

The Planner's Guide to Children at Weddings

A working checklist, staffing guide and timeline template
for South Florida wedding planners

The Childcare Intake Checklist

Everything we need from you to build an accurate staffing plan and proposal within 24 hours. Collect it once, at the same time you confirm the guest count.

About the children

- ☐ How many children are attending, and the age of each one (infants under 12 months noted separately).
- ☐ Any allergies, sensory needs, medical notes or comfort routines.
- ☐ Are any of the children in the wedding party (flower girls, ring bearers)?
- ☐ Languages spoken at home — our team is fully bilingual in English and Spanish.

About the day

- ☐ Venue name, address and the room or area available for the Kids Lounge.
- ☐ Coverage window — start and end time. Packages are 4, 8 or 12 hours.
- ☐ Ceremony time, dinner service time and expected end of reception.
- ☐ Will children attend the ceremony, dinner, or both?
- ☐ Is a children's meal being served, and at what time?

About logistics

- ☐ Vendor meal and vendor arrival policy for the venue.
- ☐ Load-in access, parking and the earliest setup time permitted.
- ☐ Who is our single point of contact on the day — you or the day-of coordinator?
- ☐ Does the venue require a certificate of insurance in advance?

Staffing Ratios That Actually Work

The most common mistake we see is under-staffing a wedding with a wide age range. Two toddlers and six ten-year-olds are not one group — they are two, and they need different spaces, activities and energy.

Our working ratios

Infants (0–12 months)	<i>1 nanny per child</i>
Toddlers (1–3 years)	<i>1 nanny per 2–3 children</i>
Young children (4–7)	<i>1 nanny per 4 children</i>
Older children (8–12)	<i>1 nanny per 6 children</i>
Mixed-age groups	<i>Always staffed to the youngest child present</i>

Signals that you need an additional nanny

- More than one infant, or an infant plus toddlers in the same group.
- The Kids Lounge is not adjacent to the reception — transitions require an escort.
- Children are attending both the ceremony and the reception with a long gap between.
- Coverage runs past 9pm and children will need a wind-down or sleep space.
- A child has a documented medical, sensory or dietary need.

The Hour-by-Hour Timeline Template

Drop this into your master timeline and adjust the times. This is how an Alekai team runs a standard evening celebration.

T-60 MIN

Team arrives, Kids Lounge is installed: creative corner, quiet nook, activity stations. Lead nanny checks in with the coordinator.

T-30 MIN

Parents drop off. Names, allergies and phone numbers confirmed. Children are settled before guests are seated.

CEREMONY

Children either walk down with the party and are collected immediately after, or remain in the Lounge with quiet activities.

COCKTAIL HOUR

Photos with families as needed, then structured play. Parents are free for the full hour.

DINNER

Children's meal served in the Lounge at the same time as the adult service, so parents eat uninterrupted.

SPEECHES & FIRST DANCE

Lowest-energy window. Films, crafts or reading. Children can be brought in for the first dance if the couple wishes.

LATE EVENING

Wind-down: lights low, quiet corner, blankets. Younger children rest while parents stay on the dance floor.

CLOSE

Individual handover to each parent. Space is fully broken down and returned as found.

What You Can Hand Off Entirely

- We coordinate with you or your day-of coordinator — never directly with the couple, unless you ask us to.
- Certificates of insurance go straight to the venue on request.
- Every nanny is background-checked, CPR and First Aid certified, bilingual and uniformed in discreet attire.
- Setup and breakdown of the Kids Lounge is entirely ours. Nothing lands on your team.
- One lead nanny is your single point of contact for the whole evening.

Coverage

Miami, Miami Beach, Coral Gables, Coconut Grove, Key Biscayne, Brickell, Fort Lauderdale, Boca Raton, Palm Beach, West Palm Beach, Jupiter, Naples, the Florida Keys and the Bahamas.

Investment

Coverage starts at \$650. Every celebration receives a personalized proposal within 24 hours, based on the number of children, their ages, the coverage window and the venue.

Planning a wedding with children on the guest list?

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