

Child Care Services Request

For Pre-K (potty trained) through Grade 5

*Wellspring is committed to provide nursery services to our members and guests during Church related special events. There may be times; however, we are unable to secure adequate supervision for our children based on scheduling and availability. To help facilitate this process, please read and submit completed form to Cindi Eicher, Director of Programs, **no less than three weeks prior to your event.** You will be informed no later than 10 days prior to the event if we are not able to provide Child Care services.*

I. Event Name: _____ Event Date/Day: _____

Committee hosting event: _____ Contact Person: _____

Contact Phone: _____ Email: _____

Time of Event: _____^{am} - _____^{am} / _____^{pm} - _____^{pm} Is host requesting parents RSVP for child care prior to event? Yes No
(see section II-c below)

Time child care services to begin: _____ Time child care services to end: _____

Number of Child Care Attendants requested for event: *(see section II-b below)*: _____

Budget account number funding child care services: *(see section II-c below)*: _____

Person approving budget account listed above: _____

- II. Please consider the following when planning your event:
- a) Child care is offered to children from Pre-K through grade 5 only. All children must be potty trained. Parents must make alternate arrangements for other aged children. If committee hosting event wishes to secure its own child care provider for on-site services, they must follow the Background Screening procedures and Child Protection Policy and be approved prior to the event date.
 - b) Child care services are different than Nursery services. Nursery services are intended only for ages 0-3. Child care is for children ages Pre-K – Grade 5. For the safety of our programs and children, please do not place your child in a program or class that is designed for a different age group.
 - c) The Child Protection Policy requires that the adult : child ratio shall not exceed 1:5.
 - d) It is suggested that the hosting committee requires the event participants to register for child care services. Record child’s name, age and allergies and provide list to Director of Programs prior to your event.
 - e) Parents must sign their child(ren) in and out of child care on the day of the event.
 - f) Payment for each child care attendant is \$10 per hour. You must provide what budget will support this service on this form.
 - g) Policy for Cancellation of Child Care Services:
 - ≈ If services are cancelled more than 72 hours prior to the event, no charge will be incurred
 - ≈ If services are cancelled between 24 to 72 hours prior to the event, all child care attendants scheduled to work will be compensated at 50% pay for entire time listed on this contract
 - ≈ If services are cancelled within 24 hours prior to the event, all scheduled child care attendants will be compensated for 100% pay for the entire time as listed on this contract. If attendants have already shown up and no services are needed, they may leave 30 minutes after the event start time (as approved by the Event Host) and be compensated for 100% pay

III. _____

Contact Signature _____ Date _____

Office Use Only: Request Approved <input type="checkbox"/>				Request Denied <input type="checkbox"/>		Reason: _____	
Contracted Attendants: _____				_____			
Signature	Date	Signature	Date	Signature	Date	Signature	Date