

WWBC CALENDAR REQUEST ON-LINE FORM

(circle one) **Addition** **Date Change** **Deletion** **Phone: 292-6800**

Event _____

Date(s) _____

Time (begins)_____ (ends)_____

WWBC Room(s) Used _____ Other/ Equip. _____

Special Instructions: _____

_____ Date Submitted _____

Person Responsible: _____ Hm Ph _____ Wk Ph _____

E-mail _____ Cell Ph _____

Is Childcare requested for this event? _____ Yes _____ No

If yes, complete the information below. The Childcare Coordinator will communicate to the Person Responsible shown above regarding the availability/status of childcare for this event.

Childcare Request Information

Request for childcare should be made no later than two weeks before the Event Date. The Childcare Coordinator will contact the **Person Requesting** childcare one week prior to the Event Date to confirm the status of this request. The Childcare Coordinator will make every reasonable effort to meet this request. In the case that childcare cannot be secured for the Event, the **Person Requesting** shall arrange/communicate with parents regarding alternatives.

Generally, WWBC will provide for preschool age children only. However, exceptions may be made to provide for grade school children on a limited basis. For safety and liability reasons, only preschoolers/children, parents of preschoolers and qualified workers are allowed in the childcare rooms provided for herein.

*Note: Childcare will be arranged so that preschoolers may be left at 10 minutes before the above Hours of Event. Off campus events shall include commute time to and from the event in the Hours of Event.

CHECK ONE:

_____ Following indicates the number of preschoolers for which childcare is needed:

Infants _____ Toddlers _____ 2's _____ 3's _____ 4's _____ 5's _____

No. & Ages of School Children _____

_____ Number of preschoolers is unknown