

**Faith Presbyterian Church  
Request for Childcare  
Reservation Form**

Please complete the form and return it to the church office or Director of Children & Youth Ministries.

Requests need to be made at least **3 weeks before** a class, meeting or church sponsored event takes place.

Name of Group Requesting Childcare: \_\_\_\_\_

Contact Person (Individual/Group Leader): \_\_\_\_\_

Contact Person's Phone Number: \_\_\_\_\_

Contact Person's Email Address: \_\_\_\_\_

Activity or Function Taking Place: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time Function Begins: \_\_\_\_\_ Time Function Ends: \_\_\_\_\_

Location of Function: \_\_\_\_\_

Childcare Rooms Requested (Name): \_\_\_\_\_

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Approximate Number and Ages of Children Needing Care: \_\_\_\_\_

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Signature of Person Making Request

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Signature of Childcare Coordinator

\_\_\_\_\_

Name

\_\_\_\_\_

Date

## **Faith Presbyterian Church Policies for Parents Using Childcare**

1. Parents leaving their child in our care must be attending a church sponsored event.
2. Parents are to notify the Childcare Coordinator or Director of Children & Youth Ministries of any allergies, injuries or special needs their child may have.
3. A child will be released only to the parent or guardian who has registered the child for childcare. An older sibling may not pick up a child. If a parent chooses to designate another person for child pick up, that person must be listed on the registration form and must show identification at pick up.
4. All belongings must have child's name properly labeled. This includes: diaper bag, bottles, pacifiers, nap mat, clothing, blankets, and cups.
5. If a child is potty training, please leave an extra set of clothes available in case of an accident.