

# Childcare Request Form

## Richardson Church of the Nazarene

Richardson Church of the Nazarene is committed to providing an environment that cultivates a high standard of safety and security as we minister to each family and child. As each child is entrusted to the community of our care, we resolve to provide an appropriate number of pre-screened workers (2 or more) in a safe ratio in order to protect both the child and those providing oversight.

### **Childcare Requirements:**

- *Childcare Request Form* must be completed and turned into the church office two weeks prior to the event. Requests received after the two week minimum will be denied.
- Absolute Minimum is 2 pre-screened workers for 2 hours. Additional workers and time will be required depending on event location, attendance, age of children, etc.
- The minimum standards apply to all church-related events where childcare is required, even if childcare is provided offsite from the church.
- All childcare requests must be approved and coordinated by the Children’s Pastor or designated representative of the Children’s Ministry Leadership Team (CMLT).
- All events, small group meetings, or class gatherings advertised as having childcare must provide approved childcare through the Children’s Department. There are NO EXCEPTIONS to this rule.
- Childcare is only available to organized church ministries and departments.

### **Childcare Logistics:**

- The amount of workers and rooms needed will be determined by the Children’s Pastor or designated representative of the Children’s Ministry Leadership Team (CMLT)
- Workers’ time is calculated beginning 15 minutes prior to event and ending 15 minutes following event (Example: event scheduled 2.5 hours + 30 minutes drop off and pick up = 3 hour total event)
- Failure to cancel reservation 72 hours prior to the event will result in loss of funds.
- Failure to adjust reservation 72 hours prior to the event will result in use of additional funds or could result in the inability to provide staffing (i.e. any change that will require additional staffing).
- If you will be later than 15 minutes after your reservation time for unforeseen circumstances:  
    Please be considerate and call the church or childcare workers.  
    If your event runs over your reserved time, your ministry will be charged accordingly.
- Chronic lateness may result in additional funds or loss of privilege.
- Departments who have exhausted their childcare allotment for the year will have any additional usage charged against their departmental budget.

### **Childcare Event Details:**

Organized Church Ministry or Ministry Department Sponsoring Event \_\_\_\_\_

Event name: \_\_\_\_\_ Event location: \_\_\_\_\_

Event details: Date(s): \_\_\_\_\_ Start time: \_\_\_\_\_ am/pm End time: \_\_\_\_\_ am/pm

Total anticipated number of children attending: \_\_\_\_\_

**(Specify number of children per age group below. Total should equal number above.)**

0 – 18 months \_\_\_\_\_ 19-months – 3 yrs old \_\_\_\_\_ 4 -6 yrs old \_\_\_\_\_ 7-9 yrs old \_\_\_\_\_ 10-12 yrs old \_\_\_\_\_

### **Signatures:**

Department Head \_\_\_\_\_ Email \_\_\_\_\_

Activity/Group Leader \_\_\_\_\_ Email \_\_\_\_\_

Date Signed \_\_\_\_\_ Date Received \_\_\_\_\_

## **Childcare Request Process**

### **Richardson Church of the Nazarene**

\_\_\_ Read and complete *Childcare Request Form*, obtain all required signatures, and turn into church office/children's pastor two weeks prior to event. Requests received after the two week minimum will be denied.

\_\_\_ You will receive a confirmation email from the Children's Pastor or designated representative of the CMLT within three business days showing the number of workers required and the total estimated cost of childcare for the event.

**\*The amount of workers and rooms needed will be determined by the Children's Pastor or designated representative of the Children's Ministry Leadership Team (CMLT)**

\_\_\_ Confirm within three business days, by email, that you agree to the proposed terms of childcare.

**\*If you do not reply, it will be assumed that you agree to the terms and your ministry will be charged accordingly.**

\_\_\_ Remember to adjust the number of children three days prior to the event

- If more than the original numbers of kids are present, we reserve the right to turn away the additional kids if the number of workers is not adequate.
- If there are fewer kids than originally planned, your group will still be charged the original reservation.

\_\_\_ Day of event

- Children may be dropped off up to 15 minutes prior to start of event time and should be picked within 15 minutes after the event.
- Off Site Events:
  - If you will be later than 15 minutes after your reservation time for unforeseen circumstances: please be considerate and call the church or a childcare worker.
- Enjoy your event!