

Nursery Services Request

(For ages 0-3)

*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 nursery 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 nursery service RSVP prior to event? Yes No

Time nursery services to begin: _____ Time nursery services to end: _____

Number of Nursery Attendants needed for event: *(see section II-b below)*: _____

Budget account number funding nursery services: *(see section II-d below)*: _____

Person approving budget account listed above: _____

- II. Please consider the following when planning your event:
- a) Nursery services are offered to children from newborn to age three only. Parents must make alternate arrangements for older children. If committee hosting event wishes to secure their 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. Once approved, the individual will be cleared to work any future event.
 - b) Nursery services are different than Child care services. Child care is for children ages Pre-K – Grade 5. Nursery services are intended only for ages 0-3. 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) Request that the event participants register for nursery services prior to event. Record child's name, age and allergies and provide to nursery attendants for your event.
 - e) Payment for each nursery attendant is \$10 per hour. You must provide what budget will support this service on this form.
 - f) Policy for Cancellation of Nursery 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 nursery 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 nursery 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 Request Denied Reason: _____

Contracted Attendants: _____

Signature Date Signature Date