

NORTHWOOD PRESBYTERIAN CHURCH

NURSERY CARE REQUEST FORM

*(Turn in to Nursery Coordinator - top half 4 weeks prior to event; bottom half 1 week before event. Regularly occurring events should be turned in by August 1<sup>st</sup> each year or as soon as the events are scheduled.)*

Date: \_\_\_\_\_

Name of Group or Committee: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Contact Person's Phone: \_\_\_\_\_

Check ALL appropriate boxes:

- Regularly occurring event  One-time event  
 Monthly  Weekly  
Day of week: \_\_\_\_\_

Date of event: \_\_\_\_\_

**(Child care cannot be guaranteed if this date is changed.)**

Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

Anticipated number of children (This is **due 4 weeks** prior to the event):

0 - 1 year old: \_\_\_\_\_ 2 - 4 years old: \_\_\_\_\_ 5 - 10 years old: \_\_\_\_\_

\_\_\_\_\_  
(Save this bottom half and turn in 1 week prior to event.)

The actual number of children who will need child care is **due 1 week** prior to the event.

The Nursery is never open after 9:30 p.m., and Nursery staff must always be escorted to their cars after all evening events.

Date of event: \_\_\_\_\_ Name of Group or Committee: \_\_\_\_\_

Names and ages of all children who will be in the nursery. (To ensure adequate child care, we will not be able to provide care for any children who are not listed.)

NAME AGE NAME AGE