

## Saturday Night and Sunday Morning Worship Services

- Free Nursery and Child Care are provided at every campus during weekend worship services. All Children must check in at the Children's Check-in Kiosks and get a child tag and parent tag. Parents will also sign in at the nursery and get a pager.

## Other Ministry Events of Crossroads Church

- All other Nursery and Child Care provided by Crossroads is fee-based, with individuals responsible for covering a portion of the cost.
  - o Form of payment will be through the use of a Crossroads punch card. The cost is 1 punch per child, per hour for each event. The cost of a punch is \$1.
  - o Punch Cards are available for \$10 (10 punches). Individuals or ministries may buy as many as they would like.
  - o Crossroads punch card can be purchased two ways:
    - Online at [crossroadsabc.com/punchcard](http://crossroadsabc.com/punchcard) using a credit card. Bring receipt to the church office during office hours, Children's Check-in during weekend worship services or Awana, or after hours any staff member can get you a card from the Children's Ministry Office.
    - By check payable to Crossroads or exact cash at any of the above locations
    - **Nursery/Child care workers will not take payment or online receipts.**
  - o Nursery and Child Care staff is responsible for punching the cards prior to children being dropped off.
    - *No card, no care.*
    - Online receipts, checks, or cash will not be collected at the nursery or in childcare.
    - Punches will be rounded up. For example, 1.5 hours = 2 punches.
  - o If a ministry/event would like to provide care for their event, they may purchase their own punch cards as outlined above.
- Crossroads Nursery (Birth – 4 yrs) staff are the sole providers of nursery care at Crossroads Church for any Crossroads event/ministry. Requests for care must be made online. Find Nursery request forms at: [crossroadsabc.com/nursery](http://crossroadsabc.com/nursery). Ministries cannot provide their own Nursery care (Birth-4yrs).
- Child Care (Kinder – 5<sup>th</sup> grade) provided by Crossroads staff may be requested for any Crossroads event/ministry and will be provided by Crossroads staff, if staff is available and there are at least 4 children needing care during that time slot. Requests for care must be made online. Find Child Care request form at: [crossroadsabc.com/childcare](http://crossroadsabc.com/childcare).\*
- Exceptions to the Crossroads nursery and child care policy must be requested through email submitted to Pastor Matt Manning ([matt.manning@crossroadsabc.com](mailto:matt.manning@crossroadsabc.com)).

# Crossroads Church Nursery/Child Care Policy (Effective Feb. 16, 2014)

- In the email please provide ministry name, event, # of volunteers, and why the request is being made.
- Exceptions will be considered for events that require a high number of volunteers with nursery and childcare needs (example: VBS).
- Exceptions are made at the discretion of Lead Pastor, Pastor of Core Ministry and Business Administrator.

## Outside Groups that Use Crossroads Facilities

- Groups that
  - use Crossroads facilities *and*
  - are not a Crossroads event/ministry *and*
  - want to provide nursery/childcare for an event
    - must have a current Certificate of Liability Insurance on file with the Crossroads Business Administrator.

## FAQS

- **What do I do if I forget my punch card?**

If you don't have a punch card, you can borrow a punch from a friend, buy a new card, or see your ministry leader to see if they have a card with punches on it. Please do not ask a nursery/child care worker to take your child without a punch.
- **How do I get an actual punch card if I pay online with a Visa?**

When you buy a punch card online, you will need to print the confirmation page and bring it with you to one of the punch card redemption centers listed above.
- **What if I want to pay for the nursery/childcare for my entire group or someone else?**

Anyone can buy punch cards and give them to individuals or a ministry leader for them to use for nursery/childcare needs. Ministry leaders can also buy punch cards with their budgets to use for an event.
- **Can the same punch card be used for nursery and child care?**

Yes – the same card is used for both, but the punches will be taken at each individual drop-off.

*\* Child care (Kinder – 5<sup>th</sup> grade) may be arranged by the event organizer and provided by non-staff providers if the following conditions are met:*

- *Two providers in the room. At least one of the two must be 16 or older. The other helper can be 6th grade and above.*
- *Everyone providing care must fill out a Children's Ministry Outreach Volunteer Form. Forms for youth and adults are available to download and print at [crossroadsabc.com/children](http://crossroadsabc.com/children) > [volunteer](http://crossroadsabc.com/children). Each person must submit complete address, phone and email for 3 references and everyone 18 and older must complete a background check form.*
- *Ministry leader is responsible for making sure the guidelines are followed and that paperwork is collected and turned in to the Children's Ministry Director **at least one week before the care is provided**. If the guidelines are not followed, the ministry will lose the privilege of providing their own care.*
- *Children's Ministry will run the background check and check references.*