

Guidelines for Requesting Childcare at TVUUC

Thank you for helping make TVUUC events and programs accessible to, and inclusive of, parents and caregivers with young children.

Childcare must be requested by the organizers/leaders for all church functions other than Sunday morning worship services.

Arrangements for regularly scheduled childcare can be made for recurring events via discussion with the Assistant Director of Religious Education.

Submit requests for childcare as soon as you know you will need/want care, with a minimum of two weeks' advance notice before your meeting/event.

This provides the best possible chances of childcare staff availability for your meeting/event.

How to make your request:

- 1) Submit your request by Google form at <http://tinyurl.com/tvuucchildcareform>.
- 2) When submitting your request you will need to furnish the following information:
 - a. Your name
 - b. Your contact information for follow up (email/phone number)
 - c. The name of the committee/group/event requesting childcare
 - d. The date and time (start and end) of the event. Care will be scheduled with a fifteen-minute window on either side so there is time for sign in and pickup of children.
 - e. Name and cell phone number of person who will be in charge on site during the event/meeting
 - f. The room at the church in which the meeting will be taking place
 - g. The approximate number and ages of children who will need care

EVENTS WITH REGISTRATION / RSVPS:

For any events with registration or RSVPS, confirm with attending parents that childcare will be needed before submitting your request.

CANCELLATIONS:

Alert RE staff immediately to the cancellation of needed childcare. Unless alerted, staff will show up as scheduled and the church will pay them for their time.