

Nursery Request Form

Name of Ministry Requesting Childcare: _____

Name of Event: _____

Date of Event: _____

Start Time of Event: _____ AM / PM

End Time of Event: _____ AM / PM

Name of Contact: _____

Contact e-mail: _____

Contact Phone: _____

Will you need early childcare (e.g. care for teacher's children before the event starts)? YES / NO

How many children will be there early? _____

What time does early childcare need to begin? _____ AM / PM

Approximately how many children will there be in each age group:

Infants: _____

Toddlers: _____

Twos: _____

Threes: _____

Fours: _____

Five to Ten: _____

Do you need an estimate of the cost for childcare? YES / NO

How will you be paying for this event? MINISTRY BUDGET / PERSONAL CHECK / OTHER

If other, please specify: _____

Comments or questions: _____

Receipt for Nursery Request

Fill out and retain this page for your records.

Event: _____

Event Date: _____

Submitted to nursery on: _____

For the safety and well being of our children, the nursery has established policies for the usage and availability of nursery facilities and workers. Please know we are here to serve you in any way we can and want to work within these guidelines to serve all the ministries of Grace Bible Church.

Nursery Requests

Childcare for special church wide events may be requested via this nursery request form. Nursery may be requested by any ministry or group.

This form must be submitted a minimum of **10 days** before the event in order to allow time to procure nursery workers. Notice prior to the 10 days is helpful in staffing a large event and in securing requested dates. Ministries need to pre-register children by submitting their names and birth dates to the Nursery Coordinator at least **5 days** prior to event. The list should be sent via email to nursery@grace-bible.org. This will allow time for proper staffing and room assignments. The nursery requires a minimum of six children and a maximum based on worker availability. Questions should be directed to the Nursery Coordinator by email or phone, 693-2911 ext. 245.

Nursery Departments

Nursery rooms are designed for infants through age 4. The recommended minimum age for infants in the nursery is 2 months due to the added health protections a child would receive with his/her 2-month inoculations. Children ages 5 to 10 may be accommodated for special events.

Form Submission:

This form must be submitted 10 days before the event will occur. The nursery coordinator will respond to your request in the next 2 work days and will provide an estimate of cost if you requested one or answer any questions you submitted. You must then provide a list of all children along with their birth dates via e-mail 5 days before the event. After you have registered the children, the nursery coordinator will respond and provide the number of openings for late arrivals. Please direct any questions to the nursery coordinator via e-mail.

By submitting this form, you are stating that you have read the nursery policies and agree to abide by them.