

# Parent Handbook



Montessori Escuela  
34 Ridge Road  
Belmont, MA 02478  
508-454-0631  
[Maria@MontessoriEscuela.com](mailto:Maria@MontessoriEscuela.com)

Dear Parent,

As a licensed educator by the department of Early Education and Care, I would like congratulate you on choosing a licensed child care education program for your child. You have made an important decision for both you and your family in choosing Montessori Escuela. A partnership between Montessori Escuela, the Department of Early Education and Care and you as the parents, will ensure an extremely high quality of care in both in our primary Montessori program and our environment. This parent handbook and enrollment packet outlines many of the policies and procedures that relate to the care and education of your child. It also includes information which I am legally required to give you by the EEC upon enrollment of your child in our Montessori Escuela program. Although the handbook seems comprehensive and repetitive, it is designed to ensure a safe, healthy and educational experience for your child.

I encourage an open dialogue between parents and educators, as this communication is the foundation for the solid working relationship that allows for a quality child care education experience. Before filling out the program enrollment packet, please read through the information contained in this parent handbook. I look forward to welcoming your child into our Montessori Escuela program soon!

#### A Word from EEC

EEC is the agency that oversees the early education and care, and the after school services, for families in Massachusetts. As the agency that licenses all in-home child education programs (or family child care), EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that Montessori Escuela has demonstrated that the standards have been met as outlined in the EEC regulations.

To obtain your own copy of EEC Family Child Care regulations, you may download them from the EEC website at: [http://www.mass.gov/Eeoe/docs/EEC/regs\\_policies/20090122\\_606\\_cmr.pdf](http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20090122_606_cmr.pdf)

For information about the compliance history for Maria Liebmann at Montessori Escuela, you may contact our local EEC office at the following address:

Department of Early Education and Care  
51 Sleeper Street 4<sup>th</sup> Floor  
Boston, MA 02210  
Phone: (617) 988-6600

### Enrollment Capacity

Maria Liebmann at Montessori Escuela is currently approved and licensed for 6 students/children. This information is posted on my license. The EEC regulations state that only 6 children can be in the program together at any one time, which may include my own children, depending on their ages and presence on the property. In addition, EEC regulations state that not more than three (3) children under the age of two (2) are permitted without an assistant and one of those three (3) children must be at least 15 months of age and walking unassisted. If you have any questions or concerns regarding the number of children in my care, please feel free to discuss them with me.

### Use of Assistants

I may have an assistant to help care for the children, provided that the assistant is approved by the EEC. If and when I use an assistant, I will let you know ahead of time, and you will have an opportunity to meet the assistant that will be working in the program. I may also use volunteers from time to time, and although they will not be directly responsible for the care or education of the children in the program, they will be on the premises and assisting me.

- I am not currently utilizing an assistant
- The assistant(s) or volunteers I am currently utilizing in the program are:

Name: Matthew Liebmann

EEC Certificate: # \_\_\_\_\_

About the Volunteer Assistant: Matt Liebmann is the husband of Maria Liebmann and father of Stella Liebmann. When he is not occasionally helping out as a volunteer assistant at Montessori Escuela, he spends much of his time working as an Associate Professor of Anthropology in the Archeology Program at Harvard University. He enjoys traveling, snowboarding, mountain biking and goofing around with children. He is remarkably supportive and extremely dedicated to the quality of education and the success of students at Montessori Escuela. Additionally, he will do most of the grilling at our end of year barbecue so you can judge for yourself whether or not he is a good cook. All parents will meet Matt before the start of the school year.

### Program Hours & Closures – (See Attachment A)

Attached to this handbook is a parent/educator agreement that outlines my policies regarding program hours of education and care, late fees and termination. We will review this document together and note any additional information that is specific to you and the care of your child/children.

## Sick Policy

I am willing to educate and care for mildly ill children in my program. However, there will be time when you will need to keep your children out of the program due to illness. If your child has a fever, diarrhea or vomiting, you should keep them out of care until those symptoms have resolved for 24 hours. My additional policies regarding child care are as follows:

- ✚ If I am going to keep my child home for illness, I will contact Maria at Montessori Escuela before the start of the school day (9am) to make her aware of my child's absence: 508-454-0631
- ✚ If you know that your child has a contagious illness, you are expected to use your best judgment and be courteous to the educator and other students in the program and keep your child home until the contagious period has passed.

## Plan for Meeting Potential Emergencies

It is necessary to have a plan for meeting potential emergencies that may occur either during program hours or at any time if they affect the operation of the program. Additionally, EEC regulations require an emergency plan.

In the event of an evacuation emergency, I will contact local authorities to determine whether or not to evacuate the program, or to remain sheltered at the program. The local Emergency Management Agency is located in Belmont and is prepared to respond to emergencies whether it be an act of man (chemical spill, fire, civil unrest, etc.) or an act of God (Hurricane, severe snow, earthquake, extended power loss, etc.)

### **Belmont Emergency Management Agency: (617) 993-2262**

We have a waterproof disaster supply equipment set containing a first aid kit, gallons of water, flashlight with extra batteries, non-perishable foods, etc., to be used in an extreme emergency situation.

### **Emergency Plan:**

- ✚ The escape routes from each floor of the licensed child education program space are as follows: Exit option #1 is out the first floor rear door of the home, located off of the kitchen and out into the driveway or side gated yard of the home on Belmont Street. Exit option #2 is to exit through the front door of the home, at the end of the entry hallway near the lower level staircase, onto the front porch of the home and onto the sidewalk of Ridge Road. In the event that the first two exits are unsafe egress locations, there is a 3<sup>rd</sup> additional emergency exit option located in the lower basement level of the home that exits directly into a side yard and then out onto Ridge Road.
- ✚ In the event that a child goes missing from the program, I will do the following: Contact the emergency assistant (an individual located within a short distance to the program-often this person is a parent) to arrive at the program and remain with the other children in a safe place while the missing child is accounted for and found. Additionally, parents will be contacted immediately and if necessary, local authorities will be contacted as well.
- ✚ Should the program need to be evacuated in case of a fire, natural disaster, loss of power, heat or hot water, or any other emergency situation, we will meet at an alternate location. The designated meeting place outside of the program for emergencies is: The entrance to

Pequossette Playground, located two blocks from the home on the corner of Maple Street and Bartlett Avenue. (Directions from Montessori Escuela at 34 Ridge Road: Exit the driveway and turn left onto Belmont Street, take an immediate left onto Jonathan Street, follow it one block to the corner of Maple Street and Bartlett Avenue. Cross over Bartlett, and the entrance to the park is just beyond the crossing of Bartlett Avenue, right off of Maple Street)

- ✚ If the program needs to be evacuated, I will notify all parents, as well as the appropriate authorities (fire department: (617) 993-2200, police department (617) 993-2500, etc.) and EEC at (617) 988-6600 by the following method: I will use my cell phone, and if for some emergency reason my cell phone is not readily available or is not properly functioning, I will use a neighbor's phone to contact parents and authorities.
- ✚ I will ensure that no child has been left at the program after an evacuation by doing a head count before leaving the premises and also by checking daily attendance records that will be taken with us in the emergency backpack when we leave the property.

### Children's Records

Montessori Escuela is required by EEC to maintain an individual written record for every child that is enrolled in the program. These records include the information that parents complete at enrollment, as well as progress reports, incident reports and other documentation regarding your child's education and care. Records are updated annually, but may be updated as frequently as needed.

As a parent, you have access to the record that I maintain for your child, and you have the right to add information or to request that information in your child's record be updated, changed or deleted. You also have a right to receive a copy of your child's record; however, I may charge a reasonable fee for that copy.

EEC regulations require that I make children's records available to EEC at any time that EEC may request these records, such as during a licensing or monitoring visit, a complaint investigation, or a financial review of my program. Failure on my part to provide these records to EEC could result in EEC citing me for regulatory non-compliance or taking legal action against my license. When EEC staff members review children's records in order to ensure that I am in compliance with EEC regulations, at times they may copy and keep the information found in these records in order to review my compliance with all EEC regulations and policies applicable to my program. This information will be kept in my EEC Licensing file or in EEC's financial monitoring file if the information involves issues related to subsidized care. EEC is required by law to keep confidential any personally identifiable information found in children's records collected and maintained by EEC staff members. EEC has a Privacy Policy which discusses how EEC keeps such information confidential. That policy can be found by going to the EEC website at [http://www.eec.state.ma.us/docs1/20101124\\_eec\\_privacy\\_policy.pdf](http://www.eec.state.ma.us/docs1/20101124_eec_privacy_policy.pdf)

Please let me know about any questions you have regarding your child's record.

## Maintaining a Safe Environment

EEC has a number of licensing standards related to safety in a licensed home based education program (otherwise known as Family Child Care License). Most of these standards outline common safety precautions such as: making dangerous materials inaccessible to children, covering outlets, having a first aid kit, practicing evacuation drills, gating stairs, windows, or heating elements, posting emergency numbers, and maintaining a clean, hazard-free indoor space. Also, the outdoor space must be safe and hazard free and there should be no access to a busy street, water, construction materials, rusty or broken play materials, debris, glass or peeling paint.

## Lead Poisoning Prevention

All education programs licensed by as by EEC as Family Child Care Educators are required to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:

- ✚ Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.
- ✚ Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:
  - Hurt the brain, kidneys, and nervous system
  - Slow down growth and development
  - Make it hard to learn
  - Damage hearing and speech
  - Cause behavior problems
- ✚ Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
- ✚ When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.
- ✚ Lead dust lands on the floor. Lead gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years old are most at risk.
- ✚ Important: Home repairs and renovations also create lead dust.
- ✚ Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead. Some children may have:
  - Upset stomach
  - Trouble eating or sleeping
  - Headache
  - Trouble paying attention
- ✚ As mentioned earlier, if your child is over nine (9) months of age, you will need to provide documentation to me that your child has been screened for lead poisoning. Most children will be screened annually until either age three (3) or four (4), depending where the child lives.
- ✚ I am required to disclose to you if I am aware of any known sources of lead in my home. Information regarding known sources of lead in my home are unknown.

- ✚ For more information on lead poisoning, you can visit <http://www.mass.gov/dph/clppp> or call the Childhood Lead Poisoning Prevention Program at: (800) 532-9571

### Supervision

Supervision is critical to keeping children safe. I, and any assistants in my program, will appropriately supervise children in order to ensure their health and safety at all times. I will use good judgment and consider several factors in determining the appropriate level of supervision for children including age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of caregivers that are present at any given time. If you have any questions about how I supervise the children in my program, feel free to ask me.

### Safe Sleep

Please Note: Our Montessori Escuela education program is not designed to include nap time. Our school day runs from 9am-12:30pm, including the optional lunch. However, the department of Early Childhood Education and Care wants you to be aware of the following information:

Supervision of children is equally important during the times that a child is sleeping at the program, particularly when the child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given in writing). I check on sleeping children every 15 minutes during naptime. If your child is less than 6 months old, I will directly supervise them during naptime for the first 6 weeks they are in care. For more information regarding safe sleep, please feel free to review the 'Family Child Care Policies' section of [www.eec.state.ma.us](http://www.eec.state.ma.us)

### Curriculum & Progress Reports

All licensed child educators must carry out a routine that is flexible and responds to the needs and interests of the children in the program. The routine must include things such as: meeting the physical needs of children in care, thirty minutes of physical activity every day in a four hour program or sixty minutes daily in an eight hour program, child-initiated activities, educator-initiated activities and daily outdoor play, weather permitting. Additionally, the educator must develop a curriculum that engages children in developmentally appropriate activities by planning specific learning experiences. The curriculum must include things such as: learning self-help skills that foster independence, opportunities to gain problem solving and decision making competencies and leadership skills. Students must be given opportunities to learn about proper nutrition, good health, and personal safety. I am also responsible for providing an environment that promotes cultural, social and individual diversity.

In addition, progress reports must be completed periodically for all children in care. For toddlers and preschoolers, the reports are completed every six months, and school age children will have a yearly progress report completed for them. I will be sharing your child's progress reports with you, as well as offering an opportunity to meet and discuss your child's progress. Feel free to ask me about curriculum and progress reports and how they are implemented in my program.

## Child Guidance

When it comes to interactions and the guiding of children's behavior, the goal of all Educators is to maximize the growth and development of children, as well as keep them safe. My Child Guidance Policy is: Following the Montessori philosophy the teacher strikes a balance between being responsive to the child's needs before they become agitated. The teacher guides the child but not to the extent that the child feels controlled or supervised. The teacher is friendly, courteous and firm. Misbehavior is addressed with assistance rather than reprimands or punishment. Children are always shown respect and never humiliated.

## Medical Administration

EEC has regulations requiring Educators to have a policy regarding the administration of medication to children in care. As a licensed Child Educator, I am also required to take medication administration training. The following guidelines are common to all programs that are licensed by EEC:

### Prescription Medication

- ✚ Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- ✚ The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- ✚ The parent must fill out the Authorization for Medication Form before the medication can be administered.

### Non-prescription Medication

- ✚ The program needs written parental authorization to administer oral non-prescription medication. The parent must fill out the Authorization for Medication form, which allows the Educator to administer the non-prescription medication. The statement must be renewed on a weekly basis.
- ✚ In the case of unanticipated non-prescription medication that is used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization, however it must be reviewed annually.
- ✚ The Educator will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

### Topical Ointments and Sprays

- ✚ Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment and insect repellent will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.
- ✚ When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Educator will follow the written procedure for non-prescription medication which includes the written

order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

### All Medications

- ✚ The first dose must be administered by the parent at home in case of an allergic reaction.
- ✚ All medications must be given to the Educator directly by the parent.
- ✚ All medications will be stored out of the reach of children. All medications that are considered controlled substances must be locked and kept out of reach of children.
- ✚ The Educator will be responsible for the administration of medication. In his/her absence, the designated person will be the parent.
- ✚ The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to unbroken skin) which will include the child's name, the time and date of each administration, the dose, and the name of the person administering the medication. This completed record will become part of the child's file.
- ✚ All unused medication will be returned to the parent if possible, or disposed of in accordance with Department of Public Health guidelines.

### Oral Health

Proper oral health begins at home, but I will also be reinforcing good oral health practices with your child each day after lunch. If your child is in care for more than 4 hours per day, or he/she will be receiving at least one meal while in care, I am required to assist your child with tooth brushing at the program.

- I will be providing tooth brushing materials at the program.
- I would appreciate it if you would provide me with a toothbrush and toothpaste for your child, which I will store in a safe and sanitary manner at the program.

### Parent Notifications

I am required by EEC regulations to notify you of certain information about my education program in my home. These notifications include, but are not limited to:

- ✚ an injury to your child;
- ✚ allegations of abuse or neglect regarding your child;
- ✚ if another educator will be caring for your child;
- ✚ the administering of first aid to your child;
- ✚ whenever a communicable disease has been identified in the program;
- ✚ children being taken off the child care premises;
- ✚ the existence of firearms in my home;
- ✚ if there are any changes in my household composition,
- ✚ prior to any pets being introduced into the program;
- ✚ whenever special problems or significant developments arise.

### Mandated Reporting

As a licensed Educator in Massachusetts, I must operate my program in a way that protects children from abuse and neglect. As such, I am a mandated reporter (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever I have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

### What I Need from You

The first day your child attends child care, I need a copy of the attached Montessori Escuela Enrollment Packet. Without these completed documents, which must be updated annually, I cannot care for your child. The reason for this is so I have all the important information and phone numbers that I will need in order to provide the best possible care for your child.

### Medical Information

Medical information about your child must be given to me within one (1) month from the day your child begins care. There are three (3) pieces of medical information I will need:

- 1) A statement from a physician or health care professional that says that your child received a physical exam within the past year;
- 2) Evidence that your child has been immunized as recommended by the Department of Public Health;
- 3) If your child is nine (9) months of age or older, a statement from a physician or health care professional which says that your child has been screened for lead poisoning.

**Please note:** Your child's immunization record must be updated and given to me in accordance with the Department of Public Health's immunization schedule. Also, your child's lead screening report must be updated as required by Department of Public Health Regulations. This report must also be given to me. If your child is school age, I can accept a written statement that the required information is on file with the child's school.

### Communication and Staying Involved

It is important to keep an open dialogue with me as your child's Educator, and to maintain an active role in your child's care. Feel free to visit, not just at pick up and drop off time, but at a variety of times during your child's day; it's your right as a parent. Please also make sure to follow-up with me if you have any questions about the program or your child's care.

I look forward to working with your family and providing a great experience for your child!

## Attachment B-Additional Summary Information for Parents

The following information is intended to provide parents with a comprehension explanation of policies and procedures at Montessori Escuela:

- ✚ Montessori Escuela supports and encourages a partnership with and the involvement of parents in the early education and care of their children.
- ✚ Montessori Escuela encourages ongoing communication with parents and aims to communicate effectively with parents of all languages.
- ✚ We welcome parent input in the development of policies, and await your suggestions as they arise. We also conduct informal individual and/or group meetings to address parent recommendations and ideas.
- ✚ We encourage and permit unannounced visits by parents to the program at any time while your child is present.
- ✚ We provide prospective parents an opportunity to meet with the program administrator prior to admitting their child into the program. During the visit we provide a brief tour and orientation to discuss the child's interests and needs. We gather information about your child and discuss their developmental history in order to facilitate a smooth transition from other programs or home.
- ✚ Progress reports are provided twice per academic year: once in January and once in May
- ✚ It is our preference that the administration of medication will be done by parents unless otherwise arranged.
- ✚ In the event of an emergency, parents will be contacted immediately.
- ✚ Parents are responsible for all vehicle transportation including pick-ups and drop offs
- ✚ An additional school calendar may be downloaded from the website and printed
- ✚ Please contact Maria for tuition costs for the upcoming school year. A \$500 deposit secures your child's space. Payments are made in 10 monthly installments, beginning in August and ending in May.
- ✚ We are committed to providing positive and consistent guidance to children based on their individual needs and development. Each child works at their own pace.
- ✚ Children may not attend school if they show signs of contagious illness or have had a fever within 24 hours.
- ✚ Children's Medical and all pertinent school records will be kept on file for five years.
- ✚ All educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families
- ✚ Montessori Escuela is licensed by the Department of Early Education and Care. You may contact the office for information regarding our program's regulatory compliance history. The address: 51 Sleeper Street, 4<sup>th</sup> Floor, Boston MA 02210 & Phone: (617) 988-6600
- ✚ We are available for formal parent conferences at the parents' request.
- ✚ We will notify parents immediately regarding:
  - Any injury which requires any medical care beyond minor first aid, or emergency administration of non-prescription medication
  - Immediately of any allegation of abuse or neglect involving their children while in our care and custody.
  - Prior, or as soon as possible, of any change in educators.
  - At the end of the day regarding any first aid administered.
  - In writing within 48 hours of aforementioned incidents

- Whenever special problems and significant developments arise
- Whenever a communicable disease or condition has been identified in the program
- In writing seven days prior to the implementation of any change in program policy or procedure
- Prior to the introduction of any pets into the program
- Of the use of any herbicides or pesticides, prior to their use whenever possible
- Whenever the program deviates from the planned menu

### Medication Administration

- ✚ All medication administered to the child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent.
- ✚ All prescription medication must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.
- ✚ The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- ✚ Unless otherwise specified in a child's individual health care plan, the educator must store all medications out of the reach of children and under proper conditions for sanitation, preservation, security, and safety during the time the children are in care and during the transportation of children if applicable.
- ✚ Notwithstanding the provisions above, emergency medications such as epinephrine must be immediately available for use as needed.
- ✚ Disposal of medication will be done with parent approval and in a secure outdoor trash receptacle the morning of trash removal.
- ✚ When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with policies of the licensee and the Department of Public Health Drug Control Program.
- ✚ No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parent consent.
- ✚ Each time a medication is administered, the educator must document in the child's record the name of the medication, the dosage, the time and the method of the administration, and who administered the medication, except as noted below
- ✚ The educator must inform the child's parents at the end of each day whenever a topical medication is applied to a diaper rash.
- ✚ All medications must be administered in accordance with the consent and documentation requirements specified below:

Regulation Number and Type of Medication	Written Parental Consent Required	Health Care Practitioner Authorization Required	Logging Required
7.11(2)(l)1 All Prescription	Yes	Yes. Must be in original container with original label containing the name of the child affixed.	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(l)2 Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(l)3 Unanticipated Non-Prescription for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature
7.11(2)(l)4 Topical, non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature.
7.11(2)(l)5 Topical, non-Prescription (not applied to open wounds or broken skin)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use.	No for items not applied to open wounds or broken skin.

-  Individual Health Care Plans: The licensee must maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if treatment is not administered.

Parent Consent

Please initial each consent statement:

Pick-up & Drop-Off: I will provide all transportation for my child including pick-ups and drop offs.

Initial

Montessori Escuela has my permission to administer first aid or CPR if necessary.

Initial

I give Montessori Escuela consent to use unanticipated, non-prescription and topical, non-prescription medications, if applicable.

Initial

I recognize this document as receipt of notification regarding my right to visit the Montessori Escuela Program unannounced at any time while my child is in care.

Initial

Montessori Escuela has my permission to transport my child to a medical facility to receive medical treatment in the event of an emergency, including but not limited to an epinephrine auto-injection for suspected exposure to a life threatening allergen in the event that the parent cannot be reached and when delay would be dangerous to the health of the child.

Initial

At my request, I give Montessori Escuela permission to release my school aged child during school hours for any reason, including but not limited to appointments or other engagements, and acknowledge my personal parental responsibility for the child's care once he/she leaves the program.

Initial

I give permission to Montessori Escuela, based on their discretion, to allow occasional observers into the program for the purpose of continued education, including but not limited to parents of potential applicants of the program, or Montessori certified supervisors and staff.

Initial

I give permission for my child to use, on occasion, a small portable swimming pool on site at Montessori Escuela.

Initial

As appropriate to the child's age and abilities, I will provide the following information to Montessori Escuela:

- a. Information about the child's daily schedule, developmental history, sleeping and play habits, accustomed mode of reassurance and comfort;
- b. Procedures for the toilet training of the child if necessary;
- c. The child's eating schedule and eating preferences

Initial

I give Montessori Escuela consent to obtain a copy of my child's medical records, including:

- a. Physician's or Nurse Practitioner's certification that the child has been successfully immunized in accordance with the current Department of Public Health's recommendation schedules.
- b. A written statement from a licensed health care practitioner, within one month of admission, that indicates that the child has had a complete physical examination within one year prior to admission.
- c. A statement signed by a physician or an employee of a health care agency obtained within one month of admission stating that the child has been screened for lead poisoning.
- d. A record of any medications administered to the child while attending school. Medications should be administered at home, when possible and are the parents' responsibility.

Initial

I give permission for my child to participate in off-site activities run by Montessori Escuela.

Initial

I will provide Montessori Escuela copies of records pertaining to, and give my consent to follow any custody agreements, court orders and restraining orders regarding the child.

Initial

This document serves as Montessori Escuela providing the following written notification that all subsequent files will remain ongoing in the child's school records and files for five years:

- a. Daily attendance records
- b. Documentation of any persons present on property during school hours
- c. Documentation of regular fire drills
- d. Documentation of annual physical examinations, updated immunizations and lead screening.
- e. Documentation of the results of vision, hearing and dental screenings when provided
- f. A record of any medications administered to the child
- g. Documentation of parent notification of emergency treatment
- h. A copy of a child's individual health care plan, if applicable
- i. A record of any referrals made, if applicable
- j. Documentation of parental authorizations
- k. Copies of injury and incident reports
- l. Copies of periodic progress reports
- m. Individual program plans, and periodic review of such plans, for any child with a disability, including IEP's, IFSP's, and other documentation as provided by parents
- n. All pertinent correspondence pertaining to the child

\_\_\_\_\_ *Initial*

All information pertaining to children and their families is privileged and confidential. Montessori Escuela will not distribute or release information about a child and his/her family to any unauthorized person, or discuss information, without the written consent of the child's parent.

\_\_\_\_\_ *Initial*

The following individuals have my permission to take my child from the program or to receive the child at the end of the school day in the event that I, the parent, cannot complete the obligation.

\_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_ *Initial*

**Parent Signature**

Print Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Parent's Signature: \_\_\_\_\_

I certify that I have read the above written information.