

**St. Maximilian Kolbe Church
5720 Hamilton Mason Road
Liberty Township, OH 45011
513.777.4322**

**Childcare Policy
Revised October 2019**

St. Max may provide childcare to any ministry of the parish during their meetings or events at no cost to the ministry or the families. (However, donations are greatly appreciated!) The guidelines below will be followed for the protection of our children:

- Two adults, each a minimum of 18 years old and a high school graduate, will be present in every area utilized for childcare. If, for example, there are children in the nursery and in a classroom, four adults will be required to provide childcare.
- All individuals will be VIRTUS trained and have a background check completed before they may work with children.
- Fire code ratios will be maintained. The nursery and most classrooms are limited to 12 persons per area.
- **Requests** for childcare must be made at least 2 weeks prior to your meeting or event by a representative of the ministry. Please submit the "Childcare Request Form" for consideration.
- A minimum of two families must be registered for childcare in order for it to be provided. Childcare will not be provided for less than 2 families.
- Childcare can be arranged for up to three hours. We cannot provide it for groups needing childcare beyond the three hour limit.

Please note: **Childcare is not guaranteed.** You will receive a confirmation email when childcare has been arranged. (Please do not advertise childcare availability until you receive confirmation). Please make requests as soon as you know your ministry meeting date and time. Once childcare has been arranged, parents will be able to register as instructed by ministry leader. (Usually email to Charlotte or Sign Up Genius) ***If childcare cannot be provided by a childcare staff member for any reason, the nursery will not be open for use.***

Thank you for your support and involvement in our ministries here at St. Max. Please feel free to contact us with any questions or concerns.

Charlotte Flanagan
cflanagan@saint-max.org
513.777.4322x129

Lakme Kodros
lkodros@saint-max.org
513.777.4322x105