

Today's Date: _____

Nursery Reservation Form

All Highland Park church committees and program coordinators must fill out this form to indicate that childcare is needed for a meeting or program and returned to Shawn Howell (DCE) in her box, office door, or through email 2 weeks prior to the event. *Requests are accepted Sunday through Thursday @12pm.*

Date of Meeting and/or program: _____

Time & length of meeting/program: _____

Total Number of children you expect need childcare: _____

Number of infants: _____

If you do not know the # of children who need childcare please let Shawn Howell (DCE) or the nursery coordinator know 4 days prior to the event so that we can provide adequate supervision.

Name of committee/person requesting childcare for meeting or program:

Shawn Howell, DCE
662-1233, ext. 14
shawn.howell@hpumc.net

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