

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

Welcome New Families!

Welcome to Mountain View Parent Nursery School (MVPNS)! We are delighted to have your family join our preschool. In preparation for the upcoming 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 of 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 your forms at home from the MVPNS website, at 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 packet of forms. 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 be 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 1st at the latest.

1. MVPNS Job and 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 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 the 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 to carry a policy that provides Bodily Injury Liability coverage of \$30,000 per individual and \$60,000 per each accident, or hold an umbrella policy. 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.

- 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 VIA E-MAIL (look for it!)

- June 10th Coffee Invitation (adults only, Thursday evening 7-9pm)
- eScrip Information Sheet

If you have any questions regarding the above requirements, please send email to info@mvpns.org or leave a message for membership at (650) 969-9506.