

## CHILDCARE PROCESS FOR GROUPS

1. Would you please give us the process/system for setting up childcare for an event or small group?
  - Every ministry/campus must utilize the web form to submit for PCW for next month.
2. <http://mybayside.church/forms/paid-childcare-request-form/> • Ministries must submit requests by the 20<sup>th</sup> of preceding month.
  - The following are guidelines for submitting request forms for PCW's:
    - Bayside Growth Track Events (Freedom Weekends, Small Groups, Leader Orientations)
    - Celebrate Recovery - weekly meeting, small groups that follow.
    - Weekend Ministries Events (worship practice, preservice)
    - Global Ministry Events - Global Worship Night - twice a year, at EBC (reach out to all PCW's at all campuses), Global Coaches Events.
  - **Meeting must have 10 adults or more.**
- 3.
4. How much does it cost? This is up to you but we recommend parents pay \$5.00 for the 1st kid and \$2.00 per additional child per class
- 5.
6. What is the deadline to let you know about the groups? - The 20th of each month 7. What's the deadline for letting you know the number that have signed up? That number will need to be requested when you request the group on the form (the 20th of the month) That is when we schedule how many workers you need.
- 8.
9. Which childcare rooms could be used for a group to meet in? We would prefer that you don't use Bayside Kids rooms for groups because our rooms are equip for kids, not adults. If you absolutely

have to use a Bayside Kids room you would use our Kindergarten or 1st room. You would be responsible for setting up and taking down any chairs or tables that you need and cleaning the room when finished.