

Request for Childcare

Deposit to: 360/40120

Ministry _____ Ministry Code/Acct _____

Requested by: _____ Name of Event: _____

Date of Event*: _____ Time of Event: _____

Check here for a copy of final billing after the event

***Please use a different form for each requested date of service.**

- Children are divided into 3 groups.
 - Infant/ Crawlers 2 months to 1 year (not walking) (max of 9 per room)
 - Toddlers 1 year (walking) to 2 years (max 12 per room)
 - Preschool 3 to 5 years (max of 12 per room)
- **Pricing: \$80 for 2 employees per Toddler and Preschool room with 3 hour minimum.**
- **\$120 for 3 employees per infant room with 3 hour minimum.**
- **If childcare is greater than 3 hours you will be charged \$30.00 per hour per Toddler and Preschool room and \$50 per hour per Infant room.**
- **Requests must be made 4 weeks/1 month in advance.**
- **All reservations must be made 48 hours in advance of the event.**
- **All reservations should be emailed directly to childcare@fpchouston.org.**
- **Ministries will be billed directly.**

Please submit all request to childcare@fpchouston.org



Request for services:	Office Use Only
Number of Infant Room(s) _____	\$120 x _____ = \$_____
Number of Toddler Room(s) _____	\$80 x _____ = \$_____
Number of Pre K Room(s) _____	\$80 x _____ = \$_____
Additional Hrs Required (Toddler & Pre) _____	\$30 x _____ = \$_____
Additional Hrs Required (Infants) _____	\$45 x _____ = \$_____
Total Billing Cost	\$_____

Cancellations must be received 1 week in advance of the event to avoid being charged.

Dept. Head Signature _____ Signature _____
Stephanie Fregia

First Presbyterian Church Childcare Policies

The goal of childcare at First Presbyterian Church is to provide young children with a safe, nurturing playtime environment while their parents or guardians participate in church activities. In order to provide quality childcare for your children, please follow the guidelines below.

How to Request Childcare for a special event.

1. 4 weeks in advance of your event send a Childcare Request Form found on the Q drive/Forms to childcare@fpchouston.org.
2. The form should be filled out by the event leader.
3. All of the information must be completed on the form before the childcare can be scheduled.
4. You will receive confirmation from the Childcare Coordinator that the information has been received.

How to Handle Childcare Scheduling and Reservations – Giving Advance Notice

1. Submit requests for childcare **one month** in advance. This will allow plenty of time to ensure proper staffing for the event.
2. **All participants should reserve childcare directly through the Childcare Coordinator using the childcare@fpchouston.org email address.**
3. Inform participants of the event they must make childcare reservations at least **48 hours before the event**.
4. Cancellation of event childcare or a portion of rooms must be received 1 week in advance of the event. Failure to cancel one week in advance will result in your ministry being charged for the rooms regardless of participant use.
5. **Email the Childcare Coordinator immediately if the event is canceled. Informing the Events Coordinator the event is canceled does not cancel the childcare for your event.** Caregivers must be paid if they arrive for a scheduled shift even if no children attend.

How We Keep Your Children Safe During Childcare:

1. Two adult caregivers are in each childcare room.
2. In the Infant Nursery, the caregiver ratio is 1:3 with 9 infants max.
3. For all other childcare, the care giver to child ratios are 1:6, with 12 children max, per room. Exceptions are occasionally made.

Childcare Fees:

1. Tuesday morning childcare is complimentary for all FPC staff users and \$5.00 per family payable to ministries.
2. Childcare requested for special events or programming will be charged to the ministry making the request.
3. The fees are listed on the request form.

What You Need to Know About FPC's Childcare:

1. Children ages **2 months – 4 years old** are welcome to enter childcare.
2. Parents must be available by cell phone access in case of an emergency..
3. Childcare for elementary age children can be arranged by special request if needed. Please consider that older elementary age children need a different type of supervision than is typical for our care giving staff.
4. Children are welcome to **enter childcare 15 minutes before the scheduled start time of an event**.
5. Children should be **picked up within 10 minutes of the event's scheduled completion**. Even the happiest children get apprehensive when their parents delay pick up.
6. Due to liability and shared space issues, **no one is allowed to hire private caregivers and use FPC's childcare facilities**.
7. **For insurance reasons, no other form of childcare other than childcare scheduled through the Childcare Coordinator is permitted on First Presbyterian Church property.**