



Your AFUMC Nursery for Infants thru PreK

We are pleased to provide on-site nursery care for AFUMC groups and organizations. Whether your group has an ongoing or a one-time need for nursery care, we will do our best to assist and accommodate you in making childcare arrangements for infants thru PreK children. In order for the nursery to function properly and most importantly, to ensure the safety of our children at all times, we ask that you review and abide by the Nursery policies outlined.

Weekday Nursery

Nursery care is provided...

- ☀ Wednesday evenings from 4:15pm until 8:30pm on scheduled Wednesday Night Suppers

Nursery will still be provided for Bible studies and choir activities as long as we have the two week notice when a Wednesday Night Supper is not scheduled.

Sunday Nursery

Nursery care is provided...

- ☀ Sunday mornings from 8:15am until 12:15pm
- ☀ Sunday evenings from 4:15pm until 8:00pm

Church groups that need childcare for meetings or other programs should please try to schedule events when childcare is already provided.

Nursery Policies

- ☀ Nursery is only provided for AFUMC groups.
- ☀ Nursery is not provided for church groups meeting outside the church. Individuals should not leave the premises with children left in childcare.
- ☀ Groups that need childcare are asked, whenever possible, to schedule meetings/events during times when ongoing care is already available.
- ☀ All requests for childcare must be in writing through Event U two weeks prior to the event/meeting.
- ☀ Childcare is not guaranteed until approved. Factors limiting approval: preschool rooms availability, childcare workers time, and budget.
- ☀ Requested childcare not budgeted through the church childcare budget will need to be paid through the group's program budget.
- ☀ The minimum number of children for a requested nursery (other than regularly scheduled nurseries) is four (4). A maximum number of children per 2 nursery workers depend on the age of the children, but for the safety of our children there can be no more than 6 children per nursery worker.
- ☀ If a requested nursery reservation is no longer required, groups **must** notify the Preschool Ministry Assistant at least one day prior to the scheduled nursery.
- ☀ At least one week in advance, groups should provide the Nursery Coordinator an estimate of the expected number of children who will be in the nursery during the time of the request. Please note when planning a large function, childcare reservation will need to be included in the program information.

- ✿ If a group requests and reserves a nursery, but does not have the reserved number of children attend, the group making the childcare request will receive a bill for that group for the amount that the church incurs for the unneeded nursery. (Please note that the church guarantees a minimum of two hours pay for each childcare worker who reports to work, regardless of whether or not there are any children in attendance.)
- ✿ Evening nursery childcare may be requested between the hours of 6:00pm and 9:00pm. Childcare will not be provided after 9:00pm.
- ✿ Groups meeting over 4 hours will need to provide a meal for workers and children and a children group contact to shepherd the nursery.
- ✿ Groups requesting childcare will need to sign off on Reduce the Risk policy.
- ✿ All childcare requests must go through the Preschool Ministry Assistant.

Should you have any questions regarding nursery policies or procedures, please direct them to the Minister of Children or the Preschool Ministry Assistant.