsCare to earn funds towards youth account for camps/trips **must meet background requirements.**
- Must have 2 references and volunteer application on file in F1
- Youth to be secured by youth administrative assistant.
- Youth administrative assistant will work with KidsCare Director to secure youth volunteers needed for event.
- During event, youth must sign in/sign out the hours worked.
- KidsCare Director will turn in youth hours to finance office and youth administrative assistant.

### Classroom Requirements

- When necessary, babies/preschoolers will be in separate classrooms from elementary age children.

- Exception example: Mother in choir practice only has three children siblings that will be in same room. If another family is attending and numbers are still low a third worker may be provided.
- If given notice that a child has special needs, arrangements will be made to provide a third worker in room to assist special need child. If special needs child older than three needs assistance with bathroom needs/eating, parent will need to be available to provide care on an as-needed basis.
- Every classroom must have two workers/volunteers at all times. One worker must be an adult.
- Youth are not assigned as second person to rooms that have children under two years old. To assign a youth to under two years old room there must be two adults at all times.
- If both workers are related, there must be a third unrelated person in room.
- Volunteers and workers under 18 years old are not allowed to change diapers or help with potty needs.

### Food Guidelines

- KidsCare will only provide Ritz crackers/water for a snack when event meets longer that two hours.
- Children with allergies may bring in own snack.
- Child(ren) must have been fed prior to coming into room. Only exception is when ministry is meeting during meal time and meal for all children is provided by parents with sack lunch or ministry.
- NO NUT PRODUCTS AT ANY TIME.

### KidsCare Guidelines for Parents

- Parent may drop off child(ren) to appropriate age assigned classroom 15 minutes prior to event and must pick child(ren) up immediately following event.
- Parent needs to provide necessary items for child(ren) LABELED WITH CHILD'S NAME.
- Diapers, bottles, food for infants, change of clothes thru Pre-K aged children must be provided.
- Parents must provide snack for child(ren) with food allergies.
- No medicine will be given by KidsCare.
- Child(ren) in KidsCare will not be released to anyone under age 18.
- KidsCare only releases child(ren) to person that has a security tag matching the one child(ren) has on back.
- 4 years old and up must be able to care for own bathroom hygiene and needs.
- Children in KidsCare need to be picked up by 8:30pm from any event/ministry.
  - Later pick up time will be considered with advanced notice.