

St. Francis of Assisi Parish Childcare Request for an Event Form

Event Name:

Sponsor Group/Organization:

Contact Name, Phone and Email:

Event Date and Event Time Frame:

Event Time Frame: *(Note: Nursery opens 10 minutes prior to event and will close 10 minutes after an event)*

The Nursery can accept up to 10 children below school age. If you think school-aged children will be needing childcare OR if you think there will be more than 10 children needing care, please check the box. In this case, an alternative room will be reserved for school-aged children or to assist children over the age of 2 ½ that exceed the maximum capacity of 10 in the Nursery.

Policies and Procedures for using St. Francis Nursery:

1. Return this form to the Parish Office or email to NurseryCoord@saintfrancischurch.org. You will receive a confirmation email that your request has been approved and will receive a St. Francis of Assisi Nursery child registrations form. Keep a copy of your confirmation for your records.
2. Once you receive your email confirmation, you may notify families that the Nursery is available on a limited, first-come basis for your event.
3. Families must register for childcare; please provide a St. Francis of Assisi Nursery child registrations form for each family and provide to the Nursery Coordinator at NurseryCoord@saintfrancischurch.org on or before your event.

Note: Nursery requests must be received 2 weeks prior to the event. If no families register for childcare within 3 days, childcare will be canceled.

The following information requested on the St. Francis of Assisi Nursery child registrations form includes:

- Parent name, email, and phone number
- Event name, date, and time
- Child(ren)'s name, age, and date of birth
- Child(ren)'s toilet-training status
- Any allergies, special needs, or instructions for Nursery staff

The Nursery Coordinator will secure at least two childcare providers for an event. One of these providers must be a trained adult over 18. The Nursery Coordinator has a list of trained childcare workers that can be hired at a rate of \$10 an hour to be paid by the event sponsor. If a group cannot pay the wage for a staff member, an adult volunteer can be used as long as they have gone through the Nursery training.

Please email NurseryCoord@saintfrancischurch.org with questions.