

Holy Spirit Child Care Guidelines

1. Holy Spirit will provide child care for church events and meetings at the request of the parish staff or other leaders. Child care will be for children at least 12 months old and younger than 11.
2. Workers, including the coordinator, will receive a stipend for their time. All tax issues will be the responsibility of the individual workers and not the parish.
3. The coordinator will receive a stipend in the amount of \$200 per month. Adult child care workers (over 18) will receive \$8 per hour. Youth workers will receive \$6 per hour.
4. Three workers will be assigned at a time. At least one of these workers will be an adult.
5. No snacks or beverages, other than water, will be provided for events expected to last two hours or less.
6. No child care will be provided for events when alcohol is served.
7. No child care will be provided for meetings/event that take place away from Holy Spirit without express consideration of the coordinator.
8. No child care will be provided for outside organizations using Holy Spirit facilities. Outside organization may contact the coordinator, who may consider providing child care but the workers will be paid directly by the outside organization.
9. Parish staff and leaders should schedule child care by contacting the coordinator as early as possible and at least one week prior to the meeting or event. Leaders should give the coordinator an approximate number of children expected to need care.
10. Adult workers are to provide supervision for the youth workers.
11. All workers over 18 will be trained in Protecting God's Children before they are scheduled to work.

12. All workers are to attend a training session provided by the coordinator before they are scheduled to work.

13. Some youth may volunteer their time in order to receive service hours for school. They are subject to these guidelines and the job description for workers.