

**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 512-914-6844 or patkelli@yahoo.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:

For additional children, please complete another form.

Parent's Name: _____

Address: _____

Phone: _____ Cell: _____ E-Mail: _____

Name of Program(s) Parent is Attending: _____

If applicable, which Mass do you typically attend when you will need childcare? _____

Emergency Contact & Phone Number: _____

Doctor's Name & Phone Number: _____

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

The St. Thomas More Nursery Program is successful due to the volunteers in this wonderful ministry! Please consider volunteering your time as a caregiver and **circle the times** which you are interested in volunteering. We will contact you if we need additional caregivers.

Sunday	8:30am Mass	10:15 Mass	12:00noon Mass
<i>Which Sunday?</i>	1 st 2 nd	3 rd 4 th	5 th
Monday	3:30 – 5:30pm	6:30 – 9:00pm	
Tuesday	3:30 – 5:30pm	6:30 – 9:00pm	
Wednesday	3:30 – 5:30pm	6:30 – 9:00pm	
Friday	9:00am – 12:00noon	7:00 – 9:00pm	

Per Diocese requirements for the policy on Ethics & Integrity in Ministry, all caregivers must complete the “Protecting God’s Children” workshop within 60 days of your commitment and immediately complete the online application for a background check. More information on the policy for Ethics & Integrity in Ministry can be found at http://www.austindiocese.org/department_home.php?id=9.

I certify that I have attended the “Protecting God’s Children” workshop and the online application for background check is completed.

Signature

Signature

OR

I certify that I will attend the “Protecting God’s Children” workshop within 60 days and complete the online application for background check within the next 7 days.

Signature

Signature

Date

Date

By completing and returning this form, you acknowledge that you have read, understood and adhere to the STM Nursery Guidelines and/or the STM Nursery Procedures for Parents.

For Nursery Use Only:

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| <input type="checkbox"/> Send Training Document | <input type="checkbox"/> Update E-mail Distribution List | <input type="checkbox"/> Update Nursery Mass Contact List |
| <input type="checkbox"/> Update Volunteer Table | <input type="checkbox"/> Update Sign-in Sheet | <input type="checkbox"/> Make Labels for Child |
| | <input type="checkbox"/> Make Name Badge for Parent | |