



## Request for Childcare

**Complete and return to Nursery Coordinator at least one week prior to scheduled program.**

Date of Request: \_\_\_\_\_

Date(s) Child Care is needed: \_\_\_\_\_

Event Name: \_\_\_\_\_

Sponsoring Organization/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Time of program: \_\_\_\_\_

Room: \_\_\_\_\_

*Prior approval for event should be made through the church office to ensure space availability*

Estimated number of children in each age group

\_\_\_\_\_ Infants (through 15 months)

\_\_\_\_\_ Toddlers (walking-2 years)

\_\_\_\_\_ 2-4 Year Olds

\_\_\_\_\_ Kindergarten-5<sup>th</sup> grade

**\*\*Child care events are a peanut free zone – snacks and water provided**

**\*\*If the event is during meal time, parents need to provide meals for their children.**

**\*\*If food is provided, it's at the responsibility of the event organizer or group.**

**PUBLICITY FOR YOUR PROGRAM SHOULD REFLECT THAT CHILD CARE IS BY RESERVATION**

**RESERVATIONS SHOULD BE MADE THROUGH THE CHURCH OFFICE  
OR ONLINE AT LEAST ONE WEEK PRIOR TO PROGRAM**

\_\_\_\_\_  
Signature of staff person responsible for program

Please return to Nursery Coordinator

Jill Guettler

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