



UUCTC Childcare Request via Email

- I. Contact the UUCTC Nursery coordinator, two weeks prior to the event.
 - A. Email the Nursery Coordinator at Nursery@uuctc.org and provide the following information:
 1. Name of the event
 2. Event Date
 3. Time and duration of event
 4. Event Chair's contact information including name, phone number, email address, and the best time to contact.
 5. Expected number of children
 6. Age range of children
 - B. Nursery Coordinator will follow-up with event coordinator/requestor
 1. The Nursery Coordinator will hire additional help or recruit volunteers as needed.
 2. The Nursery Coordinator will notify the UUCTC Office, office@uuctc.org, if additional rooms other than the Nursery are needed.
 3. The UUCTC office staff will work with the Nursery Coordinator to ensure appropriate space allocation and that allocation is noted on the UUCTC's Church Calendar.



UUCTC Childcare Request via Form Completion

- I. Contact the UUCTC Nursery coordinator, two weeks prior to the event.
 - A. Complete the form, “Childcare Request Form” located on the desk outside of the Admin Office
 - B. Place the completed form in the dropbox on the door of Church Office
 - C. UUCTC Office staff will scan the form and email it to the Nursery Coordinator at, Nursery@uuctc.org
- II. Nursery Coordinator will follow-up with event coordinator/requestor
 1. The Nursery Coordinator will hire additional help or recruit volunteers as needed.
 2. The Nursery Coordinator will notify the UUCTC Office, office@uuctc.org, if additional rooms other than the Nursery are needed.
 3. The UUCTC office staff will work with the Nursery Coordinator to ensure appropriate space allocation and that allocation is noted on the UUCTC’s Church Calendar.