



CHILDCARE WORKERS –GENERAL GUIDELINES & REQUIREMENTS

COMPENSATION FOR CHILDCARE WORKERS

By law, Thunder Mountain Community Church (TMCC) is not required to pay wages or a minimum wage to childcare workers as long as the childcare is for church functions only. However, TMCC does realize that childcare requires training and may take place at hours not conducive to volunteering, so TMCC may pay childcare workers as determined by the yearly budgeting process and according to the matrix as noted on the Childcare time sheet.

EMPLOYMENT STATUS & ELIGIBILITY OF CHILDCARE WORKERS

The IRS requires TMCC to consider paid childcare workers as employees. As such, all childcare providers are required to fill out a **W-4 and AZ State A4** and will be given a W2 from the church each year. Additionally, in compliance with the Immigration Reform and Control Act of 1986 (IRCA) and recent eVerify laws, all childcare workers will be required to verify eligibility to work in the United States and have a completed form **I-9** on file.

APPLICATIONS, BACKGROUND CHECKS AND TRAINING

- Application for Employment – **Required** for ALL workers regardless of age.
- Background Check – **Required** for all adult workers (18 years of age or older); an adult worker must consent to and successfully pass a background check before being permitted to be employed as a childcare worker.
- Training - **Required** for all childcare “leaders” (16 years of age or older); those designated as “leaders” must participate in and successfully pass required training that may include basic first aid and CPR training before being permitted to be employed as a childcare worker.

GENERAL GUIDELINES

Childcare Worker to Children Ratios - The minimum ratio of childcare workers to children being cared for is one (1) worker for each six (6) children. The ratio is one (1) worker for each four (4) infants.

Age Requirements - All childcare workers must be at least 14 years of age. Childcare “leaders” may be no younger than 16 years of age. At least one childcare “leader” must be present for each TMCC event for which childcare workers are needed.

Hours of Work for Childcare Workers - TMCC establishes the time and duration of working hours as required by the event and efficient management of resources. All employees who are less than 16 years of age may work no more than three (3) hours per day while school is in session - in accordance with ARS 23-233. *(See the details of this statute at the end of this document.)*

Timekeeping - All paid (non-volunteer) childcare workers are hourly employees and are required to complete an individual time record showing hours worked for each event. Time records are to be

completed the same day for which childcare services are provided. Because time records are legal documents, their falsification can result in disciplinary action up to and including termination.

The following points should be considered in filling out time records:

- Childcare workers are required to record their starting time, quitting time, total hours worked and number of children cared for.
- Childcare workers are required to sign each time sheet certifying that it is complete and includes all time worked at their job for TMCC.
- Childcare worker time records are to be checked and signed by the ministry leader who required their service.
- If no children arrive within 30 minutes of the start time of the event for which the childcare workers were requested, the worker(s) will let the leader of that event know no children arrived, and they are leaving. The childcare worker(s) shall be paid for the 30 minutes they waited.
- If more childcare workers are available than needed for the number of children who arrived, then after 30 minutes the extra childcare worker(s) shall notify the ministry leader of that event regarding the extra coverage and the extra workers are leaving. The childcare worker(s) will be paid for the 30 minutes they waited.

Pay Periods/Pay Dates - TMCC pays employees by check or direct deposit on a biweekly basis. A childcare worker would be paid on the pay date for the pay period that includes the date they provided the childcare services.

OTHER INFORMATION

State & Federal Unemployment Insurance Exemption

TMCC is exempt from participation in state and federal unemployment insurance programs and therefore TMCC employees, including childcare workers, are not eligible for this program.

A.R.S. 23-233

A.R.S. 23-233 restricts the hours that youths under the age of sixteen (16) can work.

No one under the age of sixteen (16) can work more than three (3) hours on a school day when enrolled in school on a day when school is in session, eight (8) hours on a non-school day for a total of eighteen (18) hours per week.

No one under the age of sixteen (16) can work before 6:00 a.m. or after 9:30 p.m. when there is school the next day. When there is no school the next day they can work until 11:00 p.m.

When school is not in session or when the person is not enrolled in school they can work eight (8) hours per day for a total of forty (40) hours per week. They cannot work before 6:00 a.m. or after 11:00 p.m. when school is not in session or when the person is not enrolled in school.