

## Childcare Request Form

If your group would like to make a childcare request, please fill out the information below and your request will be reviewed by the Children's Ministry team in charge of coordinating childcare for Grace Chapel.

Please submit this form 3 weeks in advance of event so the children's ministry team has the time required to contact it's list of approved childcare workers.

Your group may be required to fund this childcare.

Information to be completed by Requestor:

Group Requesting

Childcare:

Event.....:

Date(s) Needed..:

Start date.....:

End Date.....:

Start time.....:

End Time.....:

Contact Person

from requesting

Group.:

Contact phone#...:

Contact Email.....:

Total Number of

Children:

Ages of Children....:

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Information below to be completed by Grace Chapel staff:

Date request was received: \_\_\_\_\_

Circle one.....Approved:    Yes            No

If childcare request denied, please give a reason:

Name of Grace Chapel Staff person granting or refusing this request: \_\_\_\_\_

Signature of Grace Chapel staff person:

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Signature

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Date