

First Unitarian Church of Lynchburg Childcare Provider Policy

I. Definition of Childcare Providers/Assistants

- a. A Childcare Provider is a person 18 or older with previous experience with infants and young children, or a youth 17 or older with at least one year of experience in the church nursery. A Provider will be paid \$10 per hour.
- b. A Childcare Assistant is a youth age 13-17 with previous experience with infants and young children. An assistant will be paid \$5 per hour.
- c. A youth who does not meet the above criteria for a Childcare Provider but who has significant experience with infants/young children may, at the discretion of the DRE/RE Assistant, be hired as a Childcare Provider.

II. General policies for Childcare

- a. There must always be at least 2 caregivers providing childcare, even if there is only one child present. If there is only one paid caregiver present, a parent must stay with the children until another caregiver arrives.
- b. For children under 2, there must be no more than 4 children for each caregiver. For children 2-4 years of age, there must be no more than 5 children for each caregiver. If the ratio of children to caregivers approaches these limits, ask a parent to stay with the group until another caregiver arrives.

III. Setting up childcare arrangements

- a. Call one of the adult childcare workers on the approved list. See attached.
- b. Contact one of the teens volunteers on the approved list. See attached.
- c. At the end of the event make sure that the workers have recorded their hours in the payment book and that the room is clean and locked.

IV. Payment procedures

- a. Childcare workers will document the date and hours worked.
- b. At the end of each month the DRE will record those hours and send them to the Treasurer for payment.
- c. Committees engaging childcare will be charged for the expense.

First Unitarian Church of Lynchburg Safe Congregation Guidelines

We are grateful that you have agreed to work with the children and youth of the First Unitarian Church of Lynchburg. Adults and older youth working with our children are in a position of stewardship and play a key role in fostering the spiritual development of both the individuals and the community. It is especially important that those in leadership positions be able to provide the special nurture, care, and support that enables children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between youth and their leaders must be one of mutual respect if positive potential is to be realized. Respect on the leader's part must include recognition of the absolute right of children and youth to the privacy of their own bodies and minds.

Many religious communities and UU organizations have undertaken to create and policies and codes of ethics in an effort to increase the safety of their participants. Continuing to draw from the policy of the Thomas Jefferson Memorial Church (in Charlottesville, VA), the RE Leadership Team suggests the following set of expectations for all of our church programming which involves children and youth:

- Volunteers and staff will not engage in behavior with children or youth which constitutes any sort of verbal, emotional or physical abuse; this includes behavior or language which is personally threatening or demeaning.
- Volunteers and staff will not indulge in sexually harassing behavior.
- Volunteers and staff will not engage in sexual, seductive or erotic behavior with children or youth.
- Volunteers and staff will not allow the use of drugs, alcohol or any sort of illegal activities among children or youth.

Other policies for our religious education program include the following:

- Corporal punishment may not be used under any circumstances.
- No adult who has been convicted of child abuse (either sexual abuse, physical abuse, neglect, or emotional abuse) shall work with children or youth in any church-sponsored activity.
- All adult volunteers involved in the religious education program of our church must have been active in the congregation for at least three (preferably six) months.
- Adult volunteers and staff with children and youth during religious education sponsored events shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth in the RE area. On trips outdoors, children should be accompanied by two adults. Exceptions for exigent circumstances may be made by the primary on-site adult leader.
- All applicants for compensated positions must complete an application form and supply at least two references. These references should be people who have

known the applicant for at least three years, preferably in relation to previous work with children or youth. A government-issued photo identification, such as a driver's license, must be presented. All compensated workers must consent to a criminal background check and such check must be performed.

- All workers and volunteers will read and agree to abide by these expectations and policies before beginning their assignments.

First Unitarian Church of Lynchburg

2010 Approved childcare workers for babysitting

Adult Professional childcare workers

Irina Putney	chipacheva@yahoo.com	434/941-2932
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