



NURSERY MINISTRY

OF DUNWOODY UNITED METHODIST CHURCH

1548 Mount Vernon Road ♦ Dunwoody, Georgia 30338 ♦ 770-394-0675 - Telephone ♦ 770-394-6003 - Fax

♦ nursery@dunwoodyumc.org

2018-2019 Registration Form

Dunwoody UMC Weekday Nursery accepts students without regard to race, creed, sex, religion or national origin.

Child's Full Name _____ Preferred Name _____ Date of Birth _____ M/F _____

Address _____ City _____ State _____ Zip _____ County _____

Father's Name _____

Mother's Name _____

E-mail _____

E-mail _____

Cell Phone _____

Cell Phone _____

Employer _____

Employer _____

Work Phone _____

Work Phone _____

Home Telephone Number _____ Preferred Phone Number (please circle one): HOME MOM CELL DAD CELL

Dunwoody UMC Member? Yes No Family's Church Membership/Affiliation _____

Dunwoody UMC Preschool family? Yes No

MEDICAL AND ALLERGY INFORMATION

MEDICAL CONDITIONS: Does your child have any chronic medical conditions? Yes No If yes, please explain.

If yes, an additional Medical Conditions form will need to be completed and signed by the child's pediatrician.

MEDICATIONS taken regularly, dosage, and for what use:

*In order for Dunwoody UMC Weekday Nursery to administer any **emergency medication** during the school day, a separate Authorization for the Administration of Medication form must be completed and signed by the child's pediatrician.*

ALLERGY ALERTS: Does your child have any allergies Yes No. If yes, please list allergies

For severe allergies, Dunwoody UMC Weekday Nursery requires that a Food Allergy Action Plan be filed with the Nursery. The plan will require your doctor's signature and an Authorization for the Administration of Medication form if there is an epi-pen or other emergency medicine specified in the action plan.

DIETARY RESTRICTIONS: Please indicate any dietary restrictions of which the Nursery should be aware: _____

CUSTODY

If there is a separation or divorce in the family, please complete the questions below:

If separated or divorced, with which parent does the child reside? _____

Please describe the custody agreement regarding either parent visiting classes or taking the child from the Nursery on a separate page

Name of Legal Guardian: _____

Address _____

Home Telephone _____ Cell Phone: _____

Authorization to Photograph: A child may be photographed or videotaped while in program for DUMC publications or for local media such as TV or Newspaper.

- I **CONSENT** permission for my child to be photographed or videotaped
- I **DO NOT CONSENT** permission for my child to be photographed or videotaped

**** Dunwoody UMC Weekday Nursery reserves the right to request court documentation regarding custody of your child. ****



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TERMS AND CONDITIONS

- Registration is confirmed upon receipt of the completed Registration form and applicable Registration payment \$25
- Once registered, reservations may be made.
- Children may attend daily (9-1) and bring their own lunch. Parents will also provide a nutritious snack each day.
- **Age Requirements: Children must be at least 6 months old by 9/1/2018.**
- Dunwoody United Methodist Church Weekday Nursery is in session throughout the year. Please see Weekday Nursery Calendar for scheduled closings.
- Reservation Requests are accepted through noon on Friday and are granted on a first come first served basis until classes for the next week are filled. You will receive an email to confirm your registrations.
- **Schedule Change Requests:** If you have made a reservation, you can request a schedule change if the request is made 24 hours in advance. The request will only be approved if there is space available. You will receive a response to your request within 24 hours.
- **Cancellations:** There is a cancellation fee of \$10 per child if you let us know before 8:00am the day of your reservation. If you do not show up for a reservation without prior notice, you will be responsible for the daily fee.
- All children registered for the DUMC Preschool and Weekday Nursery Programs are required to have a current immunization record, an Emergency Contact Form and an Allergy Emergency Action Plan (if applicable) on file before attending either program.

By signing below, I agree to abide by all policies and procedures, as well as periodic revisions to the policies and procedures as set forth by DUMC Weekday Nursery in its Parent Handbook as well as through other means of communication.

Signature of Parent _____ **Date** _____

FINANCIAL POLICIES

*****PLEASE REVIEW THE DUMC WEEKDAY NURSERY FINANCIAL POLICIES ON PAGE 3 OF THIS APPLICATION.*****

By signing below, I acknowledge that I have read and agree to abide by all DUMC Weekday Nursery's Financial Policies.

Signature of Parent _____ **Date** _____

OFFICE USE:	DATE RECEIVED _____	CHECK NUMBER _____	CHECK AMOUNT _____
FINANCIAL POLICY SIGNED	Yes <input type="checkbox"/> No <input type="checkbox"/>	TERMS & COND. SIGNED	Yes <input type="checkbox"/> No <input type="checkbox"/>
MEDICAL CONDITION:	Yes <input type="checkbox"/> No <input type="checkbox"/> (Specify: _____)	DIETARY RESTRICTION:	Yes <input type="checkbox"/> No <input type="checkbox"/> (Specify _____)
FOOD ALLERGY ALERT:	Yes <input type="checkbox"/> No <input type="checkbox"/> (Specify: _____)		



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DUMC Weekday Nursery Financial Policies

Dunwoody United Methodist Church Weekday Nursery operates as a non-profit organization and relies on registration fees and Weekday Nursery payments for operating expenses. Prompt payment of monies enables Dunwoody UMC to maintain its Weekday Nursery program with the highest quality and standards. **All payments are based on a 9-1 daily schedule and will not be prorated or adjusted if the child does not attend the entire 4-hour day.**

*** Please note that if there are not enough reservation requests made for any given day, DUMC Weekday Nursery office staff has the right to cancel class. The office will notify you in advance of the cancellation and you will not be invoiced for that day.*

REGISTRATION AND RESERVATION PROCESSES:

Registration Fee –

A \$25 Registration Fee for the school year is due with this application. Applications will be processed and your account will be set up after the application is complete and the Registration Fee is submitted. Make a check payable to Dunwoody UMC and submit it to the Nursery Office.

Weekday Nursery Reservations–

Reservations may be made by emailing nursery@dunwoodyumc.org and filling out a monthly calendar- with a week's notice of care.

Reservation requests received prior to the requested date of service will be confirmed via a return email. Reservations will be granted on a first come first served basis.

LATE PICK UP: There will be a \$10 charge for Late Pick Up for each 10 minutes past 1:00. This Late Charge must be paid on your account before your next reservation request is accepted.

CANCELLATIONS: There is a cancellation fee of \$10 per child if you let us know before 8:00am the day of your reservation. If you do not show up for a reservation without prior notice, you will be responsible for the daily fee.

NO SHOW POLICY: If you do not show up and have not contacted us, you will be responsible for the daily fee.

Please keep this page for your records and reference.