

Nursery Reservation Form

To request the nursery for activities or rehearsals other than the normal church services (Sunday morning 9 a.m.-12 noon) (Sunday night 4:30-7 pm) (Wednesday night 6 pm-choir rehearsal), please complete this form and return it to the church office. Request must be made two (2) weeks in advance of the activity. Five (5) days notice required to cancel nursery request. There will be no exceptions! *Receiving time is 15 minutes prior to event start time.*

Name _____ Telephone No. _____

Name of Group _____

Date of Activity _____ Time of Activity _____

Estimate Total Number of Children _____

Estimate Number of Workers Needed _____

(Nursery will assign # of workers based on mix of children's ages.)

Staff Ratio:

1 worker for every 4 bed babies _____ Estimate number needed

1 worker for every 6 creepers _____ Estimate number needed

1 worker for every 6 toddlers _____ Estimate number needed

_____ Total (estimated)

Turn in form minimum 2 weeks prior to event. Initially, please make a copy of this side and put in the Child Care Committee box.