



SMALL GROUP CHILDCARE GUIDELINES

Childcare Disclaimer Statement

Parkway Fellowship is not in any way responsible or liable for the childcare provided in a Small Group. Parkway Fellowship does not do background checks on any adult Small Group childcare providers, and the selection and payment of such childcare providers is solely up to the parents in the Small Group.

Many people at Parkway Fellowship will only join a Small Group if childcare is available. For that reason, PLEASE try to offer childcare if at all possible. This document provides guidance and guidelines for Small Group wanting to offer childcare in their Small Group.

Before the Semester Begins:

- Consult with the parents in order to work out the details and think through the logistics. This should be done at least two weeks prior to the beginning of the Small Group semester. **Do not put this off!**

Common Childcare Arrangements:

1. The parents take turns watching the children in a child-proof area of the home.
2. The parents share the cost of paying a babysitter to watch the children in a child-proof area of the home.

Most groups will adopt option #2 and will elect to pay someone to watch their children during their Small Group meeting.

Reimbursement for Childcare

- Our reimbursement system allows \$25.00 per week to be put toward childcare. We believe that this will give groups the financial flexibility to help pay for a sitter should you wish to offer childcare.
- In order to qualify for the reimbursement, your group must submit an attendance report through the ChurchTeams system. **We will only reimburse for childcare on the weeks that your group meets.**
- Reimbursements will only be accepted 2 weeks after the semester ends.
- The procedure for reimbursement would follow these steps:
 - 1) The SG leader or group would pay the childcare worker out of their pocket and would then submit the reimbursement form to us, along with a time sheet.
 - 2) The SG staff will verify your Small Group's attendance reports in ChurchTeams against the amount being requested and submit a check request on your behalf.
 - 3) The Parkway Business Office would then process the request and mail your check.

Sources for Locating Childcare Workers:

1. **Student Childcare Workers**
 - We have partnered with the Student Ministry to provide a list of high school students who are looking to earn money toward mission trips.
 - We will provide this list to any group that requests it but will simply ask that any parent who uses a student childcare worker sign a disclosure releasing Parkway Fellowship of liability.

2. Seeking Sitters

- Seeking Sitters is a local company that the Small Group ministry utilizes to provide childcare at all of our training and on-campus events.
- Every worker has been background checked and screened to work with children, so you can feel safe using this service.
- We are happy to put you in touch with Seeking Sitters to provide childcare for your group, but the **cost of using the service will fall on your group.**

3. Usit app

- Usit is a new on-demand babysitting app that connects students with parents looking for a babysiter.
- Parents log-on and fill out some basic information. If a sitter is available they accept the the assignment and the parent will be notified
- Payment arrangements and logistics are all made in the app
- Think of it as Uber for childcare!

4. Drop-in Childcare Facilities

- A number of businesses have popped up in the Katy/Richmond area in recent years that offer 'drop-in' childcare.
- These facilities are staffed with workers who have been screened and background checked and often only require you to pre-register before your first time using their service.
- We are happy to provide you the names of these facilities by request.

ON-CAMPUS CHILDCARE

Please do your best to respect the rooms that your children will be in and the workers who will be caring for them. Here is the procedure that you need to follow each week for your childcare:

- Plan to arrive a little early so that you can meet your childcare worker and get them set-up before the bulk of your group arrives.
- Walk the childcare worker(s) to the room(s) that we have assigned you. You may want to give them your cell phone number so that they can text you if there is a question or problem. This will be handy if your childcare room is in a different part of the campus from where your group is meeting.
- Finally, please take a look around the room where the children were and pick up any trash, put back anything that is out of place, and shut off the lights. If something was broken during your meeting, please let us know ASAP so we can replace it.