

**First United Methodist Church Brandon**  
**Children's Ministry**

**Childcare Request Form**

Childcare is part of Children's Ministry of First United Methodist Church Brandon. We follow our Childcare Protection guidelines and childcare ratios to provide safe care in an environment which serves the families of FUMC Brandon. This is a **REQUEST** for childcare. A Staff member from Children's Ministry will contact you upon receiving your request. Before contact, it will be determined if the function is a church function that requires childcare as part of "normal operating procedures" or if the Alternate Childcare Guidelines will be in effect.

**Alternate Childcare Guidelines:**

Childcare will be provided to groups under the Alternate Childcare Guidelines as determined by the Children's Ministry Director. Alternate Childcare is provided in circumstances outside of normal church operations. For example, United Methodist Women's Spring Luncheon is an Alternate Childcare opportunity. Alternate Childcare will be provided under the following provisions:

1. Childcare must be **requested AND approved** no later than one (1) month PRIOR to event.
2. Reservations are **REQUIRED** for all children. Exceptions **WILL NOT** be made. Reservation must include child's name and age. This is a requirement to adhere to the Child Protection Guidelines to include the need to have appropriate ratios.
3. Reservations will be final one (1) week PRIOR to event.
4. If childcare is set-up and cancelled, it must be cancelled no later than one (1) week prior to the event. If cancellation is within two (2) weeks of the event the staff will still be paid for the scheduled time.
5. Childcare will be provided by paid FUMC Childcare staff at the cost of \$10 per hour per childcare worker. Workers will be hired according to RESERVATIONS and ratios.
6. Childcare will open at the time requested on the childcare reservation sheet. Requests for childcare should take into account a fifteen (15) minute window before and after the event. (for example if your event is scheduled to run from 2:00 – 5:00 PM, childcare will be provided from 1:45 – 5:15 PM, a total of 3.5 hours at the rate of \$10 per hour with a minimum of 2 staff, totaling \$70)
7. If the time of the event includes a meal time all meals must be sent with the children or provided by the group requesting childcare.

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Event requesting Childcare for: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Duration if longer than a one-day event. \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Please note: childcare will be provided ONLY 15 minutes prior to and following the event time.

**Please return to the Church Office upon completion. Thank you.**