

Adult Faith Formation/Ministry Leader Nursery Policy

Manchester UMC seeks to provide care and support to the Faith Formation of all its members. At times during the week there is a need for childcare so parents, legal guardians or grandparents, may participate in classes, attend meetings, and join in other church activities. The nursery is staffed with a minimum of two Safe Gatherings Certified childcare workers who are instructed to provide developmentally appropriate activities for children in their care. In order to respect and care for both our families and our nursery workers, please follow the following guidelines.

- 1) **CHILDCARE REQUEST:**
 - a. **ADULT FAITH FORMATION:** When Adult Faith Formation leaders register their classes, there is an option that their participants can request childcare. Class participants should complete their online class registration form to request childcare at least 14 days prior to the start date, to guarantee childcare services.
 - b. **MINISTRY LEADERS:** Ministry Leader(s) who need childcare for a meeting should email the Children and Family Ministry Director no less than 14 days in advance, to guarantee childcare services.
- 2) **CHILDCARE PROVIDED:** Childcare is provided for up to 15 minutes prior to the class and 15 minutes after the class with a maximum of 2 hours per class.
- 3) **CHILDCARE ON THE PREMISE:** Parents or legal guardians requiring childcare must remain on the Manchester UMC campus while their child/children are in childcare.
- 4) **REGISTRATION FOR CHILD:** In order for a child to participate in childcare, they must be registered online at <https://manchesterumc.org/nursery> prior to drop off.
- 5) **CANCELLING CHILCARE:** Leader(s) who need to cancel their childcare request must email Children and Family Ministry Director no less than 7 days in advance. Otherwise, the Adult Faith Formation Leader/Ministry Leader must personally contact the childcare providers via phone call. The childcare providers' contact information will be emailed to Leader(s) by Children and Family Ministry Director in advance.
- 6) **KNOW YOUR FOLK:** The Adult Faith Formation Leader/Ministry Leader who has requested childcare is urged to meet the childcare providers. Community is best formed when we know each other and it's best to err of the side of caution and safety.