

Date: Spring 2010  
To: Returning/Alumni MVPNS Families, 2010-2011  
From: Cathy Rohloff & Christine Antonakopoulos, Membership Co-Chairs  
Re: School Forms Required to Complete Registration & Other Pertinent Information

## Welcome Back Returning/Alumni Families!

Welcome back to Mountain View Parent Nursery School (MVPNS)! In preparation for the upcoming 2010-2011 school year, there are many forms which require your attention. Some are required by State Licensing, others by the Mountain View - Los Altos Adult School, and still others by MVPNS to ensure the health and safety our children. Be assured that all information submitted to MVPNS is handled and maintained in a confidential manner.

The forms listed below must be completed by a parent/legal guardian. You may download and print these forms at home from the MVPNS website, at [www.mvpns.org](http://www.mvpns.org). From the MVPNS home page, click on **Admission/Registration**, and then on **Forms**. If you do not have access to a computer/printer, let us know and we will be happy to send you a forms packet. Please read the information and explanations carefully; portions of medical forms 6, 7 & 8 listed below must be completed by a physician. **Please review each form to make sure it is complete.** We suggest you make copies for your files.

**All forms must be submitted no later than Friday, May 21, 2010, along with the adult education fee of \$200, in order to confirm your participation in the fall 2010-2011 class.** This provides time for the MVPNS Membership Team to process your forms prior to our "Get Acquainted Coffee" scheduled for Thursday evening, June 10th.

**Please mail all forms and the adult education fee to:**

Mountain View Parent Nursery School  
Attention: Membership  
1299 Bryant Avenue  
Mountain View, CA 94040

**MVPNS SIGN UP FORMS - Return these 2 forms as soon as possible, or by May 1<sup>st</sup> at the latest.**

**1. MVPNS Job & Committee Sign Up Sheet**

Parents are required to support the school in a role described in the MVPNS Job Descriptions Sign-up form. Please prioritize your job choices by rating your preferences in order from first through fifth.

**2. MVPNS Work Day Preference Sheet**

Parents are required to work 2-4 days per month (per participating child), with the exact number of days depending on your class (T/Th vs. MWF) and the class size. It is important that we know your preferences as soon as possible, so Class Schedulers can assign the best work schedule possible. Work day assignments will be sent via class e-mail Yahoo! groups by August 1st.

### **MEDICAL FORMS – Required by the California Department of Social Services**

**3. Identification and Emergency Information**

“Names of Persons Authorized to Take Child from the Facility” are adults you designate, in your absence, to pick-up your child from school. (Lic 700)

**4. Child’s Pre-Admission Health History-Parent’s Report**

List all allergies, including foods, drugs or environmental factors. (Lic 702)

**5. Consent for Emergency Medical Treatment**

List all medication allergies as requested. (Lic 627)

**6. Physician’s Report - Child Care Centers**

Part B must be completed by child’s physician. A TB skin test is not required unless a child is identified to have risk factors as listed on page 2 of this form. Be sure the physician completes this portion of the form before submittal. (Lic 701)

**7. Health Screening Report - Facility Personnel**

Form must be completed for each adult that will participate as workday volunteer with children at the school on a regular basis. Workday parent completes top half; physician completes bottom half of form. Health screening for adults must be performed not more than one year prior to enrollment. (Lic 701)

**8. Tuberculosis Screening Documentation for Incoming MVPNS Families**

**TB test for adults must be completed between July 1, 2010 and your first day of school in September.**

### **EMERGENCY & SECURITY FORMS**

**9. Consent for Emergency Medical Treatment/Emergency Contact & Release - 2 part, 2 sided form**

Used in the case of an emergency (i.e. earthquake). Form authorizes relative or friend to pick-up your child from school, and provides consent for emergency medical care, if needed. Complete top and bottom of both pages of form. Forms are filed in two locations; 1) emergency backpack 2) disaster preparedness barrel. (Lic 627)

10.Consent for Security Background Check – required by Mountain View-Los Altos Adult Education

Form must be completed and signed by each parent or adult who will participate as a workday volunteer with children at school on a regular basis. Each adult is required to list a valid driver’s license or California ID number.

**AUTOMOBILE LICENSE AND LIABILITY INFORMATION**

Mountain View Parent Nursery School’s insurance company requires drivers on field trips carry a policy that provides Bodily Injury Liability coverage of \$30,000 per individual and \$60,000 per each accident. This information is part of your automobile insurance policy. An insurance “card” alone does not provide all the necessary information. An example of the required information is available in the forms section of [mvpns.org](http://mvpns.org).

11.Photocopy of current automobile insurance that includes your name, dates of policy coverage, and automobile Bodily Injury Liability coverage.

12.Photocopy of current driver’s license(s).

**SUMMER CAMP APPLICATION-** Students currently enrolled at MVPNS and new students entering either the MWF AM or MWF PM class are eligible to attend summer camp

13. Summer Camp Application

**ADDITIONAL INFORMATION TO COME (look for it via e-mail!)**

June 10<sup>th</sup> Coffee Invitation (adults only, Thursday evening 7-9pm)

eScrip Information Sheet

If you have any questions regarding the above requirements, please send an e-mail to [info@mvpns.org](mailto:info@mvpns.org) or leave a message for membership at (650) 969-9506.