

Special Event Childcare

Childcare is always provided for all church services and whole-church events, including Sunday morning, Sunday night, Wednesday night, To Gwinnett with Love, Valentine Banquet, and other special times.

Sunday School classes, Bible study groups, or other groups may request childcare for a meeting or an event. Children's Ministry is dedicated to ministry for families with young children, and the goal is to provide childcare as often as possible and as smoothly as possible. For most occasions, the childcare cost is covered by the church budget. For some occasions, childcare will be offered for which parents are asked to cover the expense. To assist in good communication, the following plan has been developed. There will be ongoing evaluation of this plan with the expectation of revisions in a few months. All parents are invited to give feedback at any time. Please contact me at any time.

carol@mountzionsnellville.com

404.276.1977

Procedure for ministry leader to request that childcare be provided for a meeting or event

1. Obtain a childcare request form from the church office or download it from the church website.
2. Submit the completed form to the church office no later than two weeks prior to the meeting or event.
3. The leader of the meeting or event will be contacted by someone in children's ministry to confirm that the childcare can or cannot be provided.

Important Information

- Childcare workers will be only those people who are employed by the church as paid teachers or nursery employees.
- In some cases, childcare may be limited to certain participants, such as choir/drama members who are rehearsing.
- The childcare expense may be covered by the childcare budget or a specific ministry budget, such as music. Or it may be necessary for the expense of the childcare to be paid by the families who are participating. This will be determined by church staff.
- If the expense of the childcare will be paid by the participating families, the exact fee will be determined after the registration deadline.
- If the request is for a meeting/event that will not be held on the church campus, the meeting/event must be within 5 miles of the church campus to allow parents to return to the church quickly, if needed.
- The church does not provide or coordinate any childcare off the church campus.

- No childcare is provided for weddings.
- If the childcare is for an ongoing Bible study or special ongoing class, and no one has registered for the childcare by the announced deadline, the class leader may ask again if someone joins the class late.
- A minimum of two families must participate in the childcare for the childcare to be provided.

Registration for Childcare

After children's ministry has confirmed that childcare will be provided, parents must register for childcare by the registration deadline. Deadlines will be determined by children's ministry and will be 5 – 7 days prior to the event. Deadlines will be communicated to the meeting/event leader and posted on the church website.

1. The registration forms, available at the church and on the website, must be completed and submitted no later than the deadline.
2. Registration forms are received in a mailbox at the information desk at the church.
3. A \$5.00 deposit for each child must be submitted with the registration form.
 - If the expense of the childcare will be covered by the church budget and if the family brought their children to the child care, deposits will be refunded at the event.
 - If a family registers and does not come, the deposit will not be refunded.
 - If the expense of the childcare will be covered by the parents, the deposit will be applied to the per child cost of the childcare.