

THE CHILDREN'S HOUSE PARENT HANDBOOK

Since you will be referring to this directory throughout the year, please keep it in a handy place.

Occasionally pages may be added or revised.

A copy of this handbook will also be available on our website:

<http://thechildrenshouseindianapolis.com/>

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Change of Information

It is critical that we have accurate and complete records for each child. All records are held in strict confidentiality. It is very important to notify the administration of any changes in your family's address, phone number, parents' employment, persons authorized to pick up your child, or immunization history. A Change of Information Card is in the back of this handbook and is also available from the office.

School Hours and Programs**Pre-School**

Monday – Friday

School Hours: 9:00 AM – 3:00 PM

Extended Care Hours: 7:00 AM – 9:00 AM / 3:00 PM – 5:45 PM

(Extended Care is part of the Pre-School Tuition)

Montessori School

Monday – Friday

Early Drop-Off Begins at 7:00 AM

School Hours: 9:00 AM – 3:00 PM

After School Care: 3:00 PM – 5:45 PM

Please be on time...

It is essential that your child arrive promptly at 9:00 AM to begin the morning with the rest of the children. Late arrival of even five minutes can be extremely disruptive to children who have already started their work. Of course, we realize that delays are sometimes unavoidable. If there is a problem with getting your child to school on time, please contact the teaching staff at 317-253-4168.

**If your child is ill and will not be at school please call:
317-253-3033 or fax at 317-253-4168**

Telephone Contact During School Hours (9:00 am to 3:00 pm)

Please call **(317) 253-3033** during school hours if it is an emergency to contact teaching staff or your student. If there is no answer, please leave a message as messages will be checked periodically during the day.

Year-Round Preschool Program

The pre-school is a multi-age group. Our class covers a minimal of a three-year time span. This allows the youngest children to experience the stimulation of older students while giving the older ones the benefit of leadership roles. The students not only learn "with" each other but "from" each other without feeling the pressure of competition.

Elementary and Middle School

The elementary and Middle School curriculum includes the traditional course selections in mathematics, reading, writing, oral expression, literature, geography, history, biology, music, art, and physical skills. Additional classes such as algebra and geometry are available to students depending upon their skill set. The curriculum is designed to spark the children's imagination. Children at this age are much more social, learning while being an active part of their environment. Students will leave the building frequently during the school year to study topics and educational issues that are of interest to them.

Arrivals and Departures

Pick-up Procedures

You must come into the school to pick-up your child. Please do not call from the parking lot to have your child sent out. This means that your child will not be released from the building until the staff can ensure with whom your child is leaving with.

Coming and going

Children are not allowed to leave school with anyone who is not on their Student Pick-up Authorization form. If someone from your authorization list is unable to pick up your child for any reason, please inform (in writing) the Administration that morning, and/or call the Administration prior to your child's pick up. If your child is going home with another child on a given day, please send a written note to the Administration stating when and with whom the pick up will be. **Please do not give verbal messages to staff members while they are working.** The staff member on duty will request ID from anyone different who is picking up your child. Children who leave early must be signed out at the office. All students must be signed out by an adult when leaving.

Carpools

If your child is in a carpool, be sure the drivers are listed on your child's Student Pick Up Authorization Form. Also, give us a note describing your arrangements to keep in your child's file.

Supervision of Children

Our responsibility begins and ends at the car door or when children are dismissed to go home by other means selected by the parents. During school hours, children are under the direct supervision of the staff at all times. They may not leave the school grounds during school hours except with their own parents or guardian.

During after school activities, parents are to be in charge of their own children. Disciplining children who do not belong to you is not appropriate. Please discuss issues in a kind and respectful manner with both parents.

Car Seats

Remember that children under 40 pounds belong in a full car seat in the back seat; children 40-80 lbs should be in a booster seat. If dropping off a car seat in the morning for a carpool, please give it to a staff member. When picking up a car seat it will be located in the front hall of the school. Car seats must be labeled with your name. As of July 1, 2006, all children from ages 4 – 8 are required to ride in a booster seat. Staff members may report families to the local authorities if car seat laws are not adhered to. Also, children will not be allowed to go on field trips without the proper safety seat, if traveling in a car.

Attendance

In the classroom it is important for students to report to school promptly each day. Arriving with the rest of his or her classmates will help your child adjust more easily to the school day and more quickly become a part of any activities that may already be in progress.

The Children's House considers regular school attendance essential for success in school. It is important that parents and students recognize the relationship between academic success and regular school attendance. Students should remain out of school only when absolutely necessary, in order for your child to achieve to his/her maximum potential. Regular attendance is essential to establish continuity and community for your child.

School Calendar / Closings / Outdoor Play

School Calendar

Outlined in the school's calendar are the holidays and scheduled school closings. The Year round Preschool and day camp will be open during the months of June, July, and August. Scheduled closings will also be published on our website and posted throughout the school. The school reserves the right to amend the closing schedule as needed.

Severe Weather Closings

If The Children's House should need to close due to inclement weather please listen to Channel 8 WISH TV News, or WIBC Radio. We will typically follow the public school systems in our area. The Children's House's closing or delay will be displayed on this channel. For example, if we are operating on a one-hour delay, school will begin at 10:00 am, and pick-up will remain the same. Because our families are geographically widespread, please use good judgment and exercise caution during inclement weather. The top priority is the safety of our children, parents, and staff members. The decision to delay or cancel school is not an easy one to make, and many things play a part in this decision. We suggest that you have a back up plan in place prior to the winter months.

Outdoor Play/Lost Items

Please dress children appropriately for the weather. Make sure your child brings warm outerwear, including hats, coats, snow-pants, gloves, galoshes or other boots for sloppy days. All outdoor clothing must be labeled. Please do not expect the staff to search for your child's lost items.

Financial Arrangements

Please make checks payable to The Children's House and note your child's name and payment description on memo line. Tuition is due the first of each month. A late charge will be added to your account after that date or according to your contract.

Contract

Each family will receive a Contract for the school year. Your child may not attend classes until the Registrar has received your signed Contract.

Registration Fee

A registration fee of \$100.00 is required upon application to the school. This fee is non-refundable.

Materials Fee

A non-refundable fee of \$150.00 is required upon submission of your signed contract to secure a position in the classroom for your child. This fee is non-refundable. The Materials Fee is used to purchase educational materials for the classrooms.

Field Trip Fee

This fee is provided to The Children's House for the purchase of educational / cultural programming (i.e. theatre tickets, art museum entrance fees, etc.) & the maintenance of the school's bus.

Tuition & Late Tuition

As per the enrollment contract there are three payment plans: 1) one annual installment, 2) nine monthly installments, or 3) two semester installments. Tuition payments are due on the first day of the month. There is a seven-day grace period. Payment received after the seventh day of the month will be assessed a charge of \$25.00 of your monthly tuition. Children will not be allowed to start a new month unless the previous month has been paid, unless arrangements have been made with the administrators. Full payment is required regardless of absences.

We understand that families may occasionally experience financial difficulties. In such instances, we are willing to work with you. Please call our administrators immediately so that we can make every effort to reach a reasonable solution. If you have not contacted the school by the 7th of the month you will be billed the late charge of \$25.00 of your monthly tuition.

Work Day Deposit

In order to help maintain our school building, one member of each family volunteers to work at The Children's House one Saturday per semester. The work days are scheduled throughout the semester and run from 9:00 am to 1:00 pm. Each family is assessed a \$200.00 work day deposit (\$100.00 per semester) at the beginning of their attendance at The Children's House. As long your family fulfills your work day obligation per semester, this money remains as a deposit in your school account. If you choose to not participate in the work day, your family will be reassessed the work day fee of \$100.00 for the semester missed. When your child leaves The Children's House, you can donate your work day deposit to the school or submit a written request for a refund. If you have received financial aid and want to be eligible to reapply for the following year, you must have fulfilled your workday obligation.

Before/After School Care

Elementary students may be dropped off between 7:00 AM-8:45 AM and picked up anytime after 3:00 PM -5:45 PM. If you sign your child up for our Extended Day Program, a monthly service fee will be charged. The hourly rate for Before/After School Care is \$5.00 per child. Parents will be invoiced for the use of hourly Before/After School Care. For students using the hourly rate extended care plan, charges start at 3pm in half hour increments.

Late Pick-Up

After School Care is available until 5:45 PM. A late charge of \$5.00 will be assessed for every 5 minutes and shall be paid immediately to the teacher on duty. ***Please make every effort to pick up your child on time; children are very sensitive about being picked-up late.**

Returned check

There will be a \$50.00 service fee on all returned checks. The amount of the check plus the service fee will be billed monthly.

Health

Our goal is to do everything possible to contribute to your child's healthy and joyful development. Basic to this is physical health. We ask that every child be in good health and free of communicable diseases each day the child participates. Please do not bring children if they have an excessive runny nose or cough, or any communicable disease. As parents and staff, we know that some children may arrive at school apparently well then become ill during the day. In such a case we will notify you immediately of your child's symptoms of illness. Because many childhood illnesses are contagious, ill children must be picked up as soon as possible. Please make alternative care arrangements should your child display any symptoms of illness. We must, within reason, do everything possible to protect all children, staff, and their families from exposure to contagious illnesses.

Please look over our Health Policy carefully so you will know exactly which illnesses or conditions require your child to stay at home.

Health forms

The state requires that every child must have an updated immunization certificate. The following health forms must be on file at the start of school:

1. IMMUNIZATION RECORD – you will need to obtain a copy of this from your child's doctor using the Indiana State Board of Health approved form.
2. GENERAL & EMERGENCY INFORMATION CARD

To be sure that your child's forms are completed on time, please make checkup appointments with your doctor ahead of time. In order to keep our medical records updated, please use the Change of Information Form to notify us of any additional immunizations during the year or changes in your child's medical information.

Medical Emergencies:

There are staff members who are trained and equipped to respond with First Aid and CPR. Parents will be notified immediately of an accident or injury. If emergency services are needed, 9-1-1 will be called. Upon arrival to the emergency room, we will continue to try and reach you or one of the people listed on your contact form. In any emergency, a staff member will remain with your child and will accompany your child in the ambulance and through any procedures at the hospital until a parent/guardian has arrived.

Medications:

The Children's House strives to offer services that help meet the needs of our families. We recognize that some children will need to continue taking medication (an antibiotic for example) after they have returned to school and are no longer contagious. Please be sure medications are clearly marked with your child's name and any specific dosing requirements. Include the proper prescription/non-prescription form along with the medication.

The procedure required by state law is as follows:

- 1) All medications must be in the original container.

- 2) A “Prescription / Non-Prescription Form” must be filled out (available in appendix) and must give exact time, exact amount, name of medication, date(s) to be given, and be signed by the guardian before it can be administered. A verbal confirmation by phone is not accepted by the state as authorization.
- 3) All medicine must be handed directly to a staff member by the child’s parent or guardian. No medicine may be brought to school by the child or put in a backpack or lunch.
- 4) Parent must provide any over the counter medicines to be administered to their child. This includes Ibuprofen and Tylenol.

Keep a portion of your child’s medicine AT HOME in case it is forgotten at school. The staff is NOT available to reopen the school if medicine is left at night.

Allergies

Please list all allergies on the medical forms and emergency cards. If your child’s allergic reactions are severe, please notify the staff in writing.

Health Policy

According to the National Health and Safety Performance Standards: “A child that is not feeling well cannot work at a rewarding level and may also expose other children to a communicable disease. The parent, legal guardian, or other person authorized by the parent shall be notified immediately when a child has a sign or symptom requiring exclusion from the school, as described below...”

- A. The illness prevents the child from participating comfortably in school activities,
- B. The illness results in a greater care need than the school staff can provide without compromising the health and safety of the other children, or
- C. The child has any of the following conditions: (Bold print is the illness, italicized is when your child may return to school.)
 - 1) **Temperature:** 100° or higher accompanied by behavior changes or other signs or symptoms of illness – *12-24 hours after temperature returns to normal.*
 - 2) **Symptoms and signs of possible severe illness:** (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty with breathing, wheezing, or other unusual signs) – *until medical evaluation indicates returning to school is okay.*
 - 3) **Diarrhea:** that is increased number of stools, increased stool water, and/or decreased form that is not contained by the undergarments. For Toddlers, two bouts require exclusion. For older children, increased number of incidence and increased discomfort – *until diarrhea stops.*
 - 4) **Vomiting illness:** (two or more episodes of vomiting in the previous 24 hours) – *until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.*
 - 5) **Conjunctivitis (pink eye):** defined as pink or red conjunctiva with white or yellow eye discharge, eye can be swollen and/or teary – *24 hours after antibiotic treatment has begun.*
 - 6) **Scabies, head lice, or other infestation** – *after treatment and child is nit free.*
 - 7) **Impetigo:** Symptoms include Itchy, red sores, with yellow, or gray crusts on face, legs, or arms – *until 24 hours after treatment has been initiated.*
 - 8) **Strept throat or other streptococcal infection** – *until 24 hours after initial antibiotic treatment and cessation of fever.*

- 9) **Chicken Pox** – *until 6 days after onset of rash or until all sores have dried and are completely crusted.*
- 10) **Pertussis, Whooping Cough:** Symptoms include sneezing, nasal congestion and tearing; loss of appetite, malaise, hacking cough, often followed by explosive coughs that end in a high pitched whoop, difficulty breathing, blue lips – *until 5 days of appropriate antibiotic treatment (currently, erythromycin) to prevent an infection have been completed.*
- 11) **Mumps:** Symptoms include swollen, painful salivary glands, fever, weakness and fatigue; possible inflammation of pancreas, testes, ovaries, or brain – *until health care provider states the child can attend school.*
- 12) **Measles:** Symptoms include fever, cough, sneezing swollen eyelids, sore throat, tiny, white spots on the lining of cheeks, rash – *until 6 days after onset of rash.*
- 13) **Rubella:** Symptoms include mild fever, rash – *until 6 days after onset of rash.*
- 14) **Signs of a severe allergic reaction** – *until medical attention is received.*
- 15) **Asthmatic attack** – *until medical attention is received.*
- 16) **Suspected bone fracture** – *until medical attention is received.*
- 17) **Burns whether chemical or major scalds** – *until medical attention is received.*
- 18) **Persistent ear pain or eye pain** – *until health care provider determines condition is not infectious.*
- 19) **Persistent headache and child looks pale and ill:** – *until medical attention received.*
- 20) **Fainting spell** – *until medical attention is received.*
- 21) **Persistent nosebleed** – *until medical attention is received.*
- 22) **Any seizure:** – *until medical attention is received.*
- 23) **Unspecified respiratory illness** – A child without fever who has symptoms of mild or moderate cases of the common cold, sore throat, croup, shall not be denied admission or be sent home from school unless it precludes comfortable participation in school activities, or need for greater care by the staff that could compromise the health and safety of other children in school.

Note: Please inform the office if you are keeping your child at home for any contagious condition so that we can inform the school community.

** As with all matters, confidentiality will be respected in regards to your child's health. We will always announce contagious conditions to be on the look out for, but NEVER who has said condition or which class the symptoms have appeared.

The Children's House reserves the right to send a child home because of reasonable suspicion of illness.

Lunch

We encourage healthy food (i.e. whole, unprocessed foods). Packing lunches is a daily responsibility. Planning with your child and preparing the afternoon or evening before can ease the morning stress and the temptation to include less nutritious items. Please be sure to notify the administrators in your child's class of any food allergies or restrictions. We do have a microwave to heat up children's lunches. Please be mindful that there are only 30 minutes allotted for lunch.

REDUCE, REUSE, RECYCLE

Please put all beverages in a thermos drink bottle, or other suitable container. Use Tupperware, Rubbermaid, or other re-usable containers for food items. We do recycle but using re-usable containers is preferred. All re-usable containers should be easy to open by little hands.

Snacks

The Children's House has a designated snack time at 10:15 am (afternoon snack for those using extended care if from 3:00-3:15pm). Parents or guardians will provide morning and afternoon snacks. Please be sure to pack a snack along with your child's daily lunch.

Occasionally you may be requested to supply a staple snack item to have on hand, or an item needed for a practical life/ cooking activity for the week. If you are interested in cooking with your child's class, please contact your child's homeroom teacher. If there is a particular food that is traditionally served for a holiday or special occasion in your family, we are happy to share those traditions with our students. Please contact your child's teacher in advance to arrange for this.

Due to Health Department regulations, only store-bought goods can be served at The Children's House. Any snacks requiring assembly must be prepared at school.

Other Classroom Information

Clothes

Children's clothes are bound to get dirty or wet while in school and on the playground. Please do not dress them in clothing you do not want to get dirty. We ask that you send along a change of clothes, underwear, and socks (these will stay at school). To make storage easier, we ask that you put these in a clear plastic bag (zip-lock is convenient), labeled with your child's name. As the seasons change, so should the change of clothes

Comfortable, Simple and Functional

Your child should also be comfortably dressed for school. Natural fibers clean more easily and breathe better. It is important that the children feel at ease with what they are wearing. It is equally important that children are able to manage their own clothing as much as possible. In general, when choosing clothes with your child, look for front openings and simple fastenings.

Weather Appropriate

In addition, please provide a pair of boots for your child to keep at school. Please make sure your child brings outerwear clothing appropriate for the climate of the day. There is an opportunity for your child to go outside every day, so please dress children appropriately, remembering the maxim "There is no wrong weather, just wrong clothing." In the winter they will need hats, coats, gloves or snow boots. On rainy days, please send a raincoat. Please apply sunscreen at home.

Lost and Found

A lost and found compartment is located in the back of the school. Please check it regularly. Items left for longer than one month will be taken to Goodwill.

Toys & Treasures

Each classroom environment is filled with beautiful equipment available to all. We ask that no toys be allowed at school, since they sometimes distract children from activities that would be helpful to their development. This includes all electronic devices and cell phones.

Occasionally a school object might inadvertently be brought home. Please assist the child (if needed) with returning the object to school. This does not need to become an issue about stealing

Holiday Celebrations

Holidays are celebrated in each classroom according to the discretion of the school staff. Stories on how other cultures celebrate, songs, special activities and food are usually a part of every holiday. If your family celebrates a certain holiday please inform your child's homeroom teacher.

Field Trips

The students will go on educational field trips throughout the school year. We require that each family complete the Field Trip Blanket Permission Card prior to the first field trip. Please see Appendix for a Field Trip Permission Card.

Additional Information

Your child's teacher will send home notes to let you know if there are special circumstances which require additional or different prep work on your part. There is also a board in the front hallway that will have information for you concerning events at the school.

Handbook Agreement

Please complete the Handbook Agreement form in the Appendix and return it to the office.

Natural Disaster Plan

We have special, practiced procedures for events such as tornadoes and fires. School evacuation plans are posted in each classroom and will be followed in the event of a fire or other need to quickly evacuate the building. Monthly fire drills will be conducted to familiarize children with the evacuation procedures. Quarterly disaster drills will also be conducted to familiarize the children with the procedures relating to tornadoes or other natural disasters.

Methods of discipline used in the classroom include

- 1) Modeling of desired behavior by adults.
- 2) Problem solving skills that teach children "to use their words, not their hands"
- 3) Clear and consistent communications of behavioral expectations by all teachers.
- 4) Giving the child opportunities to make good choices regarding their behavior.
- 5) Redirection to an appropriate activity.
- 6) Write-off's
- 7) Confinement to the child's homeroom until done with his/her classes

If necessary, your child's teacher will work with you to develop a method of contact, or a system to reinforce positive behaviors. If continual behavior problems exist, we will work with the family to help resolve the issues.

In the event that the undesired behavior continues, after all reasonable measures have been taken, it may be necessary for the child to withdraw from The Children's House to a more appropriate educational facility that has the means to care for the child.

Parent Involvement

Observation:

Parents are always welcome, and encouraged to view their child's classroom any time during the year. We also welcome interested family members and caregivers. It is recommended that those wanting to observe the classroom discuss any concerns and questions with the staff by appointment or phone, prior to or following the visit.

You are also invited to share lunch with your child at any time.

The Children's House Parent Organization

Purpose:

The Board of Directors coordinates efforts in support of the school. It also provides a voice for the parents to the administration and board. The Children's House Parent Organization (CHPO) will concentrate on the following areas:

1. Fundraising
2. Volunteer coordinating
3. Social Activities

Goals:

1. To provide a means through which parents can meet each other and work together with staff and students for the benefit of all children.
2. To raise monies through fundraising activities that will be used to enhance the school environment to the benefit of all children.
3. To provide a means through which parents can meet and get to know each other better.

Life Changes

If there has been some significant change in your child's home life, please let your school staff know right away. Often we can help with a little added attention, understanding and loving care. Open communication between parents and the teachers is truly vital. We promise to respect confidentiality.

We want to be in close touch with you. The importance of communication between the parent and teaching staff cannot be over estimated. We encourage a two-way discourse at all times. It is especially important that sharing take place in the case of unusual circumstances that might affect your child. It is very difficult for the teaching staff to chat during class hours, drop off or dismissal, so communication is more productive if you leave a note or call the office for a time to confer. Also, it can be confusing and sometimes humiliating for children to be talked about -- positively or negatively-- in their presence. We like to set aside a private time and place for conferring or a convenient time for a telephone call. If at any time the teaching staff sees a need to communicate with you, he or she will make arrangements to do so at your convenience.

Communications

Conferences

Parent/teacher conferences take place four times a year. It is during this time that we deepen our collaboration on behalf of your child, looking at his or her development from our respective places. It is recommended that both parents attend conferences so all adults in the child's life are informed and working together in a consistent way.

A sign-up sheet for conferences will be posted in advance allowing you to arrange the conference with work schedules. Please respect the time allotted for your conference. Each conference will be approximately 15 minutes. If additional time is needed, a further conference may be scheduled. You or the teaching staff may ask for a conference at any other time during the year as may be needed or desired.

If you have any questions, concerns or suggestions about your child's classroom progress, whether it is about his/her relationship to the environment, the teaching staff, or other children, please talk to your child's homeroom teacher directly and promptly.

Questions relating to the operations of The Children's House should be directed to the school administrators.

Contacting the Staff

During the school day, the entire staff is very focused on working with your children. We respectfully ask that parents schedule meetings in advance, instead of "drop-in" meetings during the day. Communication is vital to the success of our children, as is the uninterrupted work time of everyone. If you need to contact a staff member, please either call the office, or send a written note to school. Teachers will not discuss classroom issues during recess or dismissal. The staff member will return your call as promptly as possible. Keep in mind that the teaching staff cannot take or make calls during class hours. The best time to reach a teacher or administrator is after 3pm. You may also email the teaching staff at info@thechildrenshouseindianapolis.com.

Special needs

If the teaching staff feels that a particular child may have special needs or is experiencing difficulty in learning, a conference with parents/guardians will be scheduled. At this time, the possibility of testing and a plan of action to work jointly in helping the child will be discussed. Each case is handled individually and confidentially; the cooperation and equal participation of parents and school is mandatory in order for continued enrollment in The Children's House.

Referrals

The school keeps a list of various agencies available in the area and will share our knowledge of these services with you whenever you wish. If you are seeking special services for your child, we would like to confer with you throughout the process.

Indiana Juvenile Code

Any individual who has reason to believe that a child is a victim of abuse, neglect or molestation must make a report with Child Protective Services per Indiana Code 31-33-5 and Indiana Code sec. 35-42-4-3 through 35-42-4-9. The Children's House observes the Indiana Codes and will report any suspected case of abuse, neglect or molestation to the proper authorities. The complete text of these statutes is available from the administrators to parents or guardians upon request.

The Children's House General & Emergency Information Card

Student Name _____ Date of Birth _____

Address _____

Allergies/medications/special needs? _____

Parent/Guardian	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contacts (other than Parent/Guardian)	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Authorized Persons to pick up your student: (please note: if someone is NOT listed on this form, they will NOT be allowed to leave with your student – unless you have provided separate written authorization)	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Other Important Information about your student _____

Parent/Guardian

Date

The Children's House Change of Information Card

Student Name _____ Date of Birth _____

Address _____

Allergies/medications/special needs? _____

Parent/Guardian	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contacts (other than Parent/Guardian)	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Other (please explain) _____

Parent/Guardian

Date

**The Children's House
Parent Handbook Agreement**

I, _____, have read and agree to all the terms and conditions outlined in the Parent Handbook.

Signature

Date

Printed Name

**The Children's House
Prescription / Non-Prescription Form**

Student Name _____ Date of Birth _____

What medication is your student taking? _____

What dosage of medication does your student need? _____

*All medicines must be provided by parent/guardian.

Dates to be given: _____

Times to be given: _____

Parent/Guardian	Phone	Work	Mobile
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Emergency Contacts (other than Parent/Guardian)	Phone	Work	Mobile
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Parent/Guardian

Date

