

Dear Parent/Guardian,

Thank you for entrusting your child to the ministries and staff of St. Mark's UMC. Our goal is to provide a positive, meaningful experience for children while their parents are participating in activities at St. Mark's. The following guidelines have been established in the best interest of the children, families, and childcare providers. We ask parents to follow these guidelines to help us in providing a safe atmosphere for their children and out of respect for our childcare providers.

## **ST. MARK'S CHILDCARE REGISTRATION**



Registration link is available at [stmarkscarmel.org/signups](https://stmarkscarmel.org/signups) under the Kidz Church section

## **ST. MARK'S CHILDCARE POLICIES & PROCEDURES**

- Childcare is provided in the Nursery/Toddler rooms for **children 6 weeks through Kindergarten** of parents/guardians attending various events at St. Mark's United Methodist Church.
- Childcare is provided in other areas of the church for children (**Grades 1-6**) of parents/guardians attending various events at St. Mark's United Methodist Church.
- To reserve a childcare spot, parents are responsible for registering their child(ren) on Sign Up Genius **at least 48 hours in advance** of the event. Please be respectful of this registration deadline to ensure proper staffing and quality care for all children.
- St. Mark's will make every effort to maintain appropriate child/adult ratios when providing childcare, however, if for any reason extra help is needed for a single time, a childcare provider may ask a parent to stay and provide additional assistance.
- If for any reason you need to cancel your childcare reservation, please notify St. Mark's Children's Ministry Director as soon as possible. We want to be mindful of our childcare provider's time and be good stewards of St. Mark's childcare budget.

**Jackie Rowell - Children's Ministry Director**  
**(317) 846-4912 OR [kidzchurch@stmarkscarmel.org](mailto:kidzchurch@stmarkscarmel.org)**

- During your child's stay with us, it is required that a parent be on-site and not leave the grounds of St. Mark's. At the time of child drop off, parents should notify the childcare provider(s) of their location during stay and provide him/her with a parent contact phone number.
- Occasionally, snacks may be served to children. Please make sure we have all allergies and special needs on file for your child. It is the parents' responsibility to communicate any special needs or situations to the childcare providers.
- Each parent is responsible for checking in their child(ren), using the St. Mark's registration system or sign-in sheet. Children will only be released to the person presenting check-out documentation or appropriate identification during pick up.
- If an on-site parent is needed, childcare providers will contact him/her either by phone, radio, or in person. Such cases may be due to any child crying for longer than 10 minutes, discipline issues, sickness, etc.