

**Unitarian Universalist Congregation of Fairfax  
Operational Policy**

**Subject: Child Care**

**Number: VI. A.**

**Effective Date: March 24, 1990**

**Approved By: Coordinating Team**

**Revised: June 26, 2019**

**Policy and Procedure**

Child care will be provided free of charge by paid staff for the following types of activities or events. Child care staff members are paid through the general Child Care personnel budget. A minimum of 1 hour is paid to child care workers if no children need care for an event for which child care is provided.

- 1. Events/activities necessary for membership growth and those essential to the democratic processes within our congregation.**
  - One example is the Annual Meeting and new member orientations.
  - Child care arrangements are made by UUCF staff.
  
- 2. Recurring events/activities that are integral to the Religious Exploration program and those that directly support youth, families and UUCF parents.**
  - Examples include RE teacher trainings, parent support group and Banding Together fundraising event.
  - Requests for child care service at an event must be directed to the committee responsible for that specific event or activity at least 2 weeks before the event.
  - The responsible committee shall keep track of child care reservations and shall communicate the number of children to the child care coordinator at least 48 hours prior to the event.
  
- 3. Programs for adults planned by or as part of the Adult Programs Committee.**
  - Offered for children ages 3-12 on a regular basis.
  - Initial child care arrangements will be made.
  - Subsequent child care arrangements will be made by the organizer of the group, class or program directly with the child care coordinator, which shall include the number and ages of children expected, at least 24 hours in advance of the group or class meeting.
  
- 4. Sunday morning, Friday night and special worship events.**
  - Regularly available without request or reservation for infants through age 5.

**5. Special UUCF events that align with UUCF's mission and vision, when approved by the Coordinating Team.**

- Offered for children ages 3-12 on a reserved basis.
- Child care arrangements will be made through the Director of Religious Exploration.
- The event coordinator shall keep track of child care reservations and shall communicate the number and ages of children to the child care coordinator at least 48 hours prior to the event.

At least two child care workers, at least one of whom is an adult, will be present in a room at all times when child care is provided. If it is not feasible to have two workers present, parents will be asked to sign a form acknowledging that they understand and agree to leave their child with one provider.

The Child Care Coordinator is responsible to recruit, train and supervise the work of other child care workers, whether paid or volunteer. Hiring of new childcare workers and volunteers is contingent on approval by the Director of Religious Exploration. Hiring procedures include a background check for all adults, the results of which are submitted to the Operations Manager along with required payroll forms. The Child Care Coordinator is supervised by the Director of Religious Exploration.

**Other Child Care Requests**

Requests for child care at events or activities outside the above scope should be submitted to the Director of Religious Exploration, who will either approve the request or consult with the Coordinating Team. Groups and committees that are not approved for free child care can elect to pay a flat fee per hour (determined by UUCF administration) to have child care provided for an activity or event.

Requests for child care must be made at least 2 weeks before the given function. The person or committee organizing the class or event is responsible to inform participants that child care will be available and to compile a list of the number of children needing care and their ages. This list must be provided to the Child Care Coordinator at least 72 hours before the event.

At least two children must be signed up for child care in order for the service to be provided. At least two child care workers will always be engaged if child care is provided.