FPC KIDS

Childcare Request Form

Ministry:

Requested by: Name of Event:

Date and Time of Event:
(Reminder: requested childcare is only available Wed/Thurs/Fri nights, Sat and Sun (until 2pm))

If recurring event, list each date childcare is needed:

Check boxes below to indicate your anticipated needs. ↓		You can expect to be charged this amount:
	Base amount (3 hours and 0-10 children) *We will staff for ages **2mo-Kinder** unless prior approval has been given by the Director of CFM.	$300
	Each additional hour requested	$100/additional hour
	Additional children (up to 20)	$500 for the first three hours $150 for each hour
Expected Total		

*Contact CFM if you require childcare for more than 20 children
*It is best for the church if we can stack events. If more than one ministry can use childcare at the same time, we will divide and charge accordingly.

Reservations must be canceled 7 days in advance or you will be charged the full amount.

Dept. Head Signature _____ Nursery Co. Signature _____

Submit form to: kvalle@fpchouston.org

Updated August 2026

Childcare Policy
Aug 1, 2026- July 31, 2027

Sunday Morning

- CFM's *childcare budget will cover* Sunday morning childcare from 30 minutes before the first worship service begins to 30 minutes after the last worship service ends.
- We are staffed for ages 2 months - Kindergarten.

Tuesday Mornings 9-11am

- CFM's *childcare budget will cover* 2 hours of childcare on most Tuesday mornings.
- Known exceptions are listed below. If there is a change beyond what is listed, that will be communicated to the staff.
- During the school year we are staffed for children 2 months - PK4. In the summer we are staffed for children 2 months - 5th grade.
- Exceptions: 8/11/26, 8/18/26, 11/24/26, 12/22/26, 12/29/26, 1/5/27, 3/9/27

By Reservation Only: Wednesday/Thursday Evenings

- Ministries may reserve childcare on Wednesday or Thursday evenings ONLY. (Wednesdays are preferred.)
- These might be on-off events, but are mostly intended for weekly evening meetings.
- The request MUST come from the Ministry, CFM will not assume you need it (even for large events).
- Reservations are required ***three months*** in advance. Once a ministry has secured their dates, CFM will alert all staff. It will most benefit the church if we can "stack" events to be on the same night. CFM will charge by dividing the number of ministries who reserve the childcare.
- Childcare reservations on Wednesday/Thursday are charged a minimum of 3 hours of care.
- Unless prior approval has been given by the Director of Children & Family ministries, we will be staffed for children 2 months - Kindergarten.

By Reservation Only: Friday Night/Saturday/Extended Sunday

- For one-off events, ministries may reserve childcare on Friday evening, Saturday or Sunday (up to 2pm).
- The request MUST come from the Ministry, CFM will not assume you need it (even for large events).
- Reservations are required ***three months*** in advance. Once a ministry has secured their dates, CFM will alert all staff. It will most benefit the church if we can "stack" events to be at the same time. CFM will charge by dividing the number of ministries who reserve the childcare.
- Childcare reservations on Friday evenings and Saturday are charged a minimum of 3 hours of care. Extended Sunday care will be billed at the "additional hours" rate.
- Unless prior approval has been given by the Director of Children & Family ministries, we will be staffed for children 2 months - Kindergarten.