



# KPC Childcare Room Request Form

Please carefully read and submit this form for approval 2 weeks prior to your event.

If you need a **qualified babysitter** for your event, please contact Tara Powell for a list of names. 495-1913, ext. 239 or [powell@kpc.org](mailto:powell@kpc.org). The room chosen for your event will be decided upon by KPC Staff based on the availability and ages of the children participating. **Children requiring care must be NO OLDER than 6 yrs of age.** \*At least 1 adult (18 yrs or older) must be present for groups providing childcare to children under age 3.

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Event Time: \_\_\_\_  am  pm to \_\_\_\_  am  pm

Number of children requiring care: \_\_\_\_ Youngest Age: \_\_\_\_ Oldest Age: \_\_\_\_

### Required Adult to Child Ratios:

- ✓ 1 Adult PER 6 children that are of the ages 3 to 6
- ✓ 1 Adult PER 4 children that are under age 3 with \*at least 1 adult present.

### Who are your approved childcare providers? *(trained at KPC by Early Childhood department)*

NAME	CONTACT INFORMATION	NAME	CONTACT INFORMATION

### Policies for Childcare Taking Place at KPC

1. Rooms are subject to approval and assignment by the Early Childhood Coordinator.
2. Please provide caregivers with emergency contact information and allergy/medical information.
3. Injuries will be reported appropriately.
4. Sick children and caregivers must follow the KPC Illness policy (below).
5. Caregivers may not administer any oral or topical medication.
6. Please provide written instruction for any child requiring special care.
7. NO Peanut butter may be served in ANY KPC childcare room.
8. The room MUST be cleaned and returned to pre-use condition, including removal of dirty/wet diapers.

### KPC Illness Policy

*A child is not permitted to participate in childcare occurring at KPC for any of the following reasons:*

- ✓ Fever of 100 degrees for more within the last 24 hrs.
- ✓ Vomiting or diarrhea in the past 24 hrs.
- ✓ Any symptoms of infections or contagious disease (ex. Measles, chicken pox, strep, etc.)
- ✓ Common cold (from onset through 1 week)
- ✓ Sore throat or severe chest/nasal congestion with green or yellow secretions
- ✓ Croup or constant cough (exception: cough due to asthma)
- ✓ Any unexplained rash or skin infection
- ✓ Head lice or pinworms
- ✓ Pink eye or other infectious eye conditions
- ✓ Mononucleosis

**Early Childhood Dept. Approval:**

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Tara Powell, *Coordinator*

### Caregivers WILL NOT administer any medications!

I acknowledge and understand all childcare policies and verify that I have read the above information.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)