



PARENT HANDBOOK

2022-2023

(updated 6/24/22)

Table of Contents

Letter to Parents	3
Mission and Vision	4
General Information	5
Staff.....	5
Preschool Hours/Pick up Policy.....	5
Daily Schedule.....	5
School Calendar.....	8
Fire Drills.....	8
Registration/Enrollment	8
Tuition Rates.....	8
Admissions.....	9
Re-enrollment.....	9
Drop in Hours.....	9
Waiting List.....	10
Transfers and Withdrawals.....	10
Financial Policies	10
Aftercare.....	11
Parent Participation	11
School Communication Application.....	12
Classroom Policies	12
Toilet Training.....	12
Personal Items.....	14
School Supplies.....	14
Clothing.....	15
Blankets and Cuddlies.....	15

Masks/Face Coverings.....	15
Toys.....	15
Show and Tell.....	15
Lunches and Snacks.....	16
Birthdays.....	16
Assessment.....	16
Emergency Procedures.....	17
Absences.....	17
Snow and Inclement Weather.....	17
Discipline.....	18
Staff Childcare Services Policy.....	18
Health Information.....	19
Illness and Medication Policy.....	20

Letter to our Parents

Dear Parents:

Welcome to The Montessori School of Washington! The past few years have been a challenging time for all, as we navigate the ongoing pandemic to keep everyone safe, happy, and learning. We want you to know that when you leave your child in our care, your child will be experiencing their world in an environment that has been designed just for them! As we work together, we have designed our school to allow our community to learn and teach in an authentic Montessori experience and environment. This continually will be shaped by creative ingenuity and teamwork! Thank you to all our parents who have helped us reach our goal.

While your child is with us, they will feel that “work” is play. Your child needs to put pegs into the pegboard, learn how to tie their shoe, count leaves they have found outside, pour their own water, spell their name with sticks, and take their turn with the “Mystery Bag”. We encourage your child to explore, experience, understand and learn. Through a wide variety of materials, your child will develop the values of cooperation, sharing and respect.

The staff at The Montessori School of Washington would like to take this opportunity to thank you for allowing us to share an important time in the life of your child. We appreciate and value the trust you have placed in us. Please don't ever hesitate to ask us questions or make comments or give suggestions.

Sincerely,

Funmi Kuye, Head of School, MSOW

Heidi Sohng, Director, MSOW

Program Mission and Vision

Mission Statement:

At MSOW, the community works together to ensure every child has a positive, happy, and rewarding school experience. Our quality values are enriched with Montessori teachings and learning. Our goal is to guide the child as he/she realizes their capabilities and thus understands their place in the world, benefitting their communities and the future that awaits them. We prepare children as they embark on a successful educational journey, while developing their social, cognitive, emotional, and physical skills.

Vision:

- **Excellence:** at MSOW, we have high expectations for achieving greatness, and believe each child is unique with the potential to exceed expectation. We have a love of learning and for each other and treat the children as if they are our own.
- **Teamwork:** at MSOW, we are committed to partnerships built on trust and collaboration.
- **Integrity:** at MSOW, we treat one another and all our children and families with the utmost respect, dignity, and honesty, in everything we do.

The Montessori School of Washington is not affiliated with any religious or political organizations. **MSOW does not discriminate based on gender, race, color, national or ethnic origin in our educational policies and admissions policies.**

GENERAL INFORMATION

Staff

The administrative staff is comprised of a Head of School and Director/Lead Teacher.

Each classroom has two teachers. Head Teachers are responsible for the over-all daily management of the program.

Staff qualifications and child/teacher ratios always meet and often exceed local and state requirements. Our staff is always available to discuss any special needs or concerns you may have.

Preschool Hours/Pick-Up Policy

Drop off is 8:00am - 8:30am. The school closes promptly at 3:00 pm, (5:00 pm for aftercare) (**following Covid guidelines, to allow for sanitization of environments.)

DAILY SCHEDULE – following covid guidelines

- 8:00-8:30 Staggered drop off - toddlers back door, primaries front door/sign in and health check
- 8:00-10:00 Montessori Work Cycle
- 10:00 Clean up/toilet/wash hands
- 10:15 Morning Gathering/Transition to outdoors
- 10:30 Outside time in field
- 11:00-11:45 (depending on the weather) Transition to indoors/wash hands
- 12:00-12:45 Lunch in the classroom
- 12:45-1:30 Non-Nappers quiet time/read books
- 12:45 - 2:30 Nappers nap
- 1:30-2:30 Non-Nappers Afternoon Montessori Cycle
- 2:30-2:45 Transition for dismissal
- 2:45 Closing Circle
- 3:00 Staggered pick up – toddlers back door - primaries front door

ALL students MUST be picked up by 3:00 pm (5:00 pm for aftercare) to allow for sanitizing of indoor and outdoor classrooms.

First week of school is half day for new students, 8:00am-12:00pm. Allows for resocialization and separation process.

- It is extremely important that you arrive on time to pick up your child. Late pick-ups can cause anxiety for the children involved. It also often creates problems for the teachers on duty.
- For your child’s security and your piece of mind, your child may only be picked up by those individuals listed on your Emergency Authorization form. If you have not personally introduced us to this person, we will ask for identification. You can also list authorized people on the ProCare App.
- The school requires written notification whenever the usual person is not picking up your child. For example, if a grandparent or other relative is visiting, we must have written notification. (Email or ProCare message is fine.) This policy also includes any other temporary pick-up arrangements.

School Calendar 2022-2023

SEPTEMBER

SEPTEMBER 2: Parent Orientation at 9:00 am, NO CHILDREN

SEPTEMBER 6: First Day of School - MANDATORY HEALTH FORMS DUE

SEPT. 6-SEPT. 9: Transition Week - Half Day for all children - 8:00 am-12:00 pm

OCTOBER

OCTOBER 10: Indigenous Day (Observed), school closed

OCTOBER 28: Half day, school closes at 12 pm, Staff Professional Development

NOVEMBER

NOVEMBER 11: Veteran’s Day (Observed), school closed

NOVEMBER 22: Half day, Thanksgiving Lunch at 12 pm

NOVEMBER 23 - NOVEMBER 25: Thanksgiving Break

DECEMBER

DECEMBER 2: Parent Workshop at 1:00 pm: “Developmental Milestones for Young Children”

DECEMBER 16: Parent Teacher Conferences, school closed

DECEMBER 23: Winter Celebration/half day dismissal 12:00 pm

DECEMBER 26 - JANUARY 2: Winter Break, school closed

JANUARY

JANUARY 3: School resumes

JANUARY 16: Martin Luther King Jr. Day (holiday), school closed

FEBRUARY

FEBRUARY 3: Parent Workshop at 1:00 pm, "Montessori Basics"

FEBRUARY 20: President's Day (holiday), school closed

MARCH

MARCH 17: Half day, school closes at 12 pm, Staff Professional Development

MARCH 24: Parent-Teacher Conferences (School closed)

APRIL

APRIL 6-14: Spring Break, school closed

APRIL 21: Half day (Eid-Al-Fitr observance)

APRIL 28: Parent Workshop at 1:00 pm, Topic TBA

MAY

MAY 26: Last Day of School, school closes at 12 pm (Ceremony/Parent Event)

MAY 29: Memorial Day (Observed), school closed

JUNE - AUGUST

Summer Camp (separate registration)

Fire Drills

Fire drills are conducted monthly throughout the year. An Emergency Exit Plan is posted in each classroom.

REGISTRATION/ENROLLMENT

Enrollment

Admissions are based on availability of space and determination by the staff and parents that a child is ready. Prospective parents are invited to tour the center and observe the programs prior to enrollment.

Registration

Toddler Program: 5 full days or 5 half days, 3 full days (M, W, F)

Primary Program: 5 full days, 5 half days

Tuition Rates for 2022-2023

Toddlers (Two Year Olds)

Half Day (5): 8:30am - 12:00pm \$16,500

Full Day (5): 8:30am - 3:00pm \$19,000

Three Full Days (MWF): \$15,500

Primary Program (Three - Six Years Old)

Half Day: 8:30am - 12:00pm \$15,500

Full Day: 8:30am - 3:00pm \$18,000

Admissions

To apply for admission, please send in Application Form and a \$60 non-refundable Application fee.

To enroll, please submit an Enrollment Form and D.C. Health Form, along with a \$350 non-refundable Enrollment fee to secure your child's space in the program.

Registration Forms (required for enrollment and re-enrollment)

- D.C. Universal Health Certificate
- Authorization for Child's Emergency Medical Treatment
- District of Columbia Oral Health (Dental Provider) Assessment Form if child is age 3 or above
- Registration Record for Child Receiving Care Away From Home
- Travel and Activity Authorization Form

Re-enrollment

- Re-enrollment is conducted during the Spring semester prior to each new academic school year.
- To reserve a place for the following year, we ask parents to complete a new "Enrollment Agreement" by April 1st.
- Children enrolling and re-enrolling at MSOW are required to have a health examination and immunization required by D.C. law. These records must be always kept up to date and in compliance with D.C. law.

Drop-in Hours

Drop-in is the addition of hours to your regular full-time or part-time schedule. It is important you adhere to your registered hours unless drop-in arrangements have been made with the teacher in advance. Please make your request with the Head of School for prior approval whenever possible.

Waiting List

To get on a waiting list for any session, please indicate to the Administrative Office that you would like to be added to a waiting list.

TRANSFERS AND WITHDRAWALS

A family wishing to withdraw their child (ren) from MSOW should notify the school in writing 30 days prior to expected date of transfer. This is to allow sufficient time to settle all financial obligations.

FINANCIAL POLICIES

There are three Payment Plans available:

- **Annual payments:** the balance of tuition for the entire school year is due in full, before the first day of school.
- **Semi -Annual Payments:** one half of the academic year tuition is due on or before the first day of school, and the other half is due January 1st.
- **Monthly Payments:** academic year tuition shall be paid over nine monthly payments on the 1st of each month. There is a 10% fee.

*Families are responsible for tuition from the first day of school through May of the school year, regardless of if a child is not in attendance for an extended period of time (e.g. vacation).

*All fees and tuition are non-refundable.

*MSOW reserves the right to cancel registration or to require full tuition payment in advance of any student whose family fails to satisfactorily meet tuition payments.

*Please note that parents who withdraw their child/children for any reason at any time on or after August 15th, will be responsible for the full financial obligation for the academic year beginning in September.

AFTERCARE:

If you are enrolled in our after-care program, the following rates apply:

3:00pm-5:00pm: \$600, due by the first of every month.

Late Pick-Up: Fees for late pick-up are due upon receipt and are assessed as follows: \$10.00 for the first ten minutes, \$2.00 for every additional minute.

If you are not enrolled in our after-care program, you are still welcome to use it “as needed”. You will receive an invoice at the end of the month, billed at \$15/hour.

Parent Participation

Parent participation is encouraged. Your child will benefit most from our school if parents and staff communicate regularly in both formal meetings and informal conversation/correspondence. By working together, we can design a program that will respond to the Individual needs of your child.

Parents are encouraged to make appointments for **observations** of their child. (While following protocols during Covid-19, unfortunately parents will not be allowed in the school. Teachers will video your child at school so parents can observe their child during a typical day. Meanwhile, feel free to ask any questions.)

Periodically, parents are asked to complete a **survey** to help us learn more about your family's preferences, interests, or skills that you might want to share with your child's classroom. These surveys are optional.

Celebrations: We love to celebrate with families throughout the year, and the children love to have their parents at school. There are many ways to get involved: help planning, making dishes to share, setting up and cleaning up afterwards, are just some of the ways to help. It is also a great way to get to know other families. Check the Calendar for the following events: Fall Picnic, Thanksgiving Lunch, Winter Celebration, and End of the Year Celebration, to name a few. ****Following Covid guidelines, the school will limit the amount of celebrations indoors.**

Field Trips: Each year, the school plans field trips to enhance children's experiences and to explore the many cultural opportunities that the DC metro area offers. The school charters a bus and welcomes parent chaperones to accompany their children on the field trip. We plan these according to seasonal interests of the children, and always welcome new ideas for a fun outing!

Parent Volunteers: Parent volunteers are always welcome to share ideas for art projects, recipes, stories, music or anything that pertains to your family's culture. MSOW values the diversity of our community and encourages active participation in sharing of celebrations and holidays. Our children benefit from learning how we are different and the same. If interested in contributing your time or resources, please contact the Director.

Parent-Teacher Conferences: These individual meetings are scheduled on a non-school day before our winter break and in the spring. However, when a parent or teacher feels that it is necessary, a meeting can be arranged at any time. Please remember that during the school day, the teachers must focus on the children, so please do not use this as a time for a conference.

Communication: We feel that it is extremely important to be in close contact with parents in regard to your child's day. Since drop-off and pick-up can be rushed and busy times for children, parents and staff, we encourage you to have a phone call or meeting with the school director, who is available Monday - Friday between 1:30-2:30 pm.

We also ask that you share with us information that may be affecting your child in school so that we can best understand and assist. Examples include health issues or a change at home, such as the passing of a family member, a family visit or a new sibling.

Parent Workshops: Parent Workshops happen three times during the school year, and are open to all parents/guardians. Topics are centered around parent interests and

needs, such as “Developmental Milestones for Young Children”, “Montessori Basics”, and “TBD topic”. At times the school will invite guest specialists to lead the meeting. ****Following Covid guidelines, these meetings will be virtual until further notice.**

School Communication Application

The school uses the ProCare Connect software program to manage many of our daily tasks, including sign-in and sign-out of your child, parent communication, sharing photos and observations, health checks, and managing payments and invoices. We will only use the photos and videos of your child to document their progress for the family of the child only.

The teachers will communicate with parents on a weekly if not daily basis, through the ProCare Connect app. It is important that all families download the app.

CLASSROOM POLICIES

Toilet Training

*If your child is in the process of toilet training, at least two/three pairs of underwear and pants will need to be left in their cubby. The center’s approach toward toilet training is one of positive reinforcement and encouragement. Children are not pushed into using the toilet. By the age of 2.5 – 3 years of age, we find most children no longer require diapers and are using the toilet regularly.

***Toiletries:** Each child will have his or her own supply of toiletries. If your child supply runs out (diapers, wipes), our staff will send you a written notification or an email notification.

***Children in diapers:** A box of diapers and 4 packs of wipes. If your child will be in training pants, please provide the ones with reattach able sides.

Note: Child’s belongings should be labeled with name or initials.

Personal Items (Each child will have a cubby to keep personal items)

- **A complete change of (season-appropriate) clothes. Complete set of clothes including socks and underwear in a large zip lock bag with child’s name clearly marked.** Please label all items with your child’s name. Children who are in the process of toilet training should bring at least 2 sets of clothing.

- **A blanket, a pillow, and a cot sheet** for naptime.
Please place your child's blanket and cot sheet in a designated bag labeled with your child's name. At the end of each week, the sheet and blanket will be returned home. Please wash the items and return them to school on your child's next day here.

*cot size: 40"W by 23"D by 5" H. Standard crib sheets will fit our cots.

- **A pair of comfortable, clean shoes/slippers** your child can change into for indoor use.
- **Rain coat, rain boots, and sun hat (optional), sunscreen, bug spray** for outdoor use

SCHOOL SUPPLIES

- Bottle of white glue
- Jumbo size pencils
- Two folders

School supplies:

- One ream of copy paper
- Disinfectant wipes
- Box of tissues
- Paper towels
- Hand sanitizer

Clothing

- We take the children outdoors in all types of weather. Raincoats with hoods/hats, boots, warm snow apparel and sneakers (not party shoes or shoes which do not provide support) are all essential, depending upon outdoor temperatures and conditions.
- We will go outside every day for 1-3 hours, as long as weather permits. During our winter months we will go outside if the "feels like" temperature is 32 degrees and above.
- Rain coat

- Rain boots
- Sunscreen, bug spray
- Sun hats

Blankets and Cuddlies

Children are encouraged to bring special blankets and cuddlies from home if they wish. These will stay at school and be sent home every Friday to be laundered with sheets and blankets, to be returned Monday. All items should be clearly labeled with your child's name.

****Masks/Face Coverings**

Each child should have a supply of several masks that are labelled with their name. We always encourage children over the age of 2 to wear masks. They may take off while eating, or napping.

Toys

Parents, please discourage bringing toys to school. Leave toys at home or in the car. The Montessori materials and environment provide for the necessary mental and physical stimulation of the child.

Sharing personal toys is difficult for young children. Also, we cannot be responsible if a toy is lost or broken.

Classroom teachers ask that “adventure toys” (such as superheroes, toy guns, etc.) **not be brought into the classrooms as these toys are often associated with aggressive play.**

Show and Tell

On Fridays, children are welcome to bring an object for Show and Tell. Items such as a favorite book, something a child made, pictures or cultural icons are encouraged, rather than toys.

Lunches and Snacks

- Please pack individually packaged snack in a separate bag/container from lunch, to help your child's independence and sense of order.
- Please pack microwaveable food in microwaveable safe containers labelled with

your child's name.

- Staff will try to return leftover food to the lunch bag. This may give you an indication of what your child has eaten.
- Staff members interact with children while they are eating and work with those children who need guidance, containers opened, etc. Children and teachers use this time to work on socialization and table manners.
- Please remember **MSOW is a nut-free facility**. Please do not pack any food for your child containing nuts, in consideration for those children who have nut allergies.
- Please alert us to any food allergies.
- We ask that all candy, gum, soda, and other edibles such as these be kept at home.
- **Note:** Anything that you may want refrigerated, please do so at drop off and we will be sure to re-heat at lunch time.

Birthdays

We love to celebrate birthdays at The Montessori School of Washington! Please contact your child's teacher about when to schedule the "Walk Around the Sun".

We ask that you inform the teacher if you are planning to bring a class snack (**no candy**).

Assessment Statement

In keeping with our belief in the value of early intervention for children with developmental problems, our staff is alert to normal developmental behavior. They may express concerns to parents (in a private setting) about children who seem to differ from the norm. This is our attempt to be of support and help to parents and is considered our professional responsibility. Staff members are not trained to diagnose special needs. We instead attempt to point out variance from the norm and recommend further assessment, appropriate programs, activities or other helpful information if parents desire.

Children are learning independence and socialization in the toddler classrooms. By the time they are ready for the primary classroom, they should be able to work independently and to interact with others in an appropriate way. If the teachers find that after observation and working with the child, that a child is unable to be independent and interact appropriately with other children, then parents may be asked to provide extra support in the classroom for that child.

Emergency Procedures

Parents need to keep a current “**Emergency Authorization Form**” on file in the Administration offices. Parents will be contacted immediately in the event of an emergency. If other listed contact people cannot be reached, we will call the physician specified by you on your form. In case of a serious emergency, the closest hospital will be used via an ambulance service.

Absences

School is a wonderful opportunity for your child to build their skills and establish new relationships with other children and adults. These relationships thrive when your child is consistently in school. If your child will miss a day or more of school, please contact the school by 9:30 am so that we can notify the teachers and plan accordingly. We do not offer refunds or make ups for days your child misses.

Snow and Inclement Weather Policy

If we begin to experience inclement weather during the day, we will endeavor to remain open. Should we determine that it is necessary to close; we will notify parents and try to give you two hours in which to arrive.

It is important for you to arrange to pick up your child as soon as possible, as chances are that weather conditions will continue to deteriorate.

School weather closings: Please note, MSOW follows DCPS’s closing due to inclement weather. As soon as DCPS makes that announcement you will be notified via text and email about our closing. School closings are also announced on NBC4, ABC7, FOX5DC.

Discipline

The Montessori School of Washington follows the guidelines for developmentally appropriate practices set by the National Association for the Education of Children (NAEYC). These guidelines recognize that each child is a unique person with an individual pattern and timing of growth, as well as individual personality, learning style and family background. While some behaviors are typical for a specific “age and stage,” we recognize that children learn appropriate social behaviors at different rates. With that in mind, we observe and make individual behavior plans when necessary.

We believe in “positive discipline,” which focuses on positive behavior, rather than negative. We may need to redirect a child and speak with them about appropriate behavior. When necessary, we speak to a child with a firm but caring voice. At times, it may be necessary to remove the child from the rest of the group.

We understand that biting is a behavior often seen in infants, toddlers, and 2-year-olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. While not uncommon, biting can be an upsetting and potentially harmful behavior, and so we work with the child and family to help address this issue.

Staff Child Care Services Policy

The Montessori School of Washington (MSOW) has no supervisory authority or control over staff and volunteers who provide child-care services away from or outside of MSOW premises. Staff members may decide, at their own discretion, to accept additional service agreements that resemble their responsibilities at MSOW. MSOW withholds any responsibility for the acts and actions of any at-will employee or volunteer, while engaged off premises in any capacity with any children or their families, either related to MSOW or not.

MSOW does not endorse nor become involved in the recommendation of any of our staff or volunteers for child-care services away from MSOW premises – any arrangement for such services is strictly between you and the faculty member or volunteer. MSOW is not party to any off premise and private child-care agreement with any faculty, nor does MSOW make any guarantees, warranties, or representations to the value or capabilities of any faculty or volunteer when not directly supervised by MSOW during regularly scheduled business hours. Please be advised that should you engage the services of any of MSOW faculty members or volunteers for child-care services away from or outside of MSOW premises, that The MSOW will not be responsible or liable for any acts or omissions in connection with such services or for any MSOW faculty member or volunteer while they provide such services. If a faculty member or volunteer transports your child as part of any private child-care service agreement, MSOW does not endorse

and is not responsible for any situations or injuries that may be incurred during that transportation.

If you choose to secure MSOW staff or volunteers to engage in private child care services for you or your family, away from or outside of MSOW premises, you must sign a waiver form, entitled “Waiver and Release for The Montessori School of Washington Child Care Services,” before any such services take place. Your failure to sign the required waiver form or to otherwise not comply with this policy could result in your child or children being terminated from continued participation at MSOW.

HEALTH INFORMATION

To maintain a healthy environment, we ask that you not bring your child to school if they are showing signs of illness. A teacher upon the arrival of your child will conduct a quick daily health check.

If your child becomes ill during center hours, you will be contacted immediately and requested to pick them up.

You will be contacted if your child shows any of the following symptoms:

- A temperature greater than 99.9 degrees
- Discharge from ears
- Discharge from eyes or red eyes
- Stomach ache
- Vomiting or diarrhea lasting over several hours
- Any rash or skin lesion that blisters
- Excessive signs of cold, tiredness, sore throat, runny nose, sneezing, or coughing.

Therefore, please have a “back-up plan” on days you are unavailable to come for your child should you be called to do so. When a child is sick at school, we will call the mother first (or person listed first on the enrollment form); if she cannot be reached, we will then call the father (or person listed secondly). If we cannot reach either parent, we will call the first person on the emergency list and so on.

Children cannot be admitted into the school with signs of a communicable disease. **Children must be free from a fever for at least 24 hours before**

returning to school. Please notify us of illness or planned absences, as the teachers often become concerned when a child is absent.

The school will notify parents when another child comes down with a communicable disease.

Illness and Medication Policies

For protection of the health and wellbeing of all children and staff at the school, the following rules must be adhered to in regard to sick children.

1. Fever: A child with a fever is to be excluded until fever-free for 24 hours. A fever is defined as a temperature greater than 100 degrees. Children who are sent home with a fever **may not** return to school the following day.
2. Strep Throat: A child may return to school **24 hours** after antibiotics have been started.
3. Vomiting: A child may return to school **24 hours after the last episode.**
4. Colds: A cold's symptoms are described as an irritated throat, watery discharge from the nose and eyes and sneezing. A cold may or may not include a fever. Children are often most contagious in the early, runny stage of a cold. A green discharge can signal infection. A child may return to school after **24 hours of medication.**
5. Diarrhea: A child may return **24 hours after the last episode.**
6. Conjunctivitis (Pink Eye): Bacterial: A child may return to school after antibiotic treatment has begun and eye ooze has stopped. Viral: **May return with doctor's note that the child is no longer contagious.**
7. Ear Infections: A child may return to school once antibiotics are administered.
8. Rashes: A child may return to school with a doctor's note.
9. Head Lice: We have a strict no-nit policy, in common with the DC Public Schools. No child may be present while there are any nits present in his or her hair.
 - Discovery of lice requires that the child be sent home and treated. All nits

must be removed before the child can return to school. Upon their return, the child's scalp will be inspected by a staff member.

- If a case of lice is discovered at home, please report it to the school. We keep details of reports and incidents confidential, but we do need to alert parents about them.

IF YOUR CHILD IS MISSING SCHOOL BECAUSE OF AN ILLNESS PLEASE NOTIFY THE SCHOOL OF THAT ILLNESS AS EARLY AS POSSIBLE.

Medication

DC licensing regulations stipulate the following requirements:

- A parent must administer the first dose of any medication at least two (2) hours before bringing the child to school. All medication that needs to be administered to your child at Preschool requires an accompanying note from the prescribing doctor. The note can be a copy of the prescription or a simple handwritten one from the doctor with the signature and date of visit clearly visible.
- The medication must be in its original prescription bottle and must be accompanied by the appropriate measurement spoon.
- Over the counter products – such as Tylenol, cough syrup, Desitin- may be administered only with a note from a physician.
- In addition, medication will be dispensed only upon your **written order**. **Please ask to fill out the medication authorization form.**

Medical Conditions

It is important that you inform the staff of any special food allergies or medical conditions your child has. This will assist us in being better prepared to handle any emergencies that may arise.