

**Need childcare for your upcoming event?
We now have online registration available for childcare.**

Updated: 02/10/2009

Childcare Pool Coordinator: Mary Ellen York
MBC Ext. 2972
childcare@mcleanbible.org

Form: [Request for Online Childcare Registration](#)
[Request for Childcare Workers](#) (*Do not use for Online Registration*)
[Master Calendar Request Status](#)

Mary Ellen works full time and she will be in the office on Tuesdays thru Thursdays (approx 8-10 hours each day) with flexible hours on Fridays and Saturdays (depending upon childcare needs for weekend programs). These hours will enable her to oversee the morning and evening childcare providers and make sure everything is in place. Her scheduled days off will be Sundays & Mondays. She is located in 3 east and can be reached at Ext. 2972. Mary Ellen will be responsible for recruiting, assigning and managing both our paid and unpaid childcare workers and overseeing the services rendered by the workers.

It is now possible to use Fellowship One for online childcare registration for your event. If you need childcare for your regular ministry events or for your special events, please continue to submit your requests for childcare directly to childcare@mcleanbible.org. It is very important that you continue to utilize the forms so that Mary Ellen will know how many children to expect so that she can plan accordingly and have the appropriate number of workers present to serve the children. Please give Mary Ellen as much lead time as possible in case we need to increase the number of workers. The more time she has the better her chances to secure the additional coverage if necessary.

We are currently using Rooms 2301, 2302 or 2305 on a regular basis for all evening childcare. Please continue to provide us with your ministry account code to which the childcare workers should be charged and the names and ages of the children to be served. Since the childcare is shared, the cost for the workers is shared as well. When we have the information in advance, we are using pre-printed "sign in" sheets to determine which children have been pre-registered with the ministries so that we can better control our worker/child ratio. We will also continue to use the sign in sheets to determine how the cost of childcare should be charged on any given evening (*the costs will be shared equitably*). **The current cost per childcare worker is \$10.00/worker/hour.**

All requests and correspondence pertaining to childcare should be directed to Mary Ellen at childcare@mcleanbible.org. This email box is accessible by both Mary Ellen and Human Resources so that all requests/correspondence can be processed on a daily basis.

Mary Ellen will be working directly with Human Resources in terms of adding and removing individuals from the "pool" -- so she will always have the most current listing of childcare workers who are on payroll and eligible to work. Please remember that a childcare worker must be on payroll to be covered by our liability insurance. Only employees and volunteers are covered, so a worker who is expecting to be paid must be processed through Human Resources and placed on our payroll system. This should be accomplished before they are allowed to work

with our children. If you know of any good candidates looking for part-time childcare work, please refer them directly to Mary Ellen at 703-770-2972, childcare@mcleanbible.org, or resume@mcleanbible.org.

The following **Event Cancellation Policy** has been established and approved to provide more work stability for our childcare workers and to help us maintain a strong and dependable pool from which to draw.

Events cancelled with notice of 7 days or more = \$0 charge to ministry

Events cancelled within 3-6 days of event = 2 hours pay per confirmed worker
(\$20.00/worker)

Events cancelled within 2 days or less of event = 100% charge to ministry for all confirmed workers for full length of time the worker is scheduled.

No Shows = If no children are checked into the childcare room within 45 minutes of the start of the event, this will be considered a “No Show”. The childcare workers are then free to leave and the ministry will be charged 100%.

The ministries will not be charged for cancelled childcare in the event of an inclement weather cancellation (issued from Denny’s office).

Should you have any questions, suggestions or concerns, please send directly to childcare@mcleanbible.org.

Thank you!