

# Weekday Childcare Request Form

## 2016–2017

Please use this form to make a childcare request or changes to confirmed reservations for this ministry season. Submit this completed form at least **2 WEEKS** prior to the requested date(s) to Valerie Hawkins. Fulfillment of all requests is contingent on classroom and staff capacity. Requests will be filled on a first come, first served basis. Weekday childcare is available to children birth thru kindergarten.

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Home phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Ministry name and room where you will be \_\_\_\_\_

Ministry Leader \_\_\_\_\_ Today's Date \_\_\_\_\_



### Childcare Hours

Tuesdays 9:00-11:00 a.m.

Wed. (DELTA) 5:45-7:30 p.m.

Thursdays 8:45-11:30 a.m.

Fridays 9:00-11:00 a.m.

CHILD'S NAME	BIRTHDATE	ALLERGIES	SPECIAL INSTRUCTIONS
	/ /		
	/ /		
	/ /		

**PLEASE CIRCLE REQUESTED DATES BELOW:** Return to Valerie Hawkins, Childcare Ministry Coordinator

September 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



# Crossroads Childcare Ministry

Welcome to the Crossroad's Childcare ministry! We are excited to serve you and thrilled you are involved in ministry at Crossroads! If you are using our weekday childcare ministry at Crossroads, you are involved in a Bible study, serving in ministry at Crossroads, spending time in prayer or fellowship in the building, or serving in hands-on mission outreach. We offer this ministry because it gives you opportunities to develop your faith and grow into a fully devoted follower of Jesus Christ. Crossroads is committed to supporting you on this journey!

## ***For Your Information:***

- We do require a reservation for our weekday childcare program.
- Each child will be placed on a roster and assigned to a room based upon event attendance, age, and volunteer ratios. This placement is done to ensure the safety of all children in our care. Please understand that staff members are instructed to follow these room assignments.
- A light snack of animal crackers maybe served. If your child has food allergies please note this on the request form.
- Children need to be picked up promptly following your event.

## ***Please observe the following guidelines to help us better serve you:***

- Please label all of your child's personal items (i.e. diaper bag, bottles, sippy cups, blanket, pacifier).
- Please supply a sippy or sports cup and beverage for your child.
- Let us know any special instructions that will make your child's time with us more comfortable.
- Please notify us at (262)242-1670 x174 at your earliest convenience if you will not need care for your child(ren) on any of your registered dates.
- To ensure the health of children and staff, we ask that sick children not attend. A child must be free from the following symptoms for **24 hours** before entering childcare:
  - Colds
  - Vomiting
  - Coughs
  - Rashes
  - Fever
  - Conjunctivitis (pink eye)
  - Diarrhea
  - Chicken pox
- If your child becomes ill during their time in childcare, you will be contacted so you can take care for his or her needs.
- In the unlikely event that the building would need to be evacuated, all parents should go directly to the upper parking lot to meet their children.

Together For Him,

Your Childcare Staff  
Valerie Hawkins, Childcare Ministry Coordinator