

# NCWSA May Assembly 2018

## Insurance and Childcare

### INSURANCE

NCWSA insurance covers all of NCWSA meetings and events. However, Districts 6-10 are covered by their AIS insurance and should contact the Intergroup 6-10 Insurance Coordinator to request certificates for evidence of insurance.

After a short period of adjustment on my part, the insurance duties are organized and running smoothly. The Directors and Officers policy was renewed in September, and NCWSA package policy was renewed in February. Since the beginning of the year 31 requests for current certificates have been processed. To make this process easier and less time consuming for you, our broker, and me, please follow these procedures:

**Complete the proper online form:**

- **A26a for all regularly scheduled meetings. Regularly scheduled meetings include any series of meetings at the same location: eg. weekly group meetings, district meetings, series of speaker meetings. List the dates of the meetings or make a comment such as “Tuesday evenings” or “second Wednesday of every month” or “every 3 months.” Times must include set up, and cleanup.**
- **A26b for special group or district events. These are for events that take place one time in a year in a location where there is no regularly scheduled meeting.**

Current need: we need an Alternate Coordinator for Insurance. It’s an job which can be done remotely online, and great way to be active in Area Service. Please see me if you are interested.

### CHILD CARE

In February, NCWSC voted to continue to offer child care for Area business events (such as, assemblies and NCWSC). Last year, we also offered it for Outreach Day. For Assemblies I have no way to directly contact GR’s, I need to depend on the District Representatives to pass on the information to their group reps. An announcement with my information will also be found on the fliers. I’m excited to say that we 4 children in child care for this Assembly. The word is getting out!

For NCWSC, I post a notice on the Yahoo list serve, and child care is provided for NCWSC if I receive a request. We have one child who is here for NCWSC this weekend. Yay!

I am attaching to my report here information that parents need to know about the child care that we offer. Our insurance policy requires that the caregiver be an adult (18 years of age or older) and have a current background check. We ask the parents to provide snacks and drinks for their children. (We provide water.) We can’t provide snacks due to possible allergies. Parents are also responsible for their children during lunch breaks. Depending on the number of children in care, a parent may be sent a text should there be an infant who needs diaper changes.

Current needs: If child care is to continue, the position requires a budget and an official Area Service position, ASAP. I am requesting that this be discussed and voted on at the August NCWSC meeting.

Respectfully submitted

Yvonne Pitts

NCWSA Insurance Coordinator

# **Information for Parents Who Wish to Use Child Care at NCWSA Events**

**Parents will be asked to sign their children in and out.**

**Parents must provide their cell phone numbers and leave their cell phones on vibrate during the event should the caregiver need to reach you.**

**NCWSA does not provide food or drinks to the children during the event.**

**Water will be available. If parents have snacks for their children, they must be left with the caregiver. Be sure that they are clearly labeled with the child's name.**

**Parents must sign out their children during meal breaks.**

**While a few activities are available for the children (eg., board games, coloring books), parents are encouraged to bring at least one of their child's favorite toys or games.**

**Parents will be asked to provide information regarding allergies that their child may have.**