

Childcare Request Form

*Fill out form as completely as possibly, print, and submit to the NextGen Ministry Assistant or email to children@crosswaterchurch.net at least* ***4 weeks******before*** *your event.*  
Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_ Requesting Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event Childcare Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time(s) of Event Childcare Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Children Expected: \_\_\_\_\_\_\_\_\_\_\_\_ Event Childcare Age Limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Account Number for Childcare Fee:\_\_\_\_\_\_\_\_\_\_20/51030\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room/Location requested for Childcare:

Contact Information:  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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**For Office Use Only:**

Authorized By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Authorized:\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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**Childcare Policy**

1) When you book an event, you must also request a room for childcare.  If you only book the event, then you are not to have childcare.  You must book both prior to the event.

2) When you book childcare, we will decide what room is best for you to use.  If this room is not best, you will need to contact Pastor Jake or Katie prior to the event.  **DO NOT** just switch rooms.  If we did not know that you were using that room, it may not be fully ready for childcare.

3) Childcare is **NOT** to be done in any room upstairs. The church has invested a lot of money into these rooms by purchasing age appropriate materials, which have been damaged, drawn on and misused by younger children. These rooms are off limits.

4) When your ministry uses a room for childcare, it is your responsibility to clean it up and place it how you found it.  This is not the maintenance or cleaning crews responsibility.

5) Any person providing childcare for an on campus event, even if it is private event, MUST be background checked and above the age of 16 for insurance and legal reasons.  Background checks take a minimum of 2 weeks, so please plan ahead.  If we do not have a background check on a childcare worker or they are not 16 years old, we will not pay them (because that creates a contract between us that could have negative ramifications for the church).

Failure to abide by these rules could mean that your group will not be permitted to have childcare on our campus. This "our" church, and everyone must take ownership and stewardship in its upkeep.