

Dear Parent:

Thank you for entrusting your child to the ministries and staff of St. Mark's UMC. Our goal is to provide a positive, meaningful experience for children while their parents are participating in activities at St. Mark's. The following guidelines have been established in the best interest of the children, families, and childcare providers. We ask parents to follow these guidelines to help us in providing a safe atmosphere for their children and, out of respect for our childcare providers.

ST. MARK'S CHILDCARE REGISTRATION



Click on the "*Childcare Registration*" link from St. Mark's website

(stmarkscarmel.org)

ST. MARK'S CHILDCARE POLICIES & PROCEDURES

- Childcare is provided for children (**ages 5 years and younger**) of parents attending an event at St. Mark's United Methodist Church.
- In order to reserve a childcare spot, parents are responsible for registering their child(ren) on Sign Up Genius **at least 72 hours in advance** of the event. *Childcare requests after this deadline will not be granted.* Please be respectful of this registration deadline in order to ensure proper staffing and quality care for all children.
- St. Mark's will make every effort to maintain appropriate child/adult ratios when providing childcare, however, if for any reason extra help is needed for a single time, a childcare provider may ask a parent to stay and provide additional assistance.
- If for any reason you need to cancel your childcare reservation, please notify St. Mark's Childcare Coordinator as soon as possible. We want to be mindful of our childcare provider's time and be good stewards of St. Mark's childcare budget.

Children's Ministry Director

(317) 846-4912

staff@stmarkscarmel.org

- During your child's stay with us, it is required that a parent be on site and not leave the grounds of St. Mark's. At the time of child drop off, parents should notify the childcare provider(s) of their location during stay and provide him/her with a parent contact phone number.
- Occasionally, snacks may be served to children. Please make sure we have all allergies and special needs on file for your child. It is parents' responsibility to complete a Parent-Child Info Sheet to keep on file in the childcare room and also communicate any special needs or situations to the childcare provider(s).
- Each parent is responsible for checking in their child(ren), using the St. Mark's registration system. Children will only be released to the person presenting check-out documentation during pick up.
- If an onsite parent is needed, childcare providers will contact him/her either by phone or in person. Such cases may be due to any child crying longer than 10 minutes, discipline issues, etc.