

**St. Thomas More Catholic Church
Nursery Program
Children's Information Form**

If your child will be using the nursery, you must complete and return this form to Kelli Merchant, STM Nursery Coordinator. Although you as parents never leave the premises, the information on these forms will be used as reference for our caregivers during your child's time in the nursery and will be kept on file in the nursery. If there are any changes, a new copy must be completed and please check the "Update" box in the upper right-hand corner. Please do not hesitate to contact Kelli Merchant at 512-258-2055 or stm-nursery2055@gmail.com for any questions or concerns.

Child 1:

Name: _____ Birth Date: _____
Allergies: _____
Special Needs: _____

List out any medical instructions or feeding & nap schedules, etc.

Child 2:

Name: _____ Birth Date: _____
Allergies: _____
Special Needs: _____

List out any medical instructions or feeding & nap schedules.

Do your children speak another language? If so, list them: _____

Are your children's immunizations current? _____

For additional children, please complete another form.

Parents' Name: _____

Address: _____

Phone: _____ Cell: _____ E-Mail: _____

Name of Program Parent is Attending: _____

Emergency Contact (not you) and Phone: _____

Doctor's Name & Phone: _____

More information is found on the back, please complete the second page!

To be completed by adults interested in either paid or volunteer caregiver positions within St. Thomas More.

The St. Thomas More Sunday Mass Nursery Co-Op Program is successful due to the volunteers in this wonderful ministry! Please consider volunteering your time as a caregiver and **circle the Mass time & Sunday** which you are interested in volunteering. We will contact you if we need your volunteerism on a different Sunday.

Sunday	9:00am Mass		10:45 Mass		
Which Sunday?	1 st	2 nd	3 rd	4 th	5 th

In order to keep our nursery program safe and in compliance with Diocese of Austin policies on Ethics and Integrity in Ministry (EIM), all employees and adult nursery volunteers are required to complete an application for ministry (which permits the Diocese to run a criminal background check) and attend an EIM Workshop every three years. Please visit www.austindiocese.org to find EIM compliance information. Teen caregivers are supervised by EIM compliant adult caregivers at all times and should have attended a Called to Protect for Youth workshop through Religious Education, Youth Group or at their Catholic School. In the St. Thomas More Sunday Mass Nursery Co-Op Program, you are not allowed to volunteer until you are compliant and you must be in compliance within 60 days of your first time using the Nursery to continue using the program.

I certify that I have attended an EIM Workshop and the one-time online Application for Ministry (which permits the Diocese of Austin to run a background check) is completed and I will provide a copy of my certificate of attendance at the EIM Workshop. **DO NOT SIGN if you have not attended an EIM Workshop and completed the Application for Ministry.**

Signature

Signature

Date

Date

By completing and returning this form, you acknowledge that you have read, understood and will adhere to the STM Nursery Guidelines and/or the STM Nursery Procedures for Parents. You understand that failure to comply with the procedures and any additional training materials may result in dismissal from the Nursery ministry.

The St. Thomas More Nursery also offers childcare during ministry events throughout the week and month. Please mark the activities which you would like to learn more about childcare during their events.

- Adult Faith Formation
- Couples of Faith
- Baptism Classes
- Elementary Religious Education
- Catholic Single Parents
- New Parishioner Registration
- Vacation Bible School
- Financial Peace University
- Mothers of Young Children

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For Nursery Use Only:

- Update Nursery Mass Contact List
- Update Volunteer Schedule
- Update Sign-in Sheet
- Make Name Badge for Volunteer
- Update E-mail Distribution List
- Send Training Document
- Date CIF Received _____
- Date of Attendance at EIM Workshop _____