



## Childcare Protocol for FPCL Events

### Step 1:

Please notify the Children's Ministry Director about your event, and the potential childcare needs, prior to any publicity.

- A. Currently contact Brie Johnson at [brie@fpcl.us](mailto:brie@fpcl.us) or 925-447-2078 ext.118.
- B. Open ministry events may request childcare. Childcare is not coordinated for closed meetings or outside groups using church facilities.
- C. Childcare is available for on campus events only.

### Step 2:

When publicizing childcare for an event, use the line "**Childcare will be available upon request**". Include in your publicity a contact person (i.e. your event coordinator), a phone number, and a deadline for childcare requests to be made.

- A. Your publicized deadline for childcare requests need to be at least **two weeks** before the event.

### Step 3:

If you receive childcare requests, then contact the Children's Ministry Director at least two weeks prior to event. The Children's Ministry Director will make childcare arrangements for the event and provide timely confirmation or alert you to any problems with coordination.

- A. **Two families** at a minimum must request childcare. Arrangements for childcare will not be made for one family.
- B. FPCL will provide childcare for children **up to 10 years old**.

### Step 4:

Childcare is currently located in Room C2. The requesting ministry group is responsible for opening the door for childcare staff **20 minutes before** the start of the event. Please make sure doors are locked after events. Childcare staff do not have church keys, so cannot open or lock doors.

*Our goal is to be hospitable and welcoming to families with children, as we balance being good stewards of our resources. If you have childcare needs that require more flexibility, please discuss in advance with the Children's Ministry Director.*

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