

Lexington Baptist Church Childcare Registration Request Form

Date of Event _____ Ministry Group _____

Contact Person _____ Phone Number _____

Name of Event _____

Location _____

Starting Time of Event _____ Ending Time _____

Time You Will Need Childcare Workers _____ AM/PM Until _____ AM/PM

Approximate Number of Children Attending _____

Number of Children

Babies _____

1 year olds _____

2 year olds _____

3 to 4 year olds _____

5 and up _____

One week prior to the event, the confirmed number of children and their ages must be submitted to the childcare coordinator. If after this date the event planner wishes to add children, the hosting ministry group will be responsible for acquiring the appropriate number of additional workers and notifying the Childcare Coordinator.

The South Carolina Baptist Convention suggests that we use the following worker/child ratio:

Babies	1:2
1 and 2 year olds	1:3
3 and 4 year olds	1:4
K – 5 th grade	1:5

Please submit your request at least 1 month prior to when you will need childcare so that the adequate number of workers can be assigned.

Return completed Childcare Request Forms to the Children's Ministry Office located in the Children's Ministries Building.

For more information, email childcare@lexingtonbaptist.org or call 996.8831.

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