

PLEASE READ! Munroe Center's ArtSpan Policies/Registration Info

FORMS THAT NEED TO BE SUBMITTED:

- 1) **HEALTH FORM:** Please supply us with your Health Care Providers Examination Form. This form lists all immunizations, allergies, medications and any special health circumstances pertaining to your child. This form must contain a physician's signature. If you feel there are special circumstances regarding your child's health that we should have detailed information about, please describe them clearly on a separate sheet of paper and attach it to Health Care Provider Examination Form.
- 2) **MEDICATION POLICY FORM:** If your child needs to take any medication (i.e. inhalers, antibiotics etc) you will need to have this medication form completed. If your child requires other medication while attending our program, please give the medication in the original container to the Education Director or Health Supervisor with a permission note. Prescription medications must be in a child-proof bottle with an original pharmacy label attached. These medications can be administered in the Munroe Center Office under the supervision of our health supervisor. Under no circumstances should a child be carrying medications around with them while in attendance at our program.
- 3) **PARENT/GUARDIAN AGREEMENT:** Include health insurance information, sign and date.
- 4) **RELEASE FORM:** Provide the names of those individuals to whom your child may be released at the end of the day. You may add names to the release form at any time during the program session with a written request. Please complete a separate form for each child.

Drop off and pick up Policy: All children arrive at 8:45 AM. **Please do not live park in our driveway.** Mornings are a busy time at the Munroe Center, and the safest scenario for everyone is if you park on Massachusetts Avenue in front of the building. ArtSpan staff will greet you and your child in front of the building, or inside, depending on if it is a Summer Program or School Vacation Program (please see designated program below for specific information). We will check you in to ensure that your child is registered, all forms are received, and all payments have been made. The children will then be escorted to their counselors and group. Snacks and lunches should be given to the child's counselors. The day ends promptly at 3:15. Your child will be waiting with his/her group and counselor (**please see designated program below for pickup location**). Any person picking up your child needs to be listed on the Release Form for safety and security reasons. **PLEASE NOTE:** Children not picked up by 3:15 will be automatically be put in our Extended Day program and charged a fee to cover staff and snacks. An additional fee will be charged for late pickups in our Extended Day Program (after 5:30 PM).

SCHOOL VACATION PROGRAM (December, February, April): Drop off and Pick up is located in the building, in the first floor hallway.

SUMMER PROGRAM: When the weather is pleasant, drop off is located in the front of the Munroe Center. ArtSpan staff will greet your child, and walk them to the back of the building to meet their counselor. At the end of the day, please pick up your child outside, in the back of the building, and sign out with your child's counselor. In inclement weather, drop off and pick up will be inside of the building.

WHAT TO BRING TO MUNROE: It is recommended that children wear comfortable clothes and shoes that can get messy. Label personal items so they can be easily identified if lost or misplaced. Include a change of clothes for young ones in their backpacks. **PLEASE STRESS TO YOUR CHILDREN THAT GAMEBOYS, PLAYING/TRADING CARDS, STUFFED ANIMALS AND SIMILAR TOYS ARE ONLY TO BE USED DURING RECESS.** Due to the volume of children enrolled in our summer program, we do not have adequate space to store belongings (jackets, backpacks) throughout the day. Any belongings that arrive with a child will be their responsibility to carry and keep track of through the day. ArtSpan is not responsible for lost items.

SNACK AND LUNCH: Please bring a healthy morning snack and lunch with your child's name on each. It is also recommended they bring a water bottle, clearly labeled with their name, which can be refilled throughout the day. A snack will be provided during the Extended Day Program.

LOST AND FOUND: There is a Lost & Found box located outside the bathroom on the first floor. Program staff will make every effort to help children keep track of items brought from home, but we cannot be responsible for any lost or misplaced items.

PLEASE SEE OUR PEANUT POLICY ON THE FOLLOWING PAGE.

ArtSpan Peanut-Free Policy

Dear Parent,

Due to the increase in the number of children with peanut allergies, we ask that you pack peanut-free lunches and snacks for your children while they are attending our Vacation Arts Programs. Many Lexington Public Schools have implemented similar policies; as a local organization that serves the Lexington Community and beyond, we feel that this policy will make the Munroe Center for the Arts a safer facility for everyone. Please be cautious in the types of foods you pack for your child and make an attempt to read food labels to ensure that the food your child brings does not contain peanuts or traces of peanuts.

As always, whenever food is being consumed (snack and lunch times), our Health Supervisor will be in close vicinity to the children. The Health Supervisor is prepared and trained to administer medication as needed and specified by your child's physician in the event of an allergic reaction. **We ask that if your child has food (or other allergies) you provide us with an Emergency Treatment Plan signed by your child's health care provider. This plan must detail how your child's allergies are to be managed.** Any medications required to execute the plan must also be provided in accordance with our medication policy and picked up from the Health Supervisor when your child's Art Span session is completed. All medications not picked up by the close of Art Span's Vacation session will be disposed of by our Health Supervisor.

Please be advised that although we are implementing a Peanut-Free policy, we cannot guarantee our premises will be completely peanut free. This is an effort to reduce the risk of any peanut exposures.

The Munroe Center for the Arts appreciates you being a part of our Arts Programs and our staff looks forward to spending a fantastic, fun, creative, and safe time with your child!

Sincerely,

Hannah Hammond-Hagman, Education Director
Sarah Noyes, Coordinator/Health Supervisor
Christian Herold, Executive Director

Munroe Center's ArtSpan Parent/Guardian Agreement Form

IN CASE OF ILLNESS, I understand that my child will be attended to in the ArtSpan's first aid area in the office. In the event of apparent serious illness or injury, I authorize ArtSpan to send him/her to the nearest medical facility for emergency care. Artspan uses Lexington Fire Department Ambulance Service to transport any child in need of emergency care.

LIABILITY – ArtSpan and the ArtSpan staff are not liable for personal injuries, loss or damage to personal property where there has been no obvious negligence. Since ArtSpan deals with physical activities, each registrant may decline to participate in any activity which may be personally harmful by informing the staff in writing of any physical limitations which may prevent full participation in ArtSpan programs. I further agree to indemnify and hold harmless the Munroe Center for the Arts and ArtSpan Program and its agents and servants against all claims as a result of any and all acts performed under this authority.

I GRANT PERMISSION for my child to participate in all program activities involved in ArtSpan. I understand that children not picked up by 3:15 PM will automatically be put into the Extended Day Program and charged a late fee to cover staffing and snack expenses.

I AUTHORIZE ArtSpan to take and use photographs, slides and recordings of my child as may be needed for records or public relations.

I UNDERSTAND that full tuition refunds will only be given if written notice is provided more than 7 business days before the first date of the program, less a \$50 administrative fee. Withdrawal within 7 business days of the first date of the program will result in a 50% refund, less a \$50 administrative fee.

I UNDERSTAND that ArtSpan reserves the right to decline acceptance of an application or to dismiss a child from programs/classes if attempts to remedy unsatisfactory situations and behavior cannot be resolved.

I CERTIFY that my child is covered by health and accident insurance.

Insurance Carrier/Policy _____

Policy #: _____

Parent/Guardian Name with Insurance: _____

Signature: _____ Date: _____

Munroe Center's ArtSpan Release Form

(Who is allowed to pick up and sign out my child)

Please provide us with the names of people to whom your child may be released during and/or at the end of the day. In case of a request for the release of your child to a person not listed, your child will remain at Munroe until you have been contacted and have given us permission to release your child. If one of the people below is late for pick up, your child will be put into our Extended Day Program, which runs from 3:15 PM – 5:30 PM. A fee will be charged for late pick ups.

Please include your name and phone number, as well as those of any family members.

1) Name: _____ Phone # _____

2) Name: _____ Phone # _____

3) Name: _____ Phone # _____

4) Name: _____ Phone # _____

Please tell us if it is okay for your child to be released without being signed out by an adult. (For example, your child lives next door and can walk home. You give your child permission to sign him/herself out.) YES or NO

I give permission for the people above to pick up and sign out my child anytime they are at the ArtSpan Program.

Parent/Guardian Name: _____ Phone #: _____

Parent/Guardian Name: _____ Date: _____

Munroe Center's ArtSpan Medication Policies

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If your child needs to take any medication (i.e. inhalers, Epi-Pens, Tylenol etc.) you will need to sign this medication form.

All medications will be kept in the ArtSpan office, under the supervision of our Health Supervisor.

Parents must make sure that any medications taken by your child while in attendance at our program are given directly to our Health Supervisor upon morning check-in. Under no circumstances will children be carry medications around with them while in attendance at our program.

ROUTINE MEDICATIONS may be self-administered (with our supervision) prior to lunch and when absolutely necessary after 3:15 PM for Extended Day children. Parents may assume responsibility for administering medications that need to be given at other times of the day.

Medication prescribed shall be kept in the original containers, bearing the pharmacy label. All over the counter medications for the children shall be kept in the original containers with directions for use.

ArtSpan and any ArtSpan staff thereof will be held harmless in the event of reactions of any kind illness, or death resulting from the child's use of any medication while attending ArtSpan programs. ArtSpan reserves the right to refuse to administer medications. In such an event all deposits and tuition paid will be refunded in full.

TO BE SIGNED BY PARENT OR GUARDIAN

I, the undersigned, give permission to the ArtSpan Program to store medication for my child to self-administer (with supervision). I understand that the ArtSpan staff are not responsible for any problem arising from the effects of the medication or the omission of the medication. I further agree to indemnify and hold harmless the Munroe Center for the Arts and its agents and servants against all claims as a result of any and all acts performed under its authority.

Parent/Guardian Signature: _____ Date: _____

Munroe Center's Art Span Medication Policies

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TO BE COMPLETED BY CHILD'S PHYSICIAN

Please complete this form after reading page 1.

Today's Date: _____ Child's name: _____ Age: _____

Address: _____

Parent/Guardian Name: _____

Home Phone #: _____ Work Phone # _____

Cell Phone #: _____ Emergency Phone #: _____

Name of Licensed Prescriber: _____

Diagnosis: _____

Name of Medication: _____

Dosage to be given at the Munroe Center: _____

Route of Administration: _____

Frequency of Dosage: _____

Date Ordered: _____ Duration of Order: _____

Quantity Received: _____ Expiration date of Medication Received: _____

Special Storage Requirements: _____

Date Medication is to begin: _____ Date to discontinue: _____

Specific Instructions (e.g. to be given on empty stomach or with water): _____

Possible Side Effects: _____

Has the child been instructed to self-administer and may he/she do so? Yes _____ or No _____

Physician's Name and Office: _____

Physician's Signature: _____ Date: _____