

Childcare

Workbook



walking with purpose

Dear Walking with Purpose child care coordinators,

What would we do without you? I am so grateful for your willingness to step out and give of your time in this meaningful way.

Your role helps create a setting where women can relax because someone has tended to the details. Children are loved and looked after, and mothers can take some time to explore God's love for them. This may be the only time in the week when they are taken care of. Your "yes" is an enormous blessing to so many. Thank you for laying down your life out of love for the women around you.

Joyfully waiting to see what God does through you and in you this year!

Blessings in Christ,
Lisa Brenninkmeyer
Founder and Chief Purpose Officer



Five Core Values of Walking with Purpose

1 Outpouring of Love For Women

Walking with Purpose leaders are known for their warmth, welcoming spirit, and ability to create a sense of belonging. Too many of the women in our Church are struggling, lonely, aimless and are leaving the Church. We must encounter women where they are and meet them with mercy. The best evangelizers are women who are passionate about their faith but not judgmental or dogmatic. We don't condemn, and instead, issue an invitation to come, drop the mask, and encounter radical love.

2 Fearless Positivity

We display fearless positivity in the face of a morally relativistic culture. Instead of focusing on all that is wrong in the Church, we celebrate what is right. We frame the conversation so that God's call for our obedience is not seen as a way in which our freedom is limited, rather the means by which we can truly flourish.

3 Bold Humility

In the spirit of our patron saint, Thérèse of Lisieux, we celebrate our littleness while dreaming big with God. Saint Thérèse said that at the end of her life, she would stand before Christ with empty hands, not asking Him to count her works. She knew that all the good within her was purely the gift of grace. But she also aspired to sanctity and boldly claimed that when she got to heaven she would send down a shower of roses. Walking with Purpose leaders strive to emulate this spirit of humility while at the same time are emboldened by the belief that God can do anything in and through us.

4 Beauty That Breaks Down Barriers

We lead with beauty because people long for and are drawn to it. Many women peek into a parish hall but then head straight out for coffee. When we create an attractive environment, those same women pause and wonder what's going on. All feel cared for when leaders make this kind of effort, and for many, it'll be the only time in the week that someone does something special just for them. In the words of Bishop Barron, "Beauty awakens the imagination and begins the process of evangelization."

5 High Standards and Attention to Detail

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Childcare Coordinator Responsibilities

The childcare coordinator has a maternal heart and shares her faith by loving, leading and protecting the children of WWP participants during the weekly sessions. She also selects and implements the curriculum for the children's program.

The responsibilities of the children's program coordinator include:

- ❖ Orders curriculum materials, or works with co-coordinators to do so.
- ❖ Organizes and schedules childcare volunteers. If paid providers are needed, she works with the co-coordinators to do this through the parish.
- ❖ Oversees the registration of children, and divides them into appropriate groups.
- ❖ Facilitates child protection credentials for all childcare providers, in accordance with parish and state laws.
- ❖ Sets up and cleans up the childcare room(s) every week.
- ❖ Gathers and maintains toys and materials.
- ❖ Coordinates snacks, if provided.
- ❖ Attends meetings with WWP leadership team when applicable to her role.

It is very helpful for the childcare coordinator to have two or three people assisting her as the program is being established and begins to grow.

Getting Started with the Children's Program

Meeting rooms for children. Lawful occupancy levels for the rooms should be checked. This information can be obtained from the parish office.

Provider/child ratios per age group. The parish office may have this information; if not, it may be obtained from the Child Care Administration Department of the appropriate State Department of Human Resources. The local Fire Marshal may also be a good resource for this information.

Training for adults working within the children's program. Please check with your diocese for information about STAND, VIRTUS or other appropriate requirements, and where training may be obtained. All adults working with children need to follow diocesan directives.

Children's program adult help. Decide whether you are able to hire paid childcare workers, or use volunteers. Mandatory sign-up is rarely successful, but having a suggested number of volunteer days for each participant, whether they have children in the program or not, has been effective for some programs.

Maintain children's registration spreadsheet. The childcare coordinator should maintain a spreadsheet to track all of the children entering the children's program. This information is collected during registration, and can be obtained from the co-coordinator responsible for operations. You'll need the following:

- ❖ Mother's name and contact information.
- ❖ Child's name.
- ❖ Age/birth date.
- ❖ Allergy information.
- ❖ Emergency contact information.

Age groups and numbers. Determine the age groups by the number of children who have signed up. The groups are assigned to different rooms, and when the rooms are filled to capacity, a waiting list begins for that age group. This capacity is determined by the laws for occupancy and the caretaker/child ratio.

Supplies and toys. Supplies should be gathered and stored. Toys can be donated by the participants. Craft supplies are usually purchased and reimbursement is made for expenses. If your parish facility has a video or DVD player, it is recommended to also solicit donations of age-appropriate videos and DVDs. Please be aware your parish may want to approve any videos/DVDs that will be shown to the children. Check with your parish priest.

Nametags. Name tags are needed each day for the children, especially if volunteers are used to staff the program.

Snacks and drinks. Snack supplies should be gathered and stored. Keeping things simple is very helpful. Ask for snack donations at the beginning of the year, and then as needed throughout the year. The ages of the children and food allergies will determine the types of snacks that are appropriate. Also ask for paper towels, tissues, wipes, small paper cups for water, trash bags and any other supplies you think will be needed or helpful.

Daily schedule. Set up a basic schedule for the age groups to follow each day. For example:

- ❖ Twenty minutes for free play.
- ❖ Fifteen minutes for snack time.
- ❖ Ten minutes for a Bible Story.
- ❖ Twenty minutes for a Get Moving activity such as the Hokey Pokey, etc.

It is important to have the schedule as a guide if you have new volunteers each week. Having a schedule to follow keeps the children entertained, and adds structure and control within the group. If, however, you have regular childcare providers each week, they may set their own schedule. Some of the simplest concepts are developmentally helpful to the children, entertaining and beneficial—for example, teaching the children to walk in a straight line, or line up chairs in a semi-circle and sit quietly, can be fun skill-builders. All volunteers or employees should arrive fifteen to thirty minutes early for set up and clean up each day.

You can find a customizable sign-up spreadsheet template under “Leadership Tools” on the WWP leadership webpage; you’ll need your coordinator’s assistance to access this.



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THE MODERN WOMAN'S GUIDE TO THE BIBLE

Walking with Purpose | 15 East Putnam Ave, Greenwich, CT 06830 | walkingwithpurpose.com

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