



August 2019

Dear Parents,

Thank you for enrolling your child at the Sunrise Montessori School. We are excited to have your child join us and have enclosed important information in this packet for you to review, complete and return at your earliest convenience, prior to the end of August.

On **Wednesday, September 4<sup>th</sup>** our classrooms will host Visiting Day, followed by an ice cream social. Visiting day is important for both returning and new children as it provides the opportunity to reconnect with classmates and to meet new friends. Parents will meet the teachers, have time to ask questions and socialize as well. Additional information is included in this packet.

The first day of school is **Thursday, September 5<sup>th</sup>**, and the Extended Day Program also begins.

The following is a summary of which forms are included. Although some of the information is repetitive, the DEEC (Department of Early Education & Care) requires up to date information to be listed on various forms. Each of these forms must be signed, dated and returned before your child may attend school.

**Updated paperwork is required annually.**

Thank you for your cooperation. As always, if you have any questions, please feel free to call the office or email me.

### **Child's Enrollment Form**

This form requests information about the child and contact information about the parents. It is necessary to notify the office in writing if any changes occur throughout the year, for example a change in address, phone number, email or medical condition.

### **First Aid/Emergency Medical Care Consent Form**

This form authorizes our staff to administer appropriate first aid to your child when necessary. In the event that your child requires emergency medical attention, an attending physician or other medical personnel may provide appropriate first aid. If you have a preference for a particular facility, please indicate this on the form. This form also lists persons whom you would like the School to contact in the event of an emergency. Please make sure to notify those who are on your child's emergency contact list. Keep in mind the availability of those persons listed on the contact form, especially if you have authorized them to pick up your child from school.

### **Permission and Authorization Form**

This form requests permission for activities that typically occur during the normal course of the school year.

## **Child's Developmental History Form**

This form requests specific information about your child. You may leave blank any questions which you do not wish to answer about your child's development. **This form must be updated every school year that your child is enrolled at Sunrise Montessori School.**

## **Health and Immunization Form**

This form requests medical and immunization information about your child. You may either ask your child's pediatrician to complete this form or submit one provided by the pediatrician during your child's most recent routine physical. Please note that children are required to be up to date on their immunizations or must have an appropriate exemption within their file. If you have any questions, please call your pediatrician's office or refer to the Massachusetts Department of Public Health website at: <http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/primarycare-healthaccess/school-health/school-health-record.html>

If your child has severe allergies which require the use of an Epi pen or has a medical condition which requires specific action, an additional form will be required. Please contact the office if this applies to your child or if you have any questions.

## **Tuition Agreement**

This form outlines your financial obligation to Sunrise Montessori School according to an established schedule. Invoices are sent to parents approximately fifteen (15) days prior to the due date. Questions regarding tuition payments should be addressed to the Head of School. **Your packet will include a tuition agreement only if you have not previously completed and sent this form in.**

## **Photograph from home**

So that your child may be greeted by a familiar, smiling face on Visiting Day, please send in a recent photograph of them (within the past 3 months), no larger than 4" X 6". **Be sure to write their name on the back of the photo as well.** Prior to Visiting Day your child's photograph will be placed in their coat cubby, along with their name. Photographs aren't returned at the end of the year, but are placed in the child's file.

Sincerely,

Andrea Rossick  
Head of School