



Nursery Request Forms

FORM DIRECTIONS

- 1) **Page one:** This should be completed and turned into the Nursery Coordinator at least 4 weeks prior to the event.

DO NOT ADVERTISE THAT THE EVENT WILL PROVIDE NURSERY MINISTRY BEFORE THIS FORM IS COMPLETED AND TURNED IN.

- 2) **Page two:** Complete this during the event's registration. Turn in completed form 2 weeks prior to the event. Updates may be emailed or submitted in writing to the Nursery Coordinator.
- 3) **Page three:** Complete this form at your first meeting and turn it in within 1 month of that date.

NURSERY POLICIES

- 1) A minimum of two Caregivers must be present for all events
- 2) Nursery Ministry is provided for children 6 weeks through 6th grade. However, if an age appropriate activity is occurring during the event, those children are expected to attend that activity.
- 3) Stewardship: A minimum of 5 children is required for Nursery Ministry to be provided. If less than 5, please contact the Nursery Coordinator.
- 4) A one time \$5 fee is requested to help defray the cost of supplies. A \$1 per child fee is requested when a child attends the nursery, to defray the caregivers' salaries. Please remit all monies to your Facilitator or Nursery Coordinator. Money should never be given directly to a caregiver.
- 5) Special events are responsible for Nursery Caregivers salaries. Check with the Nursery Coordinator for the current rate.
- 6) Nursery Ministry is provided Sunday through Thursday for regular & special events. Friday and Saturday for one time special church events. Promiseland Advisor Board must approve nursery for a regular occurring event on Friday, Saturday or Holidays.
- 7) Adults must remain on Asbury property while their child is in the nursery.
- 8) Nursery will be available 15 minutes prior to and after an event. The nursery closes promptly at 8:30. Contact Nursery Coordinator if more time is needed.
- 9) Notification of approval of Nursery Ministry Care must be given within one week of receipt of request.
- 10) Groups must not advertise Nursery Ministry Care without prior approval.
- 11) Groups meeting on site cannot use their own child care.

NURSERY REQUEST – Page 1

Date Requested: _____.

Name of event: _____.

Beginning date: _____ Ending Date: _____.

Event Times: Start: _____ Finish: _____.

Hours Nursery Required: From: _____ To: _____.

Contact Person: _____ Phone #: _____.

E-mail: _____.

Special Requests: _____.

_____.

The minimum age of children accepted into the nursery is 6 weeks.
The maximum age is 6th grade.

<u>AGE</u>	<u>NUMBER</u>	<u>RATIO</u>
Infant through 11 months _____		1:4
12 months through 3 years _____		1:5
4 –5 years _____		1:6
1 st – 6 th grade _____		1:7

NURSERY MINISTRY MISSION STATEMENT

We strongly believe that every child at Asbury is a blessing and gift from God and we are convicted by our church vows to nurture and help them grow in the faith. We feel that we can best serve all our children and their families by providing a safe, loving enriching and supervised Christian environment.

PAGE TWO

Date of Event: _____

Name of Event: _____

Child's Name	DOB	Parent(s) Name
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		
15)		
16)		
17)		
18)		
19)		
20)		

PAGE THREE

ADULT BIBLE STUDY SCHEDULE

Name of Study _____ Meeting Day _____

Dear Adults,

It would be a great help to me if you could let me know what days or holidays you will **NOT** be meeting. Please check off the holidays and give specific dates when necessary of when you will NOT meet.

Thank you,
Kelly Walters
Nursery Coordinator
837-9696 x290 or kelly.walters@asburyumc.ws

- ___ Labor Day weekend
- ___ Fall Break (need specific dates) _____
- ___ Veteran's Day*
- ___ Thanksgiving Holidays* (specific dates) _____
- ___ Winter Holidays (specific dates) _____
- ___ Martin Luther King Holiday*
- ___ Presidents Day*
- ___ GIC (specific dates) _____
- ___ Spring Break (specific dates) _____
- ___ Easter Sunday Evening*
- ___ Memorial Day*
- ___ Father's Day
- ___ Mother's Day
- ___ July 4th*
- ___ School Holidays (specific dates) _____
- ___ Other _____

*The church will be closed in observance of the following Holidays. Consequently, nursery will not be provided unless it is requested and approved. Please be considerate that the nursery caregivers are Asbury staff and are entitled to the same days off. Your cooperation in this matter is greatly appreciated.

New Year's Day, Martin Luther King Jr., Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas, Christmas Eve, President's Day, Veteran's Day, Easter Sunday Evening