

## **Life Group Childcare**

Each life groups leader chooses whether or not their group will have childcare. Life groups who choose to provide childcare recruit their own workers (who meet the approval of all the parents involved) and makes sure everyone in the group knows how childcare will be handled before the first meeting.

Each group elects a **treasurer**.

- The church will contribute up to \$10 per week for two workers per night (\$20 in total, With time sheet).
- If your group only needs one worker the church will pay \$10 per night per worker.
- Treasurer collects cash needed to pay the workers \$10 per hour (or whatever is agreed on) from parents for the remaining time. The cost is divided between the group members each night. Groups can elect to collect the money in advance if they so choose.
- Total hours the church will pay is not to exceed 14 hours per group for the semester.

Any hours that go over the 14 hours total for a group will need to be paid by the group. (Ending on time will help).

**How to fill out time sheets:** Each childcare worker is responsible to record the their hours each time the group meets. Time sheets will be in a folder in the nursery kitchen and in the 2 and 3s classroom, as well as the website. After filling out the hours, the worker should leave her timesheet in one of the folders until she is ready to turn it into the church's bookkeeper. The life group treasurer should be checking the time sheets periodically to make sure there are no problems.

Reminder: Your childcare worker must fill out a W-4 form that you can get from Brenda Potter before you use them as a childcare worker. W-4 forms should be in the folder. Copies of all forms can be made in the resource room.

**When** to turn in timesheets.

- At the end of each pay period by the 10th and 25th
- After the semester is over

**Where** to turn in your timesheets: The life group treasurer will be responsible to bring their group's timesheet to the office and slide the childcare sheet to the office during office hours or slide it under the glass door to the offices if it is locked. Please have all information filled out. She can also initial the time sheet and ask the worker to take her own timesheet to the office.

### **After the 40 Days:**

The other option is to complete timesheet for the entire 40 days. Give it to Brenda at the end of the 40 days. Deadline for timesheets is November 10. Checks will be mailed out to the childcare worker.

What to provide to child care worker:

- Provide snacks for kids if needed:
- Provide Schedules and/or expectations. (You can choose, formal or informal schedule Activity Times. (Crafts, Puzzles, Story time, outside)

What to communicate to the child care worker:

- Communicate weekly schedule and when and who to call if they cannot make it.
- Communicate to them the need to have the kids help clean up any rooms they used during the meetings. Then it is the child care worker's responsibility to finish cleaning the rooms used in a home or at the church.

### **Childcare at the church**

If your childcare is at the church, the rooms must be scheduled through the Administrative Manager (Becky). The nursery cannot be used without scheduling it through the Children's Ministry Coordinator (Nanci Hill).

**If you have questions concerning childcare, please contact Sherri Lehman or David Delgado. You may call Children's Ministry Director Nanci Hill if you need some referrals for childcare workers.**

Revised 8/26/11