

## **Calvary's Paid Childcare Provider [Policies]**

*Calvary Baptist Church believes that children "are a heritage from the Lord" (Psalm 127:3) and are the rising men and women of the Church. As such, they should be "trained up in the way they should go" (Proverbs 22:6) through the frequent teaching of the Scriptures (2 Timothy 3:15) and introduction to Jesus Christ (Matthew 19:14).*

*We believe that God uses everyday encounters, as well as life-changing events, to work in the lives of His people, and we therefore believe that adults should model Christ-like behavior during contact with children (2 Timothy 3:14). Also, as mature members in the Body of Christ, adults should treat children with the love that they demonstrate to all people (John 15:12).*

### **The Childcare Program at Calvary operates in the following manner:**

1. You will be contacted via email with details about childcare events.
2. You will arrive at the location (probably the church building) at the designated time. (Childcare providers are responsible for their own transportation.)
3. You will remove appropriate resources (coloring books, toys, videos, provided teaching materials for longer childcare times) from the Resource Room, sign in on your timecard (found in the Babysitter crate), and then wait in the designated rooms until children arrive.
4. If under the age of 18, you must work in a room with someone over 18. You may, under no conditions, be alone in a room with children.
5. You must remain in the room until all children have been picked up. After that, return resources to the Resource Room and complete your timecard. Be sure to leave the Resource Room in the same order that you found it.
6. A First Aid Kit and Injury Log are located in the Resource Room. Any time that the First Aid Kit is used (even for band-aids), you must complete a form in the Injury Log. One copy is given to the child's parents, and one remains in the log. Failure to complete an injury form may result in dismissal from the childcare program.
7. Payment for all events is \$8.00/hour, and childcare providers will be paid by check every two weeks based on the time recorded on the timecards. If there is any question about payment, please contact Kendel Yackeren, 238-0822 x21 or [kendel@calvarysc.org](mailto:kendel@calvarysc.org).
8. Payment bonuses may be offered for on-going childcare events or other special situations.
9. The hourly rate may be increased on an individual basis for attendance at special trainings.
10. Payment may be withheld due to late arrival or not attending a designated childcare event:

\*Late arrival will result in a one-hour payment withholding from the current paycheck.

\*Failure to attend an event to which you had committed will result in a 2-hour payment withholding from the current or upcoming paycheck and/or additional consequences to be determined by the Children's Ministry Director.

\*Less than 48-hours notice of cancellation (other than for sickness or emergencies to be determined by the Children's Ministry Director) will also result in a 2-hour payment withholding.

11. The name of any childcare provider receiving payment exceeding \$600 within one year will be submitted to the IRS for tax purposes.
12. International students or adults are welcome to participate in the childcare program, but may not earn over \$600 (according to work restrictions). It is up to the individual to monitor the amount earned.
13. Childcare providers who have committed to an event, arrived at the location, and are dismissed due to low child attendance will be paid for one hour of service provided that the times are indicated on the timecard.

*Calvary does love her kids and loves having fun with them. However, due to the high number of interested and qualified childcare providers, these rules will ensure that our childcare programs are of the highest quality possible. Your cooperation is sincerely appreciated – by parents, children, and the Lord. Thank you!*