

## CHILDCARE REQUEST FORM

*Read and sign the childcare policies on the back, then complete this form and submit to Nursery Coordinator.*

### CHILDCARE REQUEST

Childcare for your event must be arranged with Christy Milam ONE MONTH in advance of the event. Christy may be reached at 334-3020 or christyo@austin.rr.com.

Event Name:

Committee:

Event Date(s):

Mo/Day/Year – Mo/Day/Year

Start time:      am pm      End time:      am pm

(Please record actual event time. We will schedule caregivers 30 minutes before your event and stay 30 minutes after an event)

Number of children (ages):    under 1                      1-3                      4-12

Event Coordinator: Please inform participants that they are responsible for making their own individual child care reservations. We provide childcare for a minimum of 5 children.

**Do not submit this form until you have read and signed the Childcare Policy document.**