



Child Care Request Form

If your CHURCH-SPONSORED activity requires childcare support, fill out this form and submit it to Bibi Singh, Childcare Coordinator, a minimum of TWO WEEKS in advance of the event for coordination purposes and for a record of who is using childcare.

Bibi Singh, Childcare Coordinator
BibiZSingh@yahoo.com
(703) 451-1467

Date Submitted _____
(must be renewed annually)

Childcare needed: One time Weekly Monthly

Event/Activity _____

Day and Date of Activity _____

If long-term request, please indicate start and stop dates. _____ through _____

Time childcare needed: from _____ to _____

Number of children expected: Ages: 0 - 2 years _____

Ages 3 years – Kindergarten _____

Kindergarten - 6th grade _____

Group sponsoring activity: _____

Name of Person in charge of Activity _____

EMAIL Address _____

Phone _____

****PLEASE NOTE:** It is your responsibility to inform the Childcare Coordinator *no later* than 12 hours prior to the planned event of any and all changes, additions, or cancellations. Please make a copy of this request for your records.

Signed _____ Date _____

