

# Bellevue United Methodist Church

## Childcare

### Request Form and Procedures

Nursery care (Infant through 4 years) is provided for all Worship services. You may request nursery/childcare for choir events, church wide events, meetings and Sunday school class activities. Nursery/childcare will not be provided for outside groups meeting at the church. Availability is based on nursery/childcare providers availability and reservations received from parents.

**Please keep the following in mind when requesting childcare/nursery:**

- For reasons of safety and liability, there must be a minimum of two safe sanctuary certified caregivers present.
- Donations to offset the cost of childcare/nursery can be given to BUMC, designated to Nursery workers budget.
- Children brought to the church when childcare is not available must remain with their parents.

**Procedures to request childcare:**

- You must complete a Childcare Request Form and submit it to the Nursery/Childcare Coordinator for approval no later than 2 weeks before the event, with an estimation of children and their ages. You must give the form directly to the Nursery/Childcare Coordinator or email a request to [jwalker@bumc.com](mailto:jwalker@bumc.com). You will be contacted by the Nursery Coordinator to confirm your request.
- Reservations must be made by parents no later than 1 week before the scheduled event. You may reserve by emailing [jwalker@bumc.com](mailto:jwalker@bumc.com) and leaving your name, phone number, children's names and ages you need childcare for. **IF NO RESERVATIONS ARE RECEIVED 1 WEEK PRIOR TO THE EVENT, THE NURSERY COORDINATOR WILL CONTACT THE GROUP REQUESTING THE EVENT AND NO CHILD CARE WILL BE AVAILABLE THAT NIGHT**
- If nursery/childcare is no longer needed,, notify the nursery supervisor at once.

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### Nursery/Childcare Request Form

Event/Group \_\_\_\_\_ Date \_\_\_\_\_

Begin Time \_\_\_\_\_ End Time \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_