

# Nursery Reservation Request Form

**PROCEDURES:**

- Submit completed nursery reservation form to nursery desk **OR** e-mail nursery reservation request to [jestes@twumc.org](mailto:jestes@twumc.org)
- Please have requests turned in at least one month before event, so we may book it on our monthly calendar.
- We will confirm your request by phone or e-mail when your event has been booked.
- Certain days are very busy in the nursery, as large groups regularly use the nursery on an ongoing basis, however, we may be able to combine several events.
- If you plan your event schedule for the entire year, we encourage you to go ahead and reserve the nursery accordingly. You do not have to have exact counts of children until 5-10 days before the actual event.
- Late requests will be subject to availability.
- Please do not publicize a nursery until your request has been confirmed. **SPECIAL NEEDS REGISTRATION ON BACK**

**Date of Event:** \_\_\_/\_\_\_/\_\_\_ **to** \_\_\_/\_\_\_/\_\_\_ **Name of EVENT:** \_\_\_\_\_

Group Requesting Services: \_\_\_\_\_ Date request submitted: \_\_\_/\_\_\_/\_\_\_

Sponsoring Ministry: \_\_\_\_\_ Ministry Approval: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Circle the day of the event: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Event hours: \_\_\_\_\_ a.m. / p.m. til \_\_\_\_\_ a.m. / p.m. Est. # of Adults Attending Event: \_\_\_\_\_

**Birth to 11 months old:**

Child's Name	Age	Parent's Name
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____

**12 to 24 months old:**

Child's Name	Age	Parent's Name
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

**2 years old:**

Child's Name	Age	Parent's Name
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

**3 years old:**

Child's Name	Age	Parent's Name
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

**4 years old and older:**

Child's Name	Age	Parent's Name
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
11 _____	_____	_____
12 _____	_____	_____

We use this form to properly staff our nursery. If your event will have more children than this form allows, please contact Noah's Nook to make special arrangements so that we can properly staff this event for you. **SPECIAL NEEDS CHILDREN: SEE REVERSE SIDE**

# Noah's Nook Nursery

## Registration for Special Needs Children

**Please note:** Experienced special-needs staff members will be scheduled for children requiring extra or one-on-one care. Please provide the nursery with the dates/times that a special-needs child will be attending. Also, please phone the nursery to cancel a reservation if the child will be absent.

Nursery desk: 281-297-5949

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Circle day of the week: Sun Mon Tue Wed Thu Fri Sat

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Child requires extra or one-on-one attention? Yes No

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Child requires extra or one-on-one attention? Yes No

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Child requires extra or one-on-one attention? Yes No

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Child requires extra or one-on-one attention? Yes No

\*We strive to care for all children in our church family. Unfortunately, some needs may be beyond the abilities of our staff.