

Childcare-Child Supervision Policies for UUCA

UUCA Childcare Policy

1. The Childcare Coordinator is in charge of childcare events with authority to supervise any helpers, uphold childcare policy, and handle any urgent or emergency situations.
2. The safety of the children is our top priority; a minimum of two adults (childcare providers or volunteers) will be available in each room at all times. The ratio (children: adult) for infants is 3:1, for toddlers 5:1, for elementary age children & youth (up to age 18) on the UUCA premises 7:1, and for elementary age children & youth off-site 6:1.

In the event that the required minimum of two adults is not able to be met during Religious Exploration classes/events, all minor children will immediately be merged into other Religious Exploration classes or brought to their caregivers.

3. All childcare providers will undergo background checks and are required to sign a Code of Ethics. The Childcare Coordinator will provide orientation for both paid and volunteer childcare providers.
4. Anyone, age 16 and older, may volunteer, provided they have discussed policies with the Coordinator and have prescheduled their time with the Childcare Coordinator. It is preferable that they have completed the Red Cross Babysitting Class.

When anyone under the age of 18 volunteers as one of the childcare providers, there must be a minimum of 3 people present at all times. There must always be a minimum of 2 adults (identified as 18 years +) even when youth are volunteering as childcare providers.

5. Parent/Guardians must be on-site; no “drop off” childcare is allowed, unless it is pre-approved by the Childcare Coordinator.
6. All children must be signed in on the sign in sheet with their full name (first and last) and special instructions. All regular attendees must fill out a registration form, and all visitors are requested to fill out a visitor registration form after their 3rd visit. Children and childcare providers must wear nametags. Children will only be released to a parent/guardian or designated adult or older sibling (as pre-approved by RE Staff or the Director of Congregational Life) from the childcare room. Children will not be allowed to leave the room on their own to look for or meet their families.

7. Drop off and pick up must take place in the childcare room. If the providers have taken the children outdoors, they must leave notification for parents on the door, and must return to the room in time for sign out.
8. Any UUCA group wishing to provide childcare for an event should complete the online “event planner” request form to request childcare and to provide information at least 4 weeks prior to an event.
9. Individuals must reserve childcare one week in advance of event.

UUCA Policy on Child Supervision

The Board of Trustees acknowledges that parents/caregivers are ultimately responsible for their minor children at all times.

During designated periods, UUCA assumes responsibility for children and youth in place of parents. These periods include during Religious Exploration classes, programs and any time the child is checked into childcare. Parents are expected to meet children and youth immediately upon the ending of the child's Religious Exploration class.

At all other times, a parent or designated adult is expected to be responsible for children and youth. Based on the age and maturity of the child, adults should exercise reasonable judgment about the extent of direct supervision necessary.

To ensure the safety of everyone, children, youth, and their parents are asked to abide by the following guidelines:

All children should be under direct adult supervision.

Older children are expected to be mindful and considerate of younger children at all times.

Violence either in words or actions, is unacceptable. Violence will result in the child being asked to leave the situation.

In compliance with national fire codes, no stairs or exits may be blocked at any time. Children should not use the stairs going up to Cliff Valley Way, or be in any parking area, unless they are under the direct supervision of an adult. Sliding down the railings on any stairway is not permitted.

Inside the building, children, youth and adults are expected to use "walking feet and indoor voices" at all times.

Non-custodial supervisory ratios shall be no less than (children: adult) for infants is 3:1, for toddlers 5:1, for elementary age children & youth (up to age 18) 7:1 with a minimum of 2 adults for every non-custodial minor.

All adults in the community accept the responsibility for the care and nurture of the children in our midst. All adults are encouraged to model and encourage safe behaviors. Any concerns should be reported to UUCA Staff as soon as possible.

UUCA Policy on Adult Leaders on Field Trips and Overnight Events

No one under the age of 25 may be an adult leader responsible for children or youth on UUCA-sponsored field trips or overnights. All adults who volunteer or are paid to work with children or youth in our congregation must sign an annual background check and sign an updated Code of Ethics.

During UUCA-sponsored field trips and overnight events, one adult shall not be responsible for more than six children or youth. No fewer than two unrelated/non-cohabitating adults will be present and awake whenever any number of children or youth are in their care and awake.

No volunteer may spend time alone with non-custodial children or youth during any UUCA-sponsored field trip or overnight event. This includes sleeping in the same room alone with children or youth and/or any other activity except driving to or from a field trip or overnight destination.

In order to drive to a field trip or overnight destination, adult leaders must have a valid driver's license, current insurance covering injury and loss of life in their vehicle and other involved vehicles should there be an accident, and must have a good driving record. Additionally, each non-custodial child requires the signed permission of parent(s).