

Summit-Questa Montessori School

Dear Parents:

Please provide your child with healthy snacks and lunch daily. Have your camper bring a backpack with a change of clothes, a towel, bathing suit, sunscreen, water shoes and bug spray. If your child is taking a nap, we need a crib size cover sheet and blanket. Please be sure that every item is clearly labeled with your child's name. For other questions and concerns please contact your child's teacher.

Thank you for your cooperation.

The Early Childhood Summer Camp Team



Summit-Questa Montessori School

Summer Camp 2022

EARLY CHILDHOOD/KINDERGARTEN ENROLLMENT CHECKLIST

DUE WITH REGISTRATION: 1. Child Enrollment Information - Password Student Name (Print): 2. Pickup Authorization 3. Emergency Medical & Authorization Information 4. Medical Information 5. Prescription & Non-Prescription Authorization 6. Swim Waiver & Media Release 7. Transportation Consent & Release 8. Swim Central Form 9. Camp Policies Attach recent photo 10. Nutritional & Health Policy of 11. Know Your Childcare Brochure & Flu Brochure your student. 12. Code of Conduct 13. Discipline Policy & Biting Policy 14. Disciplinary Action 15. Food Allergy Letter from Ms. Judy 16. Current HRS Good Health Form #3040 17. Current HRS Immunization Form #680

BEFORE YOUR CAMPER CAN ATTEND SUMMER CAMPALL ENROLLMENT PAPERS AND CAMP FEES MUST BE SUBMITTED TO THE ADMINISTRATION AND HEALTH FORMS DH680 AND DH3040 MUST BE CURRENT.

THANK YOU FOR YOUR COOPERATION!

SUMMER 2022





(Replaces Broward County Bureau of Children's Services/Child Care Licensing & Enforcement #1 Form)

Child's Information		Instructions: I	Please print or writ	te clearly. Fill in a	all blanks. If not	applicable enter N/A
Full Name				Date of Enrolln	nent:	- Female
Preferred Name	Birth Date Birth Place	Place of			Age as	of 6/1/2022
Address	· i	City	& State	Zip	•	Address
Telephone (Allergies (seve		Specia	Problems/Info	
Child resides with?		v	Vhat language is s	poken at home?		
Parents' marital status?			Who has legal cus	stody?		
Who will receive report cards?				billing statements		
Mother's Information/Parent 1						
Name			Н	ome Telephone ()	
Address (if different)		C	ity		State	Zip
Mobile Cell	E	E-mail address			Drivers Licer file)	ise (copy must be on
Place of Employment			Work Telep	phone ()		Ext
Father's Information/Parent 2 Name				Home 7	elephone (
Trume						,
Address (if different)		C	ity		State	Zip
Mobile/Cell	Е	-mail address			Drivers Licen file)	se (copy must be on
Place of Employment	i		Work Telep	ohone ()		Ext.
Legal Guardian's Information				Home T	elephone (
Name				Home 1	erephone () Cell ()
Address (if different)		С	ity		State	Zip
Child's Physician				78 101 1	DI.	
Name				Health I	nsurance Plan	
Address		Telepł	none No.		contact another e doctor noted a	physician if unable t above?
Other Persons to be Notified in Ca	se of Illness or Accident	(if parents can	not be reached)			
Name	Address		Home Telep	ohone	Cell	Work
Name	Address		Home Telep	ohone	Cell	Work

In case of emergency, the school has permission to take my child to the nearest hospital _ Yes _ No

Persons Permitted to Remove Child (Copy of Driver's License Must be on File) Driver's License must be presented on pickup.

Mother Yes No	Father Yes No	
Name	Address/Phone No.	Relationship
Name	Address/Phone No.	Relationship
Name	Address/Phone No.	Relationship

Names of Siblings Attending or Graduated from Summit-Questa Montessori School

Name	Grade	Teacher/Classroom
Name	Grade	Teacher/Classroom
Name	Grade	Teacher/Classroom

BEFORE A NEW CAMPER CAN BE OFFICIALLY ADMITTED, ENROLLMENT PAPERS, CAMP FEES ALONG WITH THE PROPER IMMUNIZATION AND HEALTH RECORDS MUST BE SUBMITTED TO THE ADMINISTRATION. THANK YOU FOR YOUR COOPERATION!

Parent/Legal Guardian: My signature below indicates that the information given herein is truthfu	and accurate to the best of my knowledge.

Check one.	Signature	Date
→ Parent → Legal		
Guardian		

Office Use Only

Previous School Records Received	Date of Child's Visitation	Enrollment packet received (date)
Health Records received (date)	Summer School Required	Tutoring Required
Registration/tuition deposit received \$	Date Paid	Other Fees Paid \$ Description \$
Grade enrolled for	Classroom assigned to	Other Comments:

SQMS PASSWORD

The password is used for the protection of your child.

Circumstances may occur when you will need someone that is not listed on our enrollment form to take your child from this facility. When these circumstances arise, you will need to call and inform us of your intention and you will be asked for your password. Informing us of your password will enable us to carry out your instructions. If you do not provide or remember your password, we may not be able to carry out your request over the telephone. The password for your child should not be given to any other individual. The password provides a code between staff and parents only to enable us to follow your instructions from over the phone.

PASSWORD:	
Parent or Guardian (Print)	
Parent or Guardian (Signature)	
Name of Child/children	
Date	
Director	



Summit-Questa Montessori School <u>Pick Up Authorization</u>

Child' Name	Class/Teacher		
Parent/Legal Guardian Name	<u> </u>	C	ell No.
Persons authorized to pick up child: (Driver's li	icense must be on file in the office and pre	sented for identifica	tion)
Name	Address & Cell Ph	one No.	non.)
Name	Address & Cell Pho	one No.	
Emergency Information: (In case of illness or emerge	ency, if parents cannot be reached, notify:)		
Name	, , , , , , , , , , , , , , , , , , , ,	Relationship	
Address		Telephone (inc	ude cell phone number
Name		Relationship	
Address		Telephone (include cell phone number	
Child's Physician		Telephone	
Address	City	State	Zip
n case of illness or accident, describe special instruction	ons.		

Summit-Questa Montessori School EMERGENCY MEDICAL INFORMATION & AUTHORIZATION

Please print all information legibly. This emergency form is our direct line of communication to you when you are needed in an emergency. It is your responsibility to notify the office in writing of any changes to this form (phone numbers, emergency contact information, health conditions).

Child's Full Name Date of Birth: Address Home Phone No ____ Dad's Cell #: Father's Name Dad's Work #:____ Mother's Name Mom's Cell #: Email Address Mom's Work #: ____ Alternative Contact (if parent cannot be reached) - driver's license must be on file and presented at time of pickup. ______ Relation ______ Work # _____ Cell # _____ Home# _______ Relation ______ Work # ______ Cell # ____ Physician's Name Physician's Phone # Child's Primary Source of Health Care _____ Ins. Co. Phone # _____ Policy #____ _____ Date of Last Tetanus/diphtheria booster (Tdap): ____ EpiPen: ___ Contact Lens: __ Glasses: ___ Current Prescribed Medication: Child's special medical needs and conditions (i.e. diabetic, asthmatic, allergies) EMERGENCY MEDICAL AUTHORIZATION I authorize first aid treatment using basic first aid supplies (soap, water, bandages) to be provided to my child as needed. In the event that a parent or emergency contact cannot be reached, I give permission for the School to arrange for necessary medical care. I understand and agree that I will be financially responsible for all aspects of such emergency medical care and I indemnify and hold the School harmless for all damages, claims, and amounts paid or due in connection with such emergency medical care. We release the School from any liability resulting from said medical attention and/or incorrect medical information record transfer for this purpose due to incomplete or erroneous data provided by the parent. Parent Signature / Date _____ Parent Signature/Date _____

It is the <u>parent's responsibility to notify the School of any change in their child's medical status</u> or medication and to provide the School with an up-to-date State of Florida Certification of Immunization record (Form 680) and a current State of Florida Student Health Examination (Form 3040). Students with Religious Exemptions, who are not immunized, are attending school. Religious Exemption Form DH 681 must be kept on file but does not need to be renewed.

Prescribed medication must be in original pharmaceutical containers. All medications to be dispensed or administered at the School must be supported by an Authorization for Administration of Prescriptionand Non-Prescription Medication Form (available in office), signed by both the student's physician and parents. Students are not generally allowed to carry prescription medication while at school. The only exceptions are for Epi-Pens, inhalers, and insulin pens, if supported by a physician order and parental consent and the student is mature enough to be responsible for the appropriate administration. Parents who believe self-administration is appropriate for their child must contact Ms. Judy.

Please print information clearly.

Summit-Questa Montessori School

5451 SW 64th Avenue (Davie Road) • Davie, FL 33314 • (954) 584-3466 Fax (954) 584-7816

Medical Information

Child's Informa	tion Instructions: Pl	ease print or write clea	rly. Fill in all blanks. If not a	pplicable enter N/A.
Full Name			Sex (◀ one.)	Female Male
Nickname		Birth Date		Age as of 6/1/2022
Physical Handic	aps: (Specify missing or inju	red bodily parts, weakt	nesses, etc.)	
Bones & Joints:			Organs:	
Muscles:		,	Weight Problems:	
Psychological Ha	andicaps: (Specify problem a	reas such as fears, hype	eractivity, hypersensitivity, et	c.)
Chronic Ailment	s: (Indicate for each – yes or	no)		
Asthma or other respira	tory problems:		Crohn's Disease:	
Circulatory or congenit	al heart problems:		Headaches:	
Diabetes, etc:			Epilepsy:	
Hemophilia or other ble	eding problems:		Date of Last Tetanus/diphthe	eria booster (Tdap):
Vision, Hearing,	Sensory: (Indicate for each-	· yes or no)		
Visual Aides:			Hearing Impairments:	
Sensory Impairment:	If yes, wha	t area?		
Allergies: (Pleas	e be specific)			
Food Allergies:		Medication	n for Food Allergies:	
Dietary Restrictions:	Milk Wheat/Gluten	Egg	Nuts MSG	
Drug Allergies:		Other		
Environmental Allergi	es:	Medicatio	on for Environmental Allergie	es:
Immediate Medical Atte	ention if Needed:			
Is EpiPen Needed:	EpiPen on C	Campus:	If yes, where	
Please indicate the trigg	er?			
The School has p	ermission to administer the	following treatments	to my student as needed: (S	pecify yes or no)
eet Free Insect Repellent f	or mosquitoes?			
sect Repellent with Deet?				
be supplied by parent &	the child's name clearly mark	ed on it)		
nscreen?				
be supplied by parent & the	ne child's name clearly marke	d on it)		
nt name of parent or le	gal guardian that complet	ed this form:		
nature of parent or leg	al guardian		Date Comp	pleted

It is the parent/legal guardian's responsibility to inform the office in writing immediately of any changes that need to be made to this document regarding your child.

To be completed for prescriptions, Tylenol, Motrin, Cough Medicine, and other over the counter medications.

AUTHORIZATION FOR ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

This form is void if altered in any way:

Instructions: Each of the three sections must be completed by the appropriate person as follows:

Parts I and III by Parent / Guardian; Part II by Physician. Please print clearly.

Part I: Studen	t Information (to be completed by Parent/Guardian).
Child's Full Name	Date of Birth:
Parent/Guardian	Grade:
Address	Home Phone #:
	Cell Phone #:
Part II: Action Plan	(to be completed by Physician). Please complete all spaces.
This request is to be effective for SQMS CAMI	20 or earlier stop date:
1. Prescription Medication:	Generic Name (if used):
Dosage amount: Ti	me(s) to be administered at School:
Condition for which drug is given:	Note any untoward side effects:
Inhalant Prescriptions: This student is both capable	e and responsible for self-administering this medication.
No	Yes, if supervisedYes, unsupervised
2. Non-prescription Medication:	Generic Name (if used):
Dosage amount: Pl	ease administer according to manufacturer's label for recommended time
schedule when needed at school for the following co	nditions or symptoms:
3. Non-prescription Medication:	Generic Name (if used):
Dosage amount: Plo	ease administer according to manufacturer's label for recommended time
schedule when needed at school for the following co	nditions or symptoms:
PRINT PHYSICIAN'S NAME	PHYSICIAN'S SIGNATURE
PHYSICIAN'S ADDRESS	DATE
I request the designated school personnel or its age: non-prescription medications. I give permission for away from the school site. I understand that (1) the waive any claims or actions against such persons or administering the medication acts as an ordinarily re this medication must be brought to the school only medication will be destroyed if it is not picked up w	on (to be completed by Parent/Guardian). Form is void if not completed. Into assist my child in the administration of the above named prescription and a my child to take this medication while in school or while participating in school activities are is no liability on the part of the school, its personnel, or agents, and hereby release and entity as the result of the administration of this medication to my child when the person assonably prudent person would have acted under the same or similar circumstances; (2) by a responsible adult; (3) this medication must be in its original labeled container; (4) this eithin one week following the above stop date or one week after the close of the current pires, whichever occurs first. I hereby authorize the exchange of medical information excician and school personnel.
Parent/Guardian Signature	Date
	nding physician and release signed by the parent/guardian annually. Each

medication or any change in medication requires a new form. The parent/guardian will be responsible for ensuring that medicines provided for the school have not expired or been recalled.

Summit-Questa Montessori Camp Policies

ARRIVAL: When dropping your child off in the morning please be sure to sign in and touch base with a staff member before leaving. DO NOT LEAVE YOUR CHILD UNLESS YOU SEE A STAFF MEMBER ON DUTY. It is exceedingly important for your child to arrive at school on time. The way we start our day is important, as it sets the tone for the day ahead and models your values to your child. As such, we hope that each child arrives well rested and has had a nutritious breakfast. Arriving on time teaches children good habits, provides continuity and allows them to transition more naturally into the classroom with their peers.

DISMISSAL TIME: Please be prompt in picking your child up at the appropriate time. You are given a 15 minutes grace period once your child's day ends and emergencies are acknowledged. However, beyond this, A Late Pick-up Charge Is Assessed. First 15 minutes \$25; 6:16-6:30 is \$50; 6:31-6:45 is \$75.00. We staff according to our after-care enrollees and as such, we may not be in accordance with adult to child ratios when children are left late. This is an unsafe situation for staff as well as your child.

<u>School Shoes</u> – Deck, oxford, sneakers and other soft-soled, lace shoes are the acceptable choices. Boots of any kind, flip-flops, sandals or open-toe shoes may not be worn to school.

Jewelry - Please do not allow your child to wear jewelry for safety reasons. It can be very upsetting when an item is lost or broken and more importantly, jewelry can get caught in playground equipment and this may be a safety issue

COMMUNICATION: Communication between teachers and parents is necessary for the coordination of the child's home and school lives. Teachers and parents can schedule time for discussions as needed. Please keep the school informed of any changes in the home, which might affect your child's behavior. Phone numbers, home address, and email addresses must be kept current. Please inform the front office to change your child's parental consent form.

It is necessary for you to be connected to our school email and text alert system. Please check your emails and text messages for school/camp updates and other correspondence, including medical alerts in the event of a communicable illness in the classroom.

PICKUP: When picking up your child, whether it be at the end of regular school/camp dismissal or from our after-care program, please be sure to sign out. As well, check your mailbox or child's backpack daily for announcements, memos, etc. For safety reasons, please do not allow your child to run around the campus after pickup.

The sight of a parent returning to school after a long day apart can be an emotionally charged experience for some children. Pickup is smoothest when children know the day has ended and the parent is now in charge. Giving your child a few minutes to gather their things and transition calmly helps to make it clear it is time to go home. When someone other than yourself will be picking up your child, you must let the office know. We need written information a minimum of 24 hours in advance. That person will need to show I.D. We will not release your child to anyone not listed on your parental consent form or without your permission. Nor are children allowed to make their own plans with friends at school. These plans should be made through their parents.

of authority can be difficult for all involved. When in the building, help your child follow our rules, which include the following:

- ✓ Use "inside" voices (quiet, soft and calm).
- Never run or "roughhouse" in the building or anywhere on our school grounds.
- Please leave things as neat and tidy as you find them.

In addition, please do not let your child out of your sight before or after class. When picking up or dropping off your child, please do not engage teachers or staff members in conversation when they are on duty. This may be a serious situation if their attention is diverted from the children they are supposed to be watching. By distracting a staff member and/or teacher, you are potentially putting our children in danger. Teacher's and/or staff member's eyes and ears must be on the children at all times. If you need to talk to a teacher, please call the office to set up a conference or ask for the teacher to call you when she/he is free. We appreciate your help.

REQUIRED STUDENT HEALTH FORMS: Our school policy requires that HRS Good Health Form #3040 be updated every two years and that HRS Immunization Form #680 must be kept current. All immunizations must be up-to-date. This includes any changes that may occur regarding new vaccines that may be needed between Kindergarten and 7th grade. These medical forms must be current in order for your year. Students with Religious Exemptions, who are not immunized, are attending school. Religious Exemption Form DH 681 must be kept on file but does not need to be renewed.

ILLNESS/MEDICATION: If your child becomes ill while at Summit-Questa Montessori School, you will be contacted immediately. If you are unable to come promptly you must make arrangements to send someone immediately. Any child with a fever, vomiting, diarrhea, rash, nasal discharge (anything other than clear, such as green or brown in color), pink eye, head lice, will be sent home and may not return to school until symptom-free for 24 hours or with a doctors consent.

Please report any communicable disease to the office immediately so that other parents may be notified.

If you bring prescription medication to be dispensed at school, it must be in the original container with the following information: name of doctor, name of child, directions for administering. You must request and fill out a #5 form which is kept on file, signed by a staff member specifying dosage, time and date given. Neither prescription, nor over the counter medication will be dispersed at school without a current Authorization for Administration of Prescription and Non-Prescrption Medication. You may administer medication to your child before or after school if you wish.

<u>FAMILY INFORMATION:</u> The information we request from our families, including but not limited to, addresses, phone numbers, email addresses, school records and financial information, is used only by SQMS for school purpose.

I, have read, fully understand, and agree to fo Summit-Questa Montessori School.	ollow all school policies for as long as my child is enrolled at
Student Name (print):	
Parent's Signature/Date:	Parent's Signature/Date:



Swim Lesson Policies

Although we will try to accommodate all campers/students, some classes will fill up quickly. Registrations will be processed on a first come first serve basis. If a camper/student has been enrolled into a skill level that is inappropriate to maximize their potential for learning and fun, they will be reassigned to a new level and you will be notified.

Please note: Classes may be canceled if minimum enrollment is not met, or due to inclement weather.



Summit-Questa Montessori School Swim Waiver and Release from Liability Form Parent Consent Form

	Child's Name:	Age:	Sex:		
	I hereby assert that my child	is physically able to pa	articipate in Summit-Questa's		
:	swim program including swim lessons, swim team and any other	er swim activity.	•		
1	I, (parent's name), HEREBY WAIVE AND RELEASE,				
j	indemnify, hold harmless and forever discharge, Summit-Quest	ta Montessori School (Л	EDCO, Inc. and Questa Middle		
:	School) and its employees, officers, and agents, of and from an	y and all claims, deman-	ds, debts, contracts, expenses,		
	causes of action, lawsuits, damages and liabilities, of every kine				
	equity, that I ever had or may have, arising from or in any way				
(or activities conducted by or on the premises of, or for the bene	efit of the Summit-Quest	a Montessori School.		
1	Parent /Guardian (print name):	- LUMBAR STATE			
	-				
	D				
	Parent Signature:	D	Date:		
,	Witnessed By:		Date:		
	<u>Media Re</u>	<u>lease</u>			
,	Child's Name				
		DOB			
A	Address: City:	State:	Zip Code:		
Λ	NATURE OF PHOTOGRAPH: I consent for all purposes to the	he use and/or reproduct	ion of all photographs/videos		
	of my child taken by the photographer or by any nominee of the				
	in part, in all forms and media editorial, art and exhibition.	, b.,,	a man me beneen, in more an		
I	In giving this consent, I release the photographer and his nomine	ees from liability for an	v violation of any personal or		
	proprietary right I have in connection with any reproduction or u				
	years of age.	use of the photographs.	1 certify that I am over 21		
-	1		. M		
	All photographs/videos are for educational purposes and/or adve Questa Middle School.	ertising for Summit-Que	sta Montessori School and		
	Questa Mildrie Senool.				
P	Parent /Guardian (print name):				
P	Parent Signature:	D:	ate:		
	Witnessed By:		Pate:		

Waiver and Release from Liability Form Parent Consent

I hereby assert that my child Questa's swim program includin	is ph g swim lessons, swim team and	ysically able to participate in Summit— I any other swim activity.
I,	d harmless and forever dischar e School) and its employees, o s, expenses, causes of action, lar r unknown, in law or equity, the participation in any of the even the Summit-Questa Montessor	(parent's name), HEREBY WAIVE ge, Summit-Questa Montessori School fficers, and agents, of and from any and all awsuits, damages and liabilities, of every at I ever had or may have, arising from or ts or activities conducted by or on the i School.
Date: Parent/Guardi	an Name (Printed):	Signature:
Witnessed By:	Date:	
	CAMPUS SAFETY	RULES
clothing and towel to be supplied be share personal items, lunches, cloth each student with community supp sending your child with their own be clearly marked with your child's	by the parent. At this time, use ning or snacks. All camp rooms lies (art/science/physical fitnes personal pencils, markers, cray s name. Students will need to re- if they have a cough or fever of	and throughout the day; lunch, snacks, extra of masks will be optional. Students may not swill be sanitized daily. The school will supply s, etc.) If you should feel more comfortable rons, scissors, etc., that is acceptable but they must espect the distancing rules, wash hands regularly or appear to have any signs of illness. Those who mp.
child and staff member as safe as p way that any one of us (families, st	ossible and I/we, as parents, wi aff etc.) will ever know if we h	the school will make every effort to keep each all do the same. I/We understand that there is no have come in contact with someone who is at upon entering our campus we will follow the
	Guardian Name (Printed):	

Summit-Questa Montessori School Summer Camp Transportation Consent and Release

1/We,	, am/are the parent and legal guardian of
	("Student"). Student is enrolled in Summit-Questa Montessori School or Questa
transportation of students. I/We hereby consent a	ing this waiver, I/we do so understanding the inherent risks and liabilities involved in the and give permission for Student to ride the bus or van owned and operated by Questa lesta Montessori School to and from the following locations (check all that apply):
made beloof and J2200, me a, b, a bullim Q	to and from the following locations (check all that approx).
I/We give permission for Student to ride	our Bus/Van to and from sports activities.
I/We give permission for Student to ride	our Bus/Van to and from extracurricular activities.
I/We give permission for Student to ride	our Bus/Van to a neighboring property due to an emergency, crisis or natural disaster.
I/We give permission for Student to ride not be using our own.)	our Bus/Van for field trips. (In many cases, the school will rent buses for field trips and we
I/We give permission for Student to ride	on a leased bus to attend a field trip.
present, harmless from and indemnify them against ctions of any kind whatsoever arising out of the tra	areholders, managers, partners, employees, staff, volunteers, and supervisors, past and ll claims, demands, suits, charges, fees, attorneys' fees, costs, damages, liens, liabilities, and asportation of Student. The types of claims I/we hereby release include contract claims, onal acts, economic and non-economic damages, expenses, costs, insurance claims,
/We have signed this document knowingly, willingly o not have to sign this document.	and after having an opportunity to consider its implications. I/We understand that I/we
Parent/Guardian (print name)	
Parent/Guardian (signature)	Date
Witnessed by	Date

Summit-Questa Montessori School and Questa Middle School Release, Waiver and Indemnification

In consideration of	ally bind ourselves, our child, and all of our respective guardians, heirs, nistrators, successors and assigns (collectively the "Releasors"), hereby /a Summit-Questa Montessori School, Questa Middle School, and ive representatives, agents, owners, officers, directors, shareholders, and present (collectively the "Releasees") from any and all liability is, in any way related to the Student's attendance at Summit-Questa and any acts or omissions by any person, whether caused by the sole or diparty (collectively the "Claims"). Notwithstanding anything herein to ged from the scope and application of this Waiver and Release. The
The Releasors shall also indemnify and hold the Releasees harmless fror any claim, demand, or cause of action asserted against the Releasee(s) be damage to any property, when such injury, death, loss, loss of use, or da willful misconduct of Student or Parent.	ecause of any injury to or death of any person or persons, or for loss of
In the event that this Waiver and Release is found to be invalid, unenformacknowledge and agree that in no event, including without limitation, the Releases' aggregate liability to the Releasors or any other person excess any of them be liable to any person for special, incidental, consequential limited to, exemplary damages or lost earnings, lost revenues or loss of the possibility of such damages) whether based upon statute, contract	e negligence or gross negligence of the Releasees, or any of them, shall eed any applicable insurance limits, and in no event shall Releases, or l, or punitive damages or for any indirect damages such as but not consortium, or companionship (even if the Releases have been advised
IN WITNESS WHEREOF, the undersigned, intending to be legally bou	and, have executed this Release and Waiver this
day of 2022.	
Parent/Guardian (print name)	
Parent/Guardian (signature)	Date
Witnessed by	Date

Lockdown Procedures

A "lockdown" is instituted in response to an incident that could potentially result in an unsafe environment for students and staff. When a "lockdown" order is issued by the local police department, all school outside activities are stopped, with staff and students immediately reporting to their classrooms or other protected areas. Once everyone is in a secure environment, room doors are locked and will remain locked until the situation has been safely resolved. The front gates are also locked and no one is allowed to enter or leave the campus. No students may be released to their parents until an "all clear" signal is given. The lockdown will remain in effect until the local police inform the school that it is safe to resume all normal activities. The school is required to follow "The Safe Passage Act of 2001."

***PARENT ALERT – We have contracted with a company called RenWeb to notify parents through their Parent Alert Program in the event of an emergency.

Emergency Closing

In the event of extreme weather conditions, we will close whenever the Broward County School District announces its classes are canceled. If a hurricane is approaching our area, staff members are required to help secure their classrooms and the property as needed.

Parent's Role

- A parent's role in quality child care is vital: experience of child care staff, as well Inquire about the qualifications and
 - Know the facility's policies and

as staff turnover.

- Communicate directly with caregivers. Visit and observe the facility. 000
 - Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child
- Familiarize yourself with the child care standards used to license the child when they are sick. Sare facility.

information resources: and free More

MyFLFamilies.com/ChildCare

the compliance history of this child care accordingto the minimum licensure (F.S.), and Chapter 65C-22, Florida section 402.305, Florida Statutes This child care facility is licensed For more information regarding Administrative Code (F.A.C.). MyFLFamilies.com/childcare standards included in License Expires on License Issued on provider, please visit: License Number:

Name of child.

Sipuature:



OFFICE OF CHILD CARE REGULATION AND BACKGROUND SCREENING MYFLFAMILIES.COM

child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873. To report suspected or actual cases of

Office of Child Care Regulation and Background Screening Pursuant to s. 402.3125(5), F.S. Florida Department of Children and Families, This brochure was created by the CF/PI 175-24, 03/2014



Know Your Child Care Facility MyFLFamilies.com/ChildCare

new law was passed that requires child During the 2009 legislative session, s (the flu) every year during August and care facilities, family day care homes detailing the causes, symptoms, and transmission of the influenza virus and large family child care homes provide parents with information September

My algneture below verifies receipt of the brochure on Influenza Virus, The Flu, A Guido to Parents:

Name:

Child's Name:

Date Received:

Signature:

order for them to maintain it in their records. the brochure to your child care provider, in Please complete and return this partion of



What should I do if my child gets sick?

aspirin or medicline that has aspirin in it to children Consult your doctor and make sure your child gets planty of rest and drinks a lot of thinks. Never give or teensgors who may have the flu.

DOCTOR RIGHT AMAY IF YOUR CHILD: THE REAL PROPERTY. CALL OR TAKE YOUR CHILD TO A

Married Designation

- · Has a high fever or fever that lasts a long time
 - · Has trouble breathing or breathea fast
 - · Has skin ther looks blue
- · Is not drinking enough
- want to be held, or has seizures (uncontrolled · Seema confused, will not wake up, does not shaking
 - · Gots better but then worse again
- · Has other conditions (like heart or lung disease, diabetes! that get worse:



How can I protect my child from the flu?

winter lchildren receiving a vaccine for the first A flu vecting is the best way to protect against recommended. The CDC recommends that all 19th birthday receive a flu vaccine every fall or children from the ages of 6 months up to their time require two doses). You also can protect your child by receiving a flu vaccine yoursalf. to year, annual vacationagainst the fluis the flu. Because the flu virus changes year

What can I do to prevent the spread of germs?

contaminated hands and articles solled with nose and hapman when dropies from a citien or sneeze of an infect someone merby. Though much less free and the flu may also spread through indirect contact with The main way that the flu spreads is in resolutions throat secretions. To provent the spread of germs. infacted person are propelled through the air and dructets from coughing and ansering. This can

- · Vess' hands often with soap and water.
- · Cover mouth/nose during cough of snecze into your coughs and sheezes. If YOU don't have a tissue, Upper sleeve, not your
- who show signs of illness. Limit contact with people
- Keep hands wany from the touches something that is confaminated with gorms har eyes, nose, or menth. and then touches his or surpad when a person ace. Germs any often



stay home from child care? When should my child

to rest and to avoid giving the flu to consciolidaten and Should not return to callel care or other group writing until his or har temperature has been normal and has systems). When sick, your child should stay at home been sign and symptom free for a period of 24 hours. ixinklibe lenger in children and in primple end den't fight disease well topople with weakened immone to up to 5 days offer getting sick. The firme framo A person may be contagious and able to spread the virus from 1 day before showing symptoms

For additional helpful information about the dangers of the flu and how to protect Your child, visit: http://www.cdc.gov//lu/ or http://www.immunizeflonda.org/ Contract Contract Contract STATE STATE STATE j

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THE REAL PROPERTY.

THE REAL PROP. NAME AND DESCRIPTION.



Summit-Questa Montessori School Nutritional Policy

Healthy eating habits in children and adolescents promote optimal childhood health, growth and intellectual development. Please send a healthy lunch. Read labels. So many of the "handy, quickie" lunch items are loaded with salt, sugar and preservatives. We encourage including fresh fruit, vegetables, protein and whole grain items in your student's lunch and snacks. Soda, candy and high sugar snacks are not permitted at school at any time. Do not send metal pull top can containers such as fruit cups, pudding, etc. or glass containers. Microwave or heat-up lunches are not permitted in 8th grade. Lunch boxes may not have any symbols of violence (e.g. transformers, guns, any weapons, etc.)

Child Care Licensing states student lunches need to include:

- Meat/Fish/Poultry or cheese, eggs, peanut butter or dried beans
- Fruits and/or vegetables
- Bread/butter
- Milk

Summit-Questa Montes		
tudent Name & Grade (pleas	se print):	

HEALTH POLICY

In an effort to limit the spread of viruses and other contagious illnesses on our campus, we request our families follow the simple rules listed below.

- Fever Fever is a common symptom of viral infections. Students may not come to school when they have a fever (over 100 degrees Fahrenheit). Your child should be fever free (without being medicated) for 24 hours before returning to school.
- Vomiting Your child may return to school after he/she has not thrown up for 24 hours and is back on a regular diet.
- Diarrhea Your child may return to school after he/she has been diarrhea-free for over 24 hours.
- Sore Throats/Strep Throat/Scarlet Fever Not all sore throats will result in strep throat. If your child has difficulty swallowing, headache, upset stomach, fever and/or white patches in their throat, they probably have strep throat and should be taken to the doctor. He/she can return to school 24 hours after antibiotic treatment begins and with a doctor's note stating your child may return to school.
- Cough If your child's cough is frequent or severe, they will not be able to concentrate sufficiently to be in school. A severe and/or frequent cough may also prevent other students from concentrating. For these reasons, students may not come to school with a serious cough and should probably be seen by a doctor to make sure they do not have bronchitis or even pneumonia. He/she would benefit from more rest at home. Please do not send your student to school until his/her cough has been treated by a doctor and the cough is under control.
- Common Cold/Flu Students should not come to school within the first 24 to 48 hours of a cold/flu. Colds are most infectious at this point.
- Conjunctivitis (Pink Eye) Pink Eye is highly contagious. Students must be evaluated by a doctor and generally may come back to school after 24 hours of antibiotic treatment. (Doctor's note required to return)
- Ear/Sinus/Other Non Contagious Secondary Infection Students may come to school after they have been evaluated
 and appropriately treated by their doctor.
- Rash Children with a skin rash should be seen by a doctor, as this could be one of various infectious diseases. Some of these infections require antibiotic treatment. (Doctor's note required to return)
- Head Lice Your child may return to school when they have been treated for lice and are nit free. (Doctor note required to return)

7	П		wing these simple rules will help us prevent the contagious diseases.	ne spreading of viruses or
	П	Pleas not s	se use your common sense when evaluating yend them to school if they are feeling poorly, hagious or are feverish.	
	П		tudent becomes ill while they are at school, the alled to pick up their child.	e parent or guardian will
	LI	How	to help prevent the spread of infection	
		0	By washing hands regularly	
		0	By not sharing drinks or food	
		0	Immunizations are up to date	
		0	Don't send your child to school when they a	re contagious
		0	Complete any antibiotic your child has been	
			Thank you for your cooperation!	
			ts or guardians) of idelines noted above.	agree to abide by
	Parent	Guardi	ian's Signature	Date

STUDENT CODE OF CONDUCT

RESPECT FOR COMMUNITY

- Listen patiently
- Be patient when you are asking for help, wait your turn
- Look at the person who is speaking to you and answer respectfully
- Please do not use inappropriate language
- Use good manners at all times
- Help others when they need it
- Raise your hand to talk, do not interrupt others
- Treat others the way you want to be treated

RESPECT FOR ENVIRONMENT

- Treat all materials and beings with respect living and nonliving
- Help to care for the environment by keeping it clean
- Clean up your personal work space
- Please take care when using school equipment and lessons
- Push in chairs
- Walk and act carefully do not step on plants, break off branches or hurt any forms of nature
- Respect and care for all forms of life

RESPECT FOR SELF

- Make smart choices
- Focus and concentrate on your tasks and work hard to finish them
- Do not cheat yourself; use your own words when writing; do not plagiarize
- Take pride in your work and do your best at all times
- Don't be afraid to ask for help
- Don't be hard on yourself, you will succeed
- Be honest; we all make mistakes
- Care for your personal items
- Don't be afraid to say what you think but be respectful
- Ask others to treat you the same way they want to be treated

Remember that we are all different but everyone of us has their own special gift to offer each other.

By signing this document, I agree to respect myself, respect others, and respect our environment.

Student Name (Print)	
Student Signature	Date
If your student is too young to sign, ple	ease read this to them and sign below:
Parent/Guardian:	



Summit-Questa Montessori School <u>Discipline Policy</u>

At Summit-Questa Montessori School, we believe that discipline is a necessary component for learning. In order to assure your child a quality education, it is important to have a written discipline policy that is understood by the parent as well as the child. In each classroom there are established ground rules which serve as guidelines for the well being, safety, and respect of all. We also have a school wide discipline policy that your child is expected to follow which includes the following:

- Control aggression toward others.
- ✓ Handle school property and materials with care.
- Respect the property and rights of other children, staff, and school in general.
- ✓ Be polite and use good manners at all times.
- Follow directions within a reasonable amount of time; given the needed adult guidance.
- Behave appropriately at all times which includes: during classroom learning time, as well as outdoors and in other areas of the building, on field trips, in before care, after care, extracurricular activities, and while being transported to and from school while engaged in school activities and programs.

If your child chooses to break a school rule, the consequences are as follows in this order:

- 1. Warning
- 2. Time out with written notice to parents
- 3. Parents called
- 4. Parents called in for conference
- Probation and possible suspension
- Student expelled

In instances where aggression is provoked, please inform your child of these steps to take:

- 1. Verbally express their displeasure.
- Walk away from the situation
- Ask for intervention from a teacher.

Entering into a fight, even if provoked, is unacceptable behavior.

The age of a child will be taken into consideration when dealing with discipline problems.

In addition, any unsafe or disruptive behavior exhibited by children or parents, as well as any parents who do not adhere to and support our discipline policy, and/or are uncooperative in supporting the decisions of the school, may also be subject to immediate dismissal of their child. There will be no refund of tuition if your child is dismissed and any unpaid balance of your student's annual tuition, after care/before care, tutoring, field trip fees, and extracurricular activities must still be paid in full.

At Summit-Questa Montessori School we believe that a child in an environment of love, trust and respect, will gain self-discipline and the desire to learn and succeed in a positive way. Thank you for your cooperation.

In addition, we request that parents be proactive partners in their child's school experience. If you hear through your child of any behavior that is inappropriate, we ask that you inform teachers and administration immediately.

Student Name (please print)	
	ne Policy and accept and agree to abide by the hild is enrolled in Summit-Questa Montessori



Summit-Questa Montessori School

Discipline/Biting Policy

(Early Childhood Age)

Dear Parent:

Biting is a normal part of the young child's development. Some young children at this age are unable to communicate well verbally thus, they deal with their problems by biting. An occasional bite is expected and usually occurs in every environment which includes 2 ½ or 3-year old children. However, we are unable to keep children that bite on a regular basis.

If your child bites or is physically aggressive toward another child or teacher, the consequences are as follows:

Incident	Consequence	
1	Warning to child and isolation from the group.	
2	Parents are called and notified of behavior, parents must pick up the child from school immediately.	
3	Parents must pick up the child from school immediately and schedule a conference with the teacher.	
4	Enrollment is terminated from school.	

Children who are asked to leave due to biting incidents will be welcomed back at a later date when the biting stage has ceased. The biting stage usually lasts from 2-12 months in length and parents can be assured that the child will eventually outgrow this stage.

At this very young age, children who display any physical aggression toward others, including, but not limited to, multiple bites or who disrupt the educational program may warrant action other than stated in this policy. Therefore, the school reserves the right to consider this policy null and void and immediately dismiss any student who may endanger themselves or others or disrupt the educational program.

In addition any parent/s who do not adhere to and support our discipline policy and/or are uncooperative in supporting the decisions of the school will also be subject to the immediate dismissal of their child. There will be no refund of tuition if your child is dismissed and any unpaid balance of your student's annual tuition, after care/before care, tutoring, field trip fees, and extracurricular activities must still be paid in full.

Student Name (please print)	
I have read, understand and agree to follow this Disci as stated above.	ipline/Biting Policy from Summit-Questa Montessori School
Parent's Signature/Date	Parent's Signature/Date

DISCIPLINE

Summit-Questa Montessori School operates on the assumption that everyone in the school, including staff members, will treat everyone else with care and respect. The children are allowed to move freely and explore the environment using the rules and procedures that are consistent throughout all our environments.

There are four basic behaviors that are forbidden:

- No child or adult will hurt another child or adult in any way.
- · No child or adult may disturb the work of another in any way.
- No child or adult may mistreat the property of the school in any way.
- Corporal punishment or legally questionable practices are not allowed.
- **The above rules pertain to any student, teacher, parent or visitor in the school.

In the Montessori environment a child is considered to be in control when working constructively with the school materials and showing respect for his/her own work, as well as the work of others. If the child loses control, the teacher will intervene. The teacher will take the child aside and will talk to him/her privately about the situation. The child will be given a chance to regain control. The staff at Summit-Questa will use positive language and always talk to the child at eye level. If the child still has not gained control, the teacher will take control. The child will be asked to choose a place and sit and think about what he or she has done. When the child is ready, he or she may rejoin the group. All unusual or behavioral situations must be documented.

If the child has a problem, the following procedures will be followed:

- 1. The school administrator and teacher involved will conduct a meeting to discuss the problem.
- 2. The parents will be contacted for a conference to discuss the problem. The conference will serve the purpose of exchanging ideas to help the child. A date for a second conference will be set.
- 3. The second conference will serve the purpose of evaluating the child's progress. If no improvement is shown, a decision will be made at this time regarding what steps should be taken to best meet the needs of the child, while taking into consideration the well-being of the school environment.

Summit-Questa Montessori School believes that a child in an environment of love, trust and respect, will gain self-discipline and the desire to learn and succeed in a positive way.

DISCIPLINARY ACTION

Any unsafe or disruptive behavior exhibited by children or parents, as well as any parents who do not adhere to and support our discipline policy, and/or are uncooperative in supporting the decisions of the school, may also be subject to immediate dismissal of their child. There will be no refund of tuition if your child is dismissed and any unpaid balance of your student's summer camp tuition, after care/before care, tutoring, field trip fees, and extracurricular activities must still be paid in full.

<u>Grounds for Suspension and/or Dismissal</u>: Your school services may be terminated immediately for the following reasons:

- 1. Failure to pay tuition and fees.
- 2. Failure to bring in up-to-date health forms.
- 3. Checks returned more than two times.
- 4. Disciplinary problems and/or lack of parental cooperation.
- 5. Unsafe or inappropriate behavior exhibited by a child or parent.
- 6. Refusal to follow school policies or support school decisions on the part of a student or parent.
- 7. If the school determines that any action taken by a parent or child interferes with the school's ability to accomplish its educational purposes and summer camp program, or damages the school's reputation.

	scipline Policy and accept and agree to abide by the conditions ld is enrolled in Summit-Questa Montessori School.
Parent's Signature/Date	Parent's Signature/Date

SUMMIT-QUESTA MONTESSORI SCHOOL FOOD ALLERGY GUIDELINES & POLICY

Dear Parents,

Summit-Questa defines a child with a serious food allergy as one whose doctor has prescribed an Epi-Pen to be on hand at all times. The school is aware of the special needs of these children. While we cannot guarantee that a child will be protected against exposure to an allergen, by working together, we feel that we can minimize the risk and create a safe learning environment.

The philosophy behind the attached *guidelines* is "simplest is safest". With education and with clear and frequent communication, parents and educators will be able to keep your child as safe as possible while at school.

Summit-Questa Montessori considered food bans in the past, however besides it being discriminatory; it also promotes complacency and resentment.

The principal tenet of our "simplest is safest" philosophy is that a food allergic child should not eat any food that did not come from his or her home. It is an easier policy for parent, teacher, and child to observe, whether it is at lunch, on field trips, or at school sponsored events.

By signing this cover letter and each of the attached pages, the parents and children agree to adhere to these principles and guidelines. The parents agree to hold the school and teachers harmless in case of accidental exposure to an allergen. The school will make reasonable efforts to assist with your child's food allergy.

Summit-Questa teachers and administrators are always available to discuss your concerns. We have students on campus whose parents are actively involved in food allergy issues, and they will be happy to help you throughout the school year.

Sincerely,

Judy Dempsey, Principal

Date

Parent and /or Legal Custodian Responsibilities

FOOD/CROSS-CONTAMINATION

- The child's lunch will be packed at home every day and will include a clean place mat and napkin.
- Parents will also provide a safe snack each day for their child.
- Parents will store "safe" treats and special snacks at school for birthday celebrations, food lessons, and other events at which food is served. Freezer space is available.
- Summit-Questa cannot take responsibility for outside vendors. Children with food allergies
 may not order school lunch.

COMMUNICATION

- Parents will provide the office with ALL emergency phone numbers and medications.
- The food allergic child will wear a Medic Alert bracelet and parents will educate the child on the importance of wearing it
- Parents will sign all appropriate waivers and forms with regard to the administration of
 medications. If a current waiver is not on file, the school may administer the medication in
 the event of an emergency. Working with the child's teacher, the parent will help educate
 classmates, staff, and parents.
- In a Montessori environment, students have many teachers. It is the parents' responsibility to ascertain if the child's designated teacher is present each day. There will be a back-up teacher available, but it is the parents' responsibility to assign the back-up teacher the day's responsibilities regarding the food allergic child.
- In coordination with other parents of food allergic children, parents will train and educate teachers and support staff. They will also make their best effort to keep one another informed of school or PTO events that might have food issues.
- Parents will keep the school updated with educational materials pertaining to their child's allergy.

Classroom:
Date:

Teacher/Administrator Responsibilities

FOOD/CROSS-CONTAMINATION

- Keeping with our belief that "simplest is safest", the school will make reasonable efforts to assist the parent and child with their food allergy safety plan.
- The teacher's role in the classroom is that of the educator. Food labels should be read by parents each time because companies change their manufacturing processes making the risk of cross contamination too great. It is not the teacher's responsibility to read each and every food label. The teacher has to rely on the fact that the food an allergic child brought from home is safe, and that the child will not eat food that is not brought from home.
- Summit-Questa will make reasonable efforts to provide an allergy free table at lunch, and will make reasonable efforts to have a food allergy aware trained adult at that table. A food allergic child will not be made to sit alone.
- If eating inside because of the weather, reasonable efforts will be made to wash the tables.
- We will make reasonable efforts to be certain that all students wash their hands after lunch and snack.
- Provide time for the student to retrieve their special snack.
- Teachers and administrators will make reasonable efforts to avoid conducting educational lessons that include the use of food as a teaching tool, reward, or incentive If necessary, an allergic child's parent will be given as much notice as possible so that a suitable substitute can be found. This will greatly reduce their feelings of isolation.
- Reasonable efforts will be made so that class pet's food will not include the use of a food allergen.

FIELD TRIPS

- As much notice as possible about field trips will be given to parents. Teachers and administrators
 will make reasonable efforts to coordinate with parents to resolve any food issues
 or requirements.
 - Teachers will make reasonable efforts to help educate other parents attending field trips
 on the special needs of the allergic child, if requested in writing by the parent

Print Student's Name:	Classroom:
Parent Signature	Date:

COMMUNICATION

- Summit-Questa will make reasonable efforts to educate classmates and parents with regard to food allergy issues in coordination with food allergy parents.
- The school will make reasonable efforts to give as much notice as possible with regard to special
 events at school that might involve food i.e. Upper Elementary's reports on countries.
- Summit-Questa will make reasonable efforts to give as much notice as possible that a food allergic child's
 teacher is going to be absent on a given day. It is the parent's responsibility to notify the backup teacher
 as defined above.
- Teachers and administrators will make reasonable efforts to notify parents of any new personnel or parent
 helper in the classroom so that they can be educated and trained about food allergies by the food allergic
 child's parent and or legal guardian.

TRAINING

Teachers and administrators will make reasonable effort to attend one training session prior to the beginning
of the school year and one refresher mid-year to be conducted by the parents of the food allergic children

Allergic Child Responsibilities

- The food allergic child will be aware, on an age appropriate level, of the details of the allergy (causes, symptoms, avoidance, rules) and the dangers/consequences of not following instructions to manage the allergy. The child needs to be proactive in the care of and management of his or her allergy and reactions.
 - The child will notify an adult immediately of any allergic symptoms or if ingestion of an allergen is suspected.
 - The child will inform a teacher promptly of any taunts, dares, threats, or harassment due to their allergy.

Print Student's Name:		Classroom	
Parent Signature:		Date	







SWIM Central Water Safety Education Questionnaire

Parents: Do you know that drowning is the leading cause of death among children? Complete this form to receive information to protect your child from drowning.

Child's	ame:	Date of Birth:		
Parent	ame:Pa	arent Signature	Date	
Email (ptional)			
Inform	tion is for the use of the Broward County	Swim Central program	only.	
	vould you rate your own swimming abili Inable to swim	•		
□	an swim a little, but NOT comfortable in	n deep water		
	ble to swim for an extended period of t	ime in deep water		
	o, check all the reasons below that app	ly:		
-	Do not know how to find information	about swim lessons	☐ Transportation problems	
	Swim lessons are not important		☐ Lessons are too expensive	
	5 Schedule of lessons not convenient			
1	Equipment such as swim suit, towel, g	oggles too expensive		
4. Has ye C C 5. Would C	or a family member know how to perform of a family member know how to perform of the second of the s	owning prevention and ne cost of swim lessons	water safety? for your child?	
Broward Ordinance 2004, Section 7-8 requires parents to complete SWIM Central questionnaire and for Child				
Care Facilities to mail or fax a copy to SWIM Central. Also required is a copy of this form to be placed each				
child's file	be monitored by the staff of the local	licensing agency.	a copy of this form to be placed each	
Facility Na	ne: Summit-Questa Monlessor:	School Facility	License #: 46 0 \$ 2	
Document	tion of the original form via fax or mail	is required, indicate b	elow:	
Date form	axed: or, date mailed	:		
Fax: 954.3	over the control of			
	3700 NW 11 th I	Place		
	Lauderhill, FL 3	3311		
Form and e	ducational handout for parent distribut	ion can be downloade	d:	
http://www.watersmartbroward.org/resources/brochures-handouts/				
	The state of the s			