

Bethany Nursery Fee Policy Program (Non-Worship) Care

Effective 9/1/09

1. **Fee:** Nursery fee for all non-worship events is \$3 per child per event date. Family maximum of \$6 per event date. There is **NO CHARGE** for any worship service. Fees for events scheduled for longer than four hours will be discussed individually.
2. **Scholarships:** are available. Please speak to the person who is scheduling childcare for your event.
3. **Reservations:** Childcare reservations are made by turning in the **Request for Childcare** form to the Nursery Scheduler. One person will coordinate childcare for the whole class or meeting
 - a. This form is available online on the Bethany website (www.bethany-umc.org) and can be emailed to the Nursery Scheduler at cindi.wallace@bethany-umc.org or turned in to the drawer in the church office.
 - b. Form is due at least **two weeks in advance** of the first date. *Any less than two weeks' notice will be subject to scheduling availability.*
 - c. Nursery Scheduler will email confirmation of the reservation.
 - d. **One week before** the first date scheduled, the requesting person will turn in the complete list of children and ages.
4. **Cancellations:** Any date may be cancelled **up to 48 hours before** by emailing the Nursery Scheduler. ***No-show or late cancellation will be billed to the scheduling ministry at \$3 per child per reservation.***
5. **Sick children:** Sick children will not be admitted into the Nursery. If a child begins to show symptoms of illness, the parent will be contacted to come pick up their child. Please help us keep the other children and our staff healthy!
6. **Maximum age:** Nursery childcare is for children ages birth through 5th grade.
7. **Nursery Hotline:** For individual cancellations the day of the event, such as a sick child, please call **258-6017 x243 ("Nursery F108")** and leave a message. This is our Nursery Hotline and rings directly in Room F108. The messages will be checked by a staff

member before each shift. *There is no fee charged for a sickness call-in.*

8. **Check-in:** Check off your child's name on the pre-printed sign-in sheet, and fill in any necessary blanks. There will also be a "fee paid" section. If the ministry has chosen to cover the cost of childcare, this will be noted here.
 - a. **Payments:** There is a pay drop box on the wall outside the door to F108. Pay envelopes will be available at the door, and are in the pocket on the front of the box. ***Please make payments here, being sure to note your name and which event you are paying for.***
 - b. **Pre-pay:** If you choose to pay in advance for a series of classes or meetings, you are welcome to do so. Please clearly mark the deposit envelope with your name and the event for which you are paying. These payments will be noted on the "fee paid" section in the future.
 - c. **Medical Release:** A medical release form must be signed if the event is offsite. The form will be emailed with confirmation of the reservation, and will also be available at drop-off.

9. **Billing:** After the event, deposits will be calculated and the balance will be billed to the scheduling ministry. The ministry may then contact parents to confirm their continued reservation for childcare.

Contacts:

For billing and general questions:

Elizabeth Nettles, Nursery Administrator
elizabeth.nettles@bethany-umc.org
258-6017 x270

For childcare reservations or to cancel childcare:

Cindi Wallace, Program Care Coach and Nursery Scheduler
cindi.wallace@bethany-umc.org
258-6017 x270

For last-minute cancellations (sick child, etc.):

Nursery Hotline
258-6017 x243