

CHILDCARE REQUEST FORM

- One form must be filled out for each event requested.
- A minimum of two week's notice is required to schedule childcare.
- Names and ages of all children must be submitted no later than one week in advance.
- Any changes, additions or cancellations should be sent via email.

A. Contact Info

Requested by (Dept Assistant): _____

Date of Request: _____

Reservation Placed By: _____

Contact #: _____

Email: _____

B. Event Info

Date of Event: _____

Event Name: _____

Event Location: _____

Event Start Time: _____

Event End Time: _____

C. Childcare Info

Names and ages should be included below if known at time of reservation. If not known, names and ages should be submitted via email. Additions and deletions should be submitted via email as well. If you are aware of any special needs/considerations/info regarding children please list below or in email. **Names and ages must be submitted no later than one week in advance.**

D. Ministry Leader Approval

Approved: _____

Signature: _____

E. Childcare Approval

For ECM Pastor Use Only

Date Received: _____

Date Approved: _____