

Childcare Reservation Form

All childcare requests must be submitted 30 days prior to the event.

Final counts for small events (less than 10 children) must be turned in 5 days prior to the event.

Final counts for large events (more than 10 children) must be turned in 10 days prior to the event.

In an effort to be good stewards of our resources the church will no longer cover the cost of childcare for all events/meetings. If you cannot afford to cover this cost please see Paige Morgan to discuss options.

Every event will require at least 2 paid workers costing on average \$20 an hour. Events requiring more staff will increase by \$10 an hour. The amount of staff required varies based on number requiring care and their ages. Please see Paige Morgan for a specific quote on cost.

Date of Request: _____ Name of person/group requesting: _____

Responsible for payment (i.e.- the parents, the group, budget line item): _____

Contact phone number: _____

Event name/description: _____

Date of Activity: _____ Reoccurring (circle one): Yes For _____ weeks/days No

Time childcare would begin: _____ Time childcare would end: _____

List number of children by age, as you are able:

Infants (birth- 18 months): _____

Wobblers (18 months- 3 years): _____

Preschoolers (3 years- 5 years): _____

Early Elementary (K-2): _____

Older Elementary (3-5): _____

Total children: _____

Please return this form to Paige Morgan, Director of Children and Family Ministries

Office Use Only:

Approved by: _____ Staff for the event: _____

Paid: Yes on _____ No