

**THE UNITARIAN UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE  
LIFESPAN RELIGIOUS EDUCATION COMMITTEE  
POLICY ON STAFFING OF CLASSROOMS AND RE SPONSORED SPECIAL EVENTS**

In acknowledgement of the Unitarian Universalist Fellowship of Poughkeepsie's frequently stated goal of maintaining a safe congregation for our children, the Lifespan Religious Education Committee hereby adopts the following official policy on the staffing of classrooms and RE sponsored special events (such as, but not limited to, Teacher Development Workshops, RE Sleepovers and Arts and Crafts Days):

- 1) Every classroom, including the nursery, shall be staffed with no fewer than two (2) individuals.
  - a) In the case of the classrooms, it is strongly suggested that at least one (1) of these individuals be eighteen (18) years of age or older. The second individual may be sixteen (16) years of age or older, provided he/she has completed the Coming of Age and OWL programs or demonstrated a reasonable level of maturity to the Children's Religious Education Director.
  - b) In the case of the nursery, it is strongly suggested that any childcare workers demonstrate that they have completed a babysitting training course or other safety training course, regardless of age.
  
- 2) Every special event shall be appropriately staffed. The guidelines are as follows:
  - a) For sleepovers, a minimum of two adults (25 years of age or older) must be present for every ten (10) children. In no instance may a single adult sleep in a room with any child or children.
  - b) For Teacher Development Workshops and similar events, at least two (2) childcare workers must be present for every ten children.
  - c) For Arts and Crafts days, the staffing would depend on the level of skill required for the crafts in question, but in no case shall staffing be less than two (2) adults for every ten children;
  - d) In all instances during RE Sponsored events, no children may be outside the Fellowship building on the Fellowship property without appropriate supervision. In the case of activities outside the building, there shall be at least two adults for every five (5) children.