



EUROPEAN COUNCIL OF ASSEMBLIES
ORDER OF THE GOLDEN CIRCLE
ANCIENT AND ACCEPTED SCOTTISH RITE OF FREEMASONRY
SOUTHERN JURISDICTION, USA, PRINCE HALL AFFILIATION

OFFICE OF THE STATE GRAND LOYAL LADY RULER

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Loyal Lady Sheri Little
State Grand Loyal Lady Secretary
E-mail: ECOASJ@yahoo.com

3 November 2007

MEMORANDUM FOR: Deputy of the Orient, Council of Deliberation Staff, European Council of Assemblies Staff, Commanders-in-Chiefs, Loyal Lady Rulers, Princes and Loyal Ladies

SUBJECT: Babysitting Committee In Process Review for 2008 COD

1. The following memorandum is an update on the progress of the ECOA Babysitting Committee:

Childcare Providers – at the present time, the committee is still looking for childcare providers..

Bus Transportation – bus transportation will be provided by “Fahr Mit” Hoffman Resien GmbH at a cost of €210.

Auto & Technik MUSEUM SINSHEIM Trip – reservations for this field trip will be made at the beginning of January.

Cost Break Down Update – pizza will be purchased from Anthony’s Pizza in Mannheim, Germany. 2 large 1 topping pizza can be purchase for \$22. A 2 to 3 day notice is required for bulk orders.

Children Badges - children badges will include the child’s name, parent’s name, room number, and cell phone number. Badges will be pre-made and given to the parent(s) at the time of registration. **Note: all children must be registered in order to receive a badge.**

2. Registration for childcare during our weekend session is **free** of cost if registration is received prior to 5 January 2008. Childcare Registration after 5 January is charged with an administration fee of **\$25.00/Euro 25.00** per family payable to: European Council of Assemblies S.J.

3. Requirements from other committees:

Assemblies: Assemblies have until **7 December 2007** to provide the committee with the item(s) they will be donating. Donations should consist of healthy snacks such as, fruit, pretzels, granola bars, juice, etc. **Note: we highly recommend not having any type of candy, chips or cookies.** The sign up sheet will be available at the end of the IPR.

4. In closing, please ensure that all required tasks are completed before the stated deadlines. Also remember it is very important that we respond on our registration forms with the correct number of children that will be joining you during our session. As always, please continue to support fundraisers provided by the European Council of Assemblies to cover the cost of the Childcare Services provided.

Fraternally Submitted by:

{originally signed}
SGLLSB Kimikka Davis
Co-Chairman

Attested by:

{originally signed}
SGLLR Diane Wilson
Chairman

“Guardians of Excellence”

(originally signed)
LLR Juliett Stephan
Committee Member

(originally signed)
LL Aklema Frazier
Committee Member

(originally signed)
LL Linda Satterwhite
Committee Member

Enclosure: Draft Childcare Schedule
Admin Notes
Trip Permission Slip
Child Registration Form
Child Sign in Sheet
Child Care Badge Samples

Cf:

1. Hospitality Committee
2. Transportation Committee
3. Registration Committee
4. Each Loyal Lady Ruler

CHILD CARE SCHEDULE

DRAFT as of 7 August 2007

Friday, 15 February

@ 1800 hrs – 2400 hrs.

MOVIE “Happy Feet” , (G)

MOVIE “Cars” , (G)

Saturday, 16 February

@ 0900 hrs – 1630 (Trip to Sinsheim Museum + Lunch)

@ 1800 hrs – 2400 (Movies, Art/Games)

*Child care will be provided for those children not participating on the field trip.

Sunday, 17 February

@ 0800 hrs – 1230 (Children’s Bible Study, Arts and Craft)

(Enclosure 1)

“Guardians of Excellence”



State Grand Assembly Child Care Services Administrative Notes

Parents that drop off their child (ren) at the child care room are required the following:

1. Show the childcare provider all items their child (ren) need: Diapers, Baby bottles, pillow, blanket, toys, underwear wipes etc. Parents should bring their children's favorite toys and or games. If your child has any special needs, please make a note of it on this form.
2. All parents must fill out a registration form with parent's name, room number and cell phone number for emergency cases.
3. Child (ren) will be required to wear their registration badges during the course of the weekend session. Badges are provided by the State Assembly.
4. Sign the liability waiver.
5. All children whose parents have a room in the hotel can eat from the buffet for free of charge (parents must accompany their child (ren) ages 12 and under.
6. The parent(s) must strictly adhere to the child care hours and pick up their children promptly.
7. The parent(s) or authorized individual(s) can sign in or pick up child(ren).
8. I _____ am responsible for signing in and picking up my child(ren) in accordance with the schedule that I am being given. I am responsible for the incidental cost for the trip to Auto & Technik Museum Sinnsheim.

Signature

Date

(Enclosure 2)

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Parental Permission Slip Auto & Technik Museum Sinnsheim

This is to certify that my/our son/daughter _____
Name

has/ my/our permission to attend the **Auto & Technik MUSEUM SINSHEIM + IMAX 3D theater** on **Saturday February 16, 2007.**
Date

I/We understand that the trip will be supervised by competent adults, and I/We also understand that my/our son/daughter will be responsible for all his/her expenses connected with the trip in the amount of €17/€21.

I/We hereby give my permission for my/our son/daughter to ride on a chartered bus provided by: Hoffman Bus Company.

I/We hereby release the Council of Deliberation and European Council of Assemblies, and all adult leaders from any liability and from any and all claims against them, individually or collectively, for any injuries which might be received during this trip, or in traveling to and from.

- (a) **Drop off location and time:** Hotel Lobby at 0830
- (b) **Time of departure:** 0900 A.M.
- (c) **Estimated return time:** 1630 P.M.

Parent's/Guardian's Signature

Cell Phone Number(s) Where You May be Reached

Room Number

During This Activity

I understand that any misconduct on my part will result in non-participation in future activities hosted by European Council of Assemblies.

Child's Signature

(Enclosure 3)

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COD 2008 CHILD REGISTRATION FORM

Room Number _____

Child's Full Name: _____ Birth Date: _____ Age: _____

Nickname: _____ Cell Phone (if applicable): _____

Hobbies:

Parental Information:

Mother's Full Name: _____

Mother's Cell Phone: _____

Father's Full Name: _____

Father's Cell Phone: _____

Allergies / Special Needs or Instructions / Medications:

Adults authorized to sign in/pick up my child:

***Note only the parents or authorized individual(s) can sign in or pick up child(ren)*.**

(Enclosure 4)

“Guardians of Excellence”



Welcome to the

Council Of Deliberation 44th Anniversary
European Council Of Assemblies 31st Anniversary















2008 CHILD SIGN-IN FORM

PARENTS NAME/ROOM NO.	CHILD'S NAME	DROP-OFF DATE & TIME	PICK-UP DATE & TIME	Cell Phone Number

(Enclosure 5)

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CHILD CARE BADGE SAMPLES

 <p>Child's Name: Sara Doe</p> <p>Parent(s) Name: John & Jane Doe</p> <p>Room Number: 555</p> <p>Cell Phone: 0175 111 55555</p> 	 <p>Child's Name: Sara Doe</p> <p>Parent(s) Name: John & Jane Doe</p> <p>Room Number: 555</p> <p>Cell Phone: 0175 111 55555</p> 
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(Enclosure 6)