



Child Care Request Form

****Form must be completed and returned to the Nursery Coordinator at least two weeks in advance of the activity****

NOTE: A minimum of three children must require care in order to schedule nursery workers.

Starting Date of Activity: _____ Ending date: _____

For long-term classes, list dates when the class will not be meeting: _____

Time of activity: FROM _____ am/pm TO _____ am/pm

Activity _____

Location of Activity: _____

Contact Person: _____

Contact Phone Number(s): _____

Number of children expected in each age group:

_____ Infants (6 weeks to 23 months)

_____ Toddlers (2-3 years)

_____ Preschoolers (4-5 years)

_____ School age (5+ years)

NOTE: A minimum of 2 workers are required to be in the room with children at all times.

Additional Information: _____

For Office Use Only

Workers scheduled: _____

Payment to be made by: _____

Event on church calendar: _____

Notes: _____