

# CHILDCARE REQUEST FORM

*PLEASE SUBMIT AT LEAST **TWO WEEKS** PRIOR TO EVENT*

Date childcare is needed			
Time of meeting: <i>(Note: Meeting must end by 9 p.m.)</i>	<u>Start</u>	<u>End</u>	
Event or meeting			
Purpose of meeting			
Number of children and their ages. <b>It is important to provide an accurate estimate of the number of children and their ages. Age-based ratios of caregivers to children are used to schedule the number of childcare workers for each event.</b>	<u>Number of children</u>	<u>Ages</u>	
Location of parents during event			
Emergency contact and phone number during event	<u>Name</u>	<u>Phone Number</u>	

Please note: **Childcare can be cancelled a minimum of 48 hours before the event with no penalty**, and the childcare workers will be notified. Should the ministry miss the 48 hour deadline or if no children require care, the childcare workers will be paid for the time they were scheduled to work, and this amount will be charged against the ministry's budget.

Name of person making request: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

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**STAFF USE ONLY:**

Ministerial Staff Approval Childcare: \_\_\_\_\_ Date \_\_\_\_\_

Requester notified: \_\_\_\_\_ Date \_\_\_\_\_

Posted to resource calendar: \_\_\_\_\_ Date \_\_\_\_\_

Childcare Team Scheduled: \_\_\_\_\_ Date \_\_\_\_\_