



## Suntree United Methodist Church Child Care Request Form

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone/email: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s) needed: \_\_\_\_\_

If event is ongoing attach your calendar/schedule.

Start time: \_\_\_\_\_ End time \_\_\_\_\_

Approximate number and ages of children:

---

---

Snacks provided for Church events only.

This form must be submitted at least **TWO WEEKS** prior to the event. If cancellation is necessary please call church office at 242-2585 or email [childcare@suntreeumc.org](mailto:childcare@suntreeumc.org) at least 48 hours in advance. There may be a charge.

SUMC Child Care Staff is CPR/First Aid Certified and following the guidelines of the Dept. of Children and Families child care training. Space is limited – children safety.

Include this form with facility request and submit to Carolyn in the Church Office. Child care is NOT guaranteed until confirmed by Dori von Lunen, Child Care Director:

Email: [childcare@suntreeumc.org](mailto:childcare@suntreeumc.org) Phone: 242-9925