

# **Immanuel Presbyterian Church Nursery Request Form**

Regular Nursery Hours: Sundays 8:15am-12:15pm

Age Requirements: 0 months - 3 years old

To ensure proper staffing, EACH time a group meets, a new form must be given to the Nursery Director. This form must be completed at least ONE week prior to the event.

Date Request Made: \_\_\_\_\_

Group/Organization/Activity or Event: \_\_\_\_\_

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

Telephone/Email: \_\_\_\_\_

Date Nursery Needed: \_\_\_\_\_

Time Nursery Needed: \_\_\_\_\_

Number of Children Expected: \_\_\_\_\_

Special Requirements or Comments: \_\_\_\_\_

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Please submit this form to IPC Nursery Director, Grace Kelly at [gracediankelly@gmail.com](mailto:gracediankelly@gmail.com) or to the church office at least one week prior to your event.

Date Approved: \_\_\_\_\_

Director's Signature: \_\_\_\_\_