



WESTMINSTER PRESBYTERIAN CHURCH CHILD CARE POLICIES



Please note: Only Westminster Nursery staff are allowed to provide child care in Westminster's Nursery spaces.

Policy for Regular Child Care

Child care is provided on Sundays for children from infants up to age four. Church School is available for three year olds and Pre-K children during Education Hour. Children are always welcome in worship and when children reach the age of four, they are invited to attend Children's Church during our second service.

Child Care Sunday mornings:	8:15am – 11:30am
Child Care Summer Sunday mornings:	9:45am – 11:00am

Child care is provided on Wednesday evenings for children from infants up to age five to accommodate our Cherub Choir members (ages 3-5).

Child Care Wednesday evenings:	5:45pm – 7:30pm
Child Care Wednesday evenings (during on-site summer worship services):	6:15pm – 7:15pm

Policy for Westminster Events Child Care

Please note: Due to the part-time nature of our Nursery staff, we cannot guarantee that Nursery staff will be available on any given day though every effort will be made to secure the number of caregivers necessary.

Please note: A final count of children and their ages must be provided to the Nursery Coordinator no later than two weeks prior to the event to ensure an appropriate child/caregiver ratio (one caregiver to three children).

1. A minimum of four weeks advance notice from the event planners is needed to contract for child care services. Contact Kasey Collver, Nursery Coordinator, at kcollver@wpc-mpls.org to make the request.
2. The event planners are responsible for notifying parents/guardians of the availability of child care and for taking reservations for said event.
3. The age range for child care in the Nursery for Westminster events is from infants up to four years old.
4. If the event is scheduled during meal time, an appropriate nut-free meal must be provided for the children by their parents/guardians. For events lasting two hours or more, a light snack will be provided by the Nursery staff.
5. Parents/guardians are responsible for providing any diapers, wipes, creams, lotions, extra clothing, or other such items that their child requires.

6. Child care will be provided for a minimum of one hour and a maximum of four hours. Child care will begin 15 minutes prior to the start of the event and parents/guardians are expected to pick up their children immediately following the event. Child care must concluded by 8:00pm for an evening event.
7. Per Westminster's Child and Youth Safety Policy, a minimum of two Westminster Nursery staff is required. Note: More staff may be required in order to provide an appropriate child/caregiver ratio (one caregiver to three children). Compensation will be paid by the Council or committee planning the event; payment is to be made to Westminster Presbyterian Church Nursery. Our standard rates are \$20 per hour per staff member required; staff are paid in 15 minute increments. Staff report and are paid for their 15 minute prep time which happens prior to the Nursery opening 15 minutes prior to the start of the event and for 15 minutes of clean-up time following child pick up. A sample schedule follows:

8:30am	Nursery staff reports for prep time
8:45am	Nursery opens
9:00-11:00am	Event
11:00-11:15am	Children are picked up by parents/guardians
11:15-11:30am	Nursery closes & Nursery staff cleans up