

### Procedure for Setting up Child care at a SVPC church wide event

1. Your event must be a church wide event in order to qualify for child care.
2. Contact the Childcare Coordinator. This call or e-mail must be made **BEFORE** the event is advertised.
  - a. Childcare Coordinator Debbie Klein
    - i. 408-730-0212 or [childcare@svpc.us](mailto:childcare@svpc.us)
3. Include the following in the **advertisement**.
  - A. Make reservations by contacting Childcare Coordinator at 408-730-0212 or [childcare@svpc.us](mailto:childcare@svpc.us). (Do not call the church office.)
  - B. The deadline for making reservations is one week before the event; this date should be included in the advertisement.
  - C. Example: *Child care is available by reservation no later than <fill in date one week prior to event>. Please contact Debbie Klein at 408-730-0212 or [childcare@svpc.us](mailto:childcare@svpc.us) with the number of children and their ages.*
4. Understand that if these steps are not followed, child care may not be possible for your event.