



SMALL GROUP CHILDCARE POLICY

For meetings in homes, Approved January 12, 2023

INTENTIONS

- The safety and well-being of children when meetings are held in the homes of Manoa Community Church members.
- The protection of adults – both leaders and members alike.
- A detailed policy that's to be strictly adhered to and not subject to any interpretation.

GUIDELINES/RULES

- There must be 2 childcare workers, at all times, in the room where childcare takes place. Under no circumstances can childcare take place with 1 individual.
- Individuals serving in childcare must be adults or teenagers (12 years & above).
- Individuals (ages 18 years and older) must adhere to PA state law approved background checks and must file with the Church's children ministry office.
- Our Children's Ministry Policies and Procedures must be followed at all times. The entire document can be given upon request. Any childcare worker should review and be familiar with this document.
- If childcare is not provided at a meeting, parents assume full responsibility for the care of their children.
- Childcare times during the meeting are at the leader's discretion. Outside this time, it is the parent's responsibility to watch their children.
- Only allow those who have been approved as children's ministry workers (having undergone background checks, appropriate interviews, and training) to watch children.
- Have childcare take place in observable, well-lit spaces.
- When children need bathroom assistance or a diaper change, call parents out of the meeting to assist their own child.
- If providing childcare in homes is not possible, consider meeting at the church building with a central childcare organized with full children's ministry policies in place.



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PAYMENT

For small groups that meet in homes and desire to have childcare, the Church will provide monetary reimbursement, but it is up to the Small Group Leaders to find childcare workers per previous page guidelines.

- Small Group Leaders can request for childcare reimbursement from the Elder for Small Groups.
 - \$40 reimbursement per meeting. \$40 is the price for 2 individuals.
 - Maximum reimbursement per group is \$960 per calendar year. This assumes the group has 2 meetings per month or 24 meetings per year.
 - Church Finance Team will issue the check to the Leader who will then pay the childcare worker.
 - Group members are welcome to provide additional money to the childcare workers. While Small Group Leaders are not required to organize this effort, consider blessing the childcare workers with additional money if they are watching 10+ children.