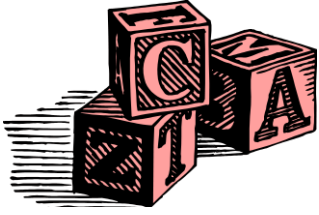


NURSERY REQUEST FORM



HOLY FAMILY
CATHOLIC COMMUNITY
inviting all to new life in Christ

Nursery phone line: **847-907-3422**

Nursery email: nursery@holyfamilyparish.org

A MINIMUM FOUR - WEEK NOTICE IS REQUESTED FROM THE DATE OF YOUR EVENT IN ORDER TO PROPERLY STAFF THE NURSERY.

Date of request: _____

Day(s) and Date(s) Nursery is needed: _____

_____ What time? From: _____ To: _____

of children expected by age: up to 24 months old _____ 2-5 years old _____
5-12 years old _____ TOTAL # of CHILDREN EXPECTED: _____

Ministry / Group Name: _____

Contact Name: _____

Phone #: _____ Email: _____

Please note that, in order to remain child-centered, the Nursery closes at 9pm.

**RETURN COMPLETED FORM TO MINISTRY BOX #46
YOU WILL BE CONTACTED VIA EMAIL ABOUT YOUR REQUEST WITHIN 5 BUSINESS DAYS.**

FOR NURSERY USE ONLY

Email (phone) confirmation sent on: _____ by: _____

Worker(s) Assigned: _____

Volunteers(s) Assigned: _____

OVER for Nursery policies →

Rev. September 2012

Ministry Vision...A child's first experience of "CHURCH" should be in a fun and safe environment. We are here to provide a safe and enjoyable environment for children ages 6 weeks to 5 years during Mass times and up to 12 years during parish functions. Basic concepts such as sharing, caring, and honesty are encouraged during playtime as well as colors, shapes and counting.

Using the Nursery...You will be required to sign in when dropping off your child and provide a cell phone number, so that we may contact you if necessary. A numbered card will be assigned to your child and given to you. This card will be required upon signing out your child, before he/she can be released to you. Only adults can sign in/out the children.

Upon coming into the nursery, all children who can at least crawl will wash their hands.

Nursery staff will NOT change wet or soiled diapers. If a child needs a diaper changed, one of the parents (or other adult on site) will be contacted to return to the nursery to take care of it. If your child is learning to use the toilet, please let us know and we will provide reminders and extra help as needed.

Nursery staff will not change any child into pajamas.

A transitional/comfort item (blanket/pacifier) may help ease separation. Spill-proof cups and bottles can also be left with the child. We ask that you label those items with your child's name.

We discourage bringing toys, books, etc. from home. The nursery staff cannot be responsible for such items.

No snacking / eating is allowed in the nursery in order to avoid any cross-contaminations for children with food allergies. If your child does need a snack, please sign him/her out, feed him/her a snack and then return him/her to the nursery, where we will wash his/her hands with soap.

Keeping disease from spreading is important. If your child has diarrhea, fever, heavy nasal discharge, persistent cough, extreme irritability, or any other health concerns, please **do not** bring them to the nursery.

Nursery Availability...There is a maximum number of children allowed in each room of the nursery that correlates to the number of staff and volunteers working. In order to maintain suggested State of IL DCFS staff/child ratios, nursery care is provided on a first come, first served basis during Masses - - 5pm on Saturday, 9am and 11am on Sunday.

In addition to Mass times, the nursery is available for meetings and parish functions, PROVIDED an advance reservation has been made. Reservation forms are available at the Nursery, parish office and on the parish website (www.holyfamilyparish.org) under the Family Faith tab).

In order to remain child centered, the Nursery closes at 9pm.

Nursery Fees...the cost for using the Nursery is \$4 per child with a maximum of \$10 per family for each 2 hours. A free will donation will apply during Mass times only.

Can YOU Help? The nursery is always looking for volunteers. If you are an adult, or high school teen, and enjoy interacting with children, please consider helping with this important ministry. If your children use the nursery, we especially ask for your help. Adult (18 years old and over) volunteers are required to complete Virtus Training and complete other requirements before volunteering in the nursery.

Call us at 847-907-3422 or send us an email at nursery@holyfamilyparish.org with any questions.