

PLEASE READ BEFORE SUBMITTING THIS REQUEST FORM: In order to make childcare a success a pre-registration is required through FellowshipOne. Having childcare for your event consists of your team communicating to parents about where childcare is located and giving consistent updates on childcare numbers and submitting a final count with ages one week prior to the event. Depending on the timing of the childcare event providing food and drinks may be required. After the submission of this form we will begin reaching out to workers to see who can work the requested event. If there are adequate amounts of workers per the ratio listed at the bottom of this form, then your request will be approved. Once approved we will process the special events childcare payroll and submit the ServiceU reservation and input the childcare event on the Oaks Church Google calendar. Notice, the submission of this form does not guarantee that childcare will be provided for your event due to worker's availability and the season the event is held. Once this form is filled out please email it to Kelley Bouck at kelley.bouck@oaks.church at least one month prior to event to allow Oaks Kids Department and the Special Events Childcare Coordinator plenty of time to make proper arrangements.

CONTACT INFO

Department Hosting Event _____

Your First & Last Name _____

Best Phone Number (_____) _____ - _____ Email _____

EVENT DESCRIPTION

Name of Event _____

Event open to (Church body, staff, outside guests, etc.) _____

Date(s) of Event _____ Start of Event _____ End of Event _____

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What is the expected age-range? 6 weeks to Preschool OR Kindergarten to 5th Grade

What is the expected number of children? _____

WEDNESDAY NIGHT EVENTS, PLEASE READ: Any Wednesday Night classes needing childcare will require a notification to the Kids Team even when Oaks Kids services are scheduled. Wednesday Night classes/events may require pre-registration for childcare. Please be ready to provide a list of children's names and ages.

SUNDAY MORNING EVENTS, PLEASE READ: If childcare is following the second service or during the second service please communicate to parents that they will **not** need to take their kids to childcare. The Oaks Kids team will handle that on the day of the event.

COST BREAKDOWN

Childcare Coordinator \$55
Per Childcare Worker \$10/hr

RATIO BREAKDOWN

Babies 3:1
Walking-babies 5:1
Two's 7:1
Preschool 10:1
Elementary (K-5th Grade) 15:1

AGREEMENT

- I will provide a pre-registration for childcare through FellowshipOne and will close childcare registration one week before event start time. _____ *your initials*
- I will provide food, snacks and drinks if event falls during a meal period. _____ *your initials*

By submitting this request, I understand that the Childcare Worker's pay will be a minimum of 2 hours and will start 15 minutes before the event start time. I agree to pay the Oaks Kids Department for the services requested on completion of the event. If you have any questions or concerns, contact Kelley Bouck at Kelley.bouck@oaks.church

Your Signature _____

Today's Date _____