



# Children's Ministry

## Childcare Reservation Request Form

### Childcare

- Childcare available for most meetings and church events.
- Must be reserved in advance to be placed on child care calendar.
- One-month's notice is preferred, exceptions may be granted on individual basis by Children's Dir.
- Completion of this form only reserves space on the Childcare calendar. Those who will be bringing children for child care must call in advance for reservations for the actual event.
- Please cancel child care request if it will not be needed after all.
- All child care events require a minimum of two employees. (Safe Sanctuaries Policy)
- Information forms must be on file for all children who attend child care.
- If you have questions, please speak to the Children's Director.

### Person Requesting Childcare

Name of Person Requesting: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### Event Information

Name of Event \_\_\_\_\_

Event Date \_\_\_\_\_

Event Time \_\_\_\_\_

### Contact Information

Contact/Chairperson Name: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Other Information: \_\_\_\_\_

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Children's Ministries  
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