

Reservation Requirements:

Please submit any request through this form at least two months in advance of the event. Submit hard copy request to Kids' Ministry Administrator or via email to gabckids@gabc.org.

DATE OF EVENT	DATE SUBMITTED
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EVENT TITLE	LOCATION
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SCHEDULED TIME OF EVENT START AM / PM	CONCLUDE AM / PM
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RECURRING EVENT YES / NO	START DATE	END DATE
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RECURRING INFORMATION PLEASE MARK WHAT APPLIES

EVERY:

- | | | |
|------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> 1ST | <input type="checkbox"/> SUNDAY | <input type="checkbox"/> THURSDAY |
| <input type="checkbox"/> 2ND | <input type="checkbox"/> MONDAY | <input type="checkbox"/> FRIDAY |
| <input type="checkbox"/> 3RD | <input type="checkbox"/> TUESDAY | <input type="checkbox"/> SATURDAY |
| <input type="checkbox"/> 4TH | <input type="checkbox"/> WEDNESDAY | |

Childcare facilities and staff will be ready to receive children 15 minutes prior to event start time and close 15 minutes after conclusion time of event.

MINISTRY REQUESTING	ACCOUNT NUMBER TO BE CHARGED
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AMOUNT TO BE PAID WHEN REGISTERING BY REGISTRANT (IF APPLICABLE)
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MINISTRY CONTACT	PHONE NUMBER
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EMAIL	SUPERVISOR NAME
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CHILDCARE GUIDELINES AND INFORMATION

A request form must be completed and returned to the Kids' Ministry at least two months prior to event need.

After childcare request is approved, the kids' ministry staff will confirm reservation and registration information via email with the staff contact listed. Please do not assume your request is approved until you receive kids' ministry confirmation.

Childcare Reservation Cancellation Policies:

Ministries may cancel their childcare request five days in advance of the event. If the event is not cancelled, the requesting ministry will be charged a minimum fee of \$100.

The Kids' Ministry may cancel childcare if it has less than five reservations. However, it will be cancelled no later than five days before the event. On these rare occasions, the ministry will be contacted by the Kids' Ministry Childcare Staff Coordinator.

Costs:

A minimum fee of \$100 will be charged to the requesting ministry. This price includes 4 staff and 1 supervisor for 2 hours of childcare.

Additional costs will be added as more children register and additional staff are required. A minimum of two leaders is required per room at a rate of \$11. The Kids' Ministry Team will determine when additional rooms are required based on ages, ratio and insurance. Typically, our classrooms are opened as follows:

Infants	1 adult per 2/3 children
1 yr – 3 yr	1 adult per 6 children
4 yr – 5 yr	1 adult per 8 children
Elementary Age:	1 adult per 10 children

*Two adults required per room regardless of number of children.

Additional Childcare Options:

If the Kids' Ministry is unable to provide childcare or your request does not meet the requirements, below are additional options that we hope can meet your needs:

1. Home Childcare Tickets: Ministries may choose to reimburse individual families for the cost of childcare from their budget. The church member hires their own childcare provider and the ministry can reimburse member.

*Ministries should not recommend or provide childcare providers. Families must find their own childcare provider.

2. Ministries can reserve rooms through Planning Center and enlist approved volunteers to serve with children.

*Please make sure you are observing GABC Insurance policies:

Volunteers have approved background check on file.

Each room must have at least two adults.

See Business Office for additional requirements.

Preschool Childcare/Connect Groups are available on Sundays between 8:30 – noon.

Preschool and Elementary Childcare is available on Sunday evenings from 5:30 – 7 and on Wednesdays from 6 – 6:50.