

Office use only
FORM SUBMITTED

Date: _____

Time: _____

Staff Initial: _____



Child Minding Pre-Booking Request Form

Booking Period: Fall Brochure (September 3-December 28) 2019

Booking Information:

- Parent must have a current membership or a wellness pass at the time the booking is made to receive the member rate.

Members \$6.00/hour
Non Members \$8.00/hour

Mon, Wed, Fri	8:45am – 12:15pm	(Children's Play Centre)
Tues, Thurs	8:45am – 2:30pm	(Children's Play Centre, Parkland Room)
Mon – Thu	5:15pm – 8:00pm	(Parkland Room)
Sat	8:45am – 1:15pm	(Parkland Room)

(Planned closure dates: Sep 2, Oct 12, Oct 14, Nov 9, Nov 11, Dec 23-31)

**Times and availability are subject to change based on bookings.*

- Forms can be submitted at any time up to **4 days in advance (96 hours)** of your first booking to the front desk or via email to childminding@trileisure.com. Completed request forms are reviewed on a first come, first serve basis. **You will receive a contract via email to confirm your bookings.**
- **To secure your bookings, payment in full is due at least 4 days prior to your first booking.**

Cancellation policy:

- No credit or refund will be given for any no shows or cancellation at any time.

To cancel child minding bookings, call 780-948-3206 and leave a message stating **child's name, date, time of booking and your phone number**. Or email this information to childminding@trileisure.com

Child Minding Pre-Booking Request Form

Customer First & Last Name:		Main Phone Number:	Email:
Are you new to our Child Minding services? (Circle one) Yes No		What are you doing in the facility while utilizing this service? Please indicate if you are a staff member.	
Child's Name:	Age:	Date of Birth:	___ Member ___ Non Member
Child's Name:	Age:	Date of Birth:	___ Member ___ Non Member
Child's Name:	Age:	Date of Birth:	___ Member ___ Non Member
Child's Name:	Age:	Date of Birth:	___ Member ___ Non Member

Date & Time Submitted:				(staff initial)	Office use only	
Child's Name	Day (s)	Date (s)	Time		Inputted	Contract #
MOUSE	Mon Wed Fri	Nov 01- Dec 31	8:45am - 10:15am (15 min increments)			

**** No credit or refund will be given for any no shows or cancellation at any time ****

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CONFIRMED BOOKING

*Confirmed by telephone and contract emailed _____

*Confirmed via email with contract attached _____