

Procedure for Setting up Childcare

1. Group emails the Childcare Coordinator: This email must be made BEFORE the event is advertised. Your event must be a church wide event in order to qualify for childcare.

Childcare Coordinator
Emily Cramer
childcare@svpc.us

2. Advertise: Be sure to include the following in the advertisement.
 - A. Make reservations by emailing Childcare Coordinator at childcare@svpc.us (Not the church office)
 - B. Deadline for making reservations is one week before the event; this date should be included in the advertisement.
 - C. Example: *Childcare is available by reservation no later than _____ (This date should be a week before the event) Please contact Emily Cramer at childcare@svpc.us with the number of children and their ages.*
3. Understand that if these steps are not followed, childcare may not be possible for your event.