



# Montessori in Motion

## PARENTAL AGREEMENT FORM

7323 - 27th Street, W., University Place, WA 98466-4605

253-565-3080

Child's Name \_\_\_\_\_

PLEASE READ AND CHECK

- \_\_\_\_\_ 1. **EMERGENCY PROCEDURES:** I give permission for the Director or Designee to remove and/or transport by emergency vehicle my child from the school in the event of any emergency.
- \_\_\_\_\_ 2. **FIELD TRIP PERMISSION:** Several times during the year, we have entertaining and/or instructional presenters come to school. The cost for these visitors will be divided equally among the children in attendance that day. Such fees will be added to your next billing statement. On occasion the primary classes may go on an off-site field trip, I hereby give *Montessori in Motion* permission to remove my child from the School for field trips. I understand that I will be given advance information about field trips before my child is removed from the school. I will have the opportunity to sign agreement or disagreement. I understand that the School will take every precaution and care to ensure my child's safety.
- \_\_\_\_\_ 3. **CONFIDENTIALITY:** I give the School permission to release information from my child's file to my physician and/or to obtain information from my physician. I understand that I will be advised before such a contact is made, and this information will be kept in strict confidence. I will be notified if another professional source offers or requests information concerning my child. At that time, my permission will be given or withheld.
- \_\_\_\_\_ 4. **GRIEVANCES:** I understand that the School wishes to have good communication between the parents and itself. If I am unhappy about the care given my child or have any concerns about the School, I will share these concerns honestly and directly with the Director of the School.
- \_\_\_\_\_ 5. **ILLNESS:** I will not bring my child to school if s/he is suffering from a bad cold, flu or other serious illness or contagious disease. I agree to call the School to inform them of my child's absence. I understand that my child will NOT be accepted at School if s/he is running a temperature of over 100.6°, and that s/he shall not return to School until 24 hours after temperature has returned to normal.
- \_\_\_\_\_ 6. **CLASSROOM OBSERVATIONS:** I may observe my child's classroom at any time during any class session with or without prior notification to the teacher or Director. However, parent participation in classroom activities must always be arranged ahead of time with the teacher.
- \_\_\_\_\_ 7. **PARENT-TEACHER CONFERENCES:** If I wish to talk with the teacher, I need to make an appointment to do so. I understand that the teacher will devote his/her entire attention to the children during class sessions. At the time of our appointment, s/he will be able to devote his/her attention to my concerns.
- \_\_\_\_\_ 8. **PHOTOGRAPHIC AUTHORIZATION (Parents):** The children are occasionally photographed on field trips or performing tasks in the classroom. The pictures may be displayed in the classroom or sent home with the child. I understand that the children's program nights may be videotaped by parents so they may have lasting memories. Note to parents who may disagree: There is no way the School can guarantee your child will not be photographed.
- \_\_\_\_\_ 9. **PHOTOGRAPHIC AUTHORIZATION (Advertising):** Montessori in Motion has my permission to use my child(ren)'s picture(s) on its web site or in print media for advertising purposes — your child(ren)'s image will be anonymous (no names associated).
- \_\_\_\_\_ 10. **PHOTOGRAPHIC AUTHORIZATION (Facebook):** Your child's teacher may create a class page on Facebook. The purpose of this page is to stay connected with families and explore learning on a new level through technology. This provides a fun new way to share new things going on in your child's classroom, as well as update you on important information. Initialing this grants permission to post photos and or videos of your student along with their work.
- \_\_\_\_\_ 11. **ANIMALS:** I understand there may be animals in any of the classrooms and outside at School. With this comes the potential health risk of being nipped or bitten. Also, that the children are always advised to wash their hands when they have come in contact with an animal.
- \_\_\_\_\_ 12. **HEALTH CARE POLICY & MIM COMPLETE DISASTER PLAN:** These policies, posted in the office, are available for my review at any time.
- \_\_\_\_\_ 13. **SIGNING IN and OUT POLICY:** I will sign my child(ren) in and out of the School on the posted sheets with my *full signature* as required by Washington State Regulations for child care facilities.

I have received a *Parent Handbook* which includes information about school policies, the school calendar, class schedules, snack suggestions, and a Conduct and Discipline Statements.

If you have questions about or disagree with any of the above statements, please talk to the Director about your concerns.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

# DISASTER PROCEDURES FOR MONTESSORI IN MOTION

If MIM is in a lock down situation, our main phone line, (253) 565-3080, will direct parents to an updated message.

If evacuation of the premises is required, you may call any of the following cell numbers:

Tonya May... 253-961-1972  
Angela Rexroad... 253-222-3823  
Jeanie Bree..... 309-287-7598  
Dawn Radtke... 925-768-2825  
(Longen daughter-in-law and Out of State Contact Number  
Mary Bridge Children's Hospital..... 253-403-1400

BE ASSURED THAT IN ANY EMERGENCY, MIM STAFF WILL ALWAYS REMAIN WITH YOUR CHILD(REN)

## EMERGENCY SITUATIONS AND PLAN OF ACTION FOR MIM STAFF

### BIOTERRORISM –

- Do not touch, smell or taste unknown substances. Cover with paper, trash bin, clothes.
- Evacuate area and close off the room. Mark the room as "dangerous."
- Wash hands thoroughly.
- Call 911.
- Make a list of all staff and children present in the room to provide to local health authorities and police.

### EARTHQUAKE –

- Drop, cover, and hold on under heavy furniture or near a load bearing wall.
- When shaking stops, evacuate to covered area in play yard. Bring emergency backpacks.
- Account for all children.
- Assess injuries and treat. Call 911, if needed.
- Assess damage to building. Determine if it is necessary to turn off gas and water. Return to building after inspection has shown it to be safe.
- Access emergency provisions if necessary.
- Phone out-of-state contact with status of on-going plan.
- Parents may call the school or any cell number listed above.

### FIRE –

- Sound fire alarm. Phone 911.
- Evacuate building. If necessary, crawl with head down using small breaths.
- Go to the rear of the property, approximately 400' from the building.
- Bring emergency backpacks.
- Account for all children.

- Evacuate off site if necessary to Round Table Pizza, 7100 - 27th St. W, University Place.
- Parents may call any cell number listed above.

### HAZARDOUS MATERIALS –

- MIM will shelter in place, shut down ventilation system, and seal all doors.
- Confine all children and staff to the upstairs rooms.
- Bring emergency backpacks upstairs.
- Account for all children.
- Tune radio to KIRO 710 AM for updates of situation.
- Parents may call the school or any cell number listed above.

### MISSING CHILD –

- Search the facility looking in places a child may hide.
- Attempt confirmation that the child is with family.
- Prompt 911 giving a description of clothing, last time seen and location.

### POWER OUTAGE –

- Tune radio to KIRO 710 AM. Emergency lighting will come on. Charged flashlights are located in all areas of the school.
- Account for all children.
- Access the portable generator if necessary for heat.
- Unplug all appliances, computers and turn off most lights, leaving one on to act as a signal when power returns. Keep refrigerator and freezer doors closed.
- Access emergency provisions if necessary.
- Parents may call the school or any cell number listed above.

### TERRORISM - Bomb Threat –

- Stay on the phone as long as possible.
- Signal another staff person to call 911.
- Begin evacuation to Round Table Pizza, 7011 - 27th St. W., University Place.
- Bring emergency backpacks.
- Get as much information about bomber as possible – Who are they? Where are they? Where is the bomb? When is it going to go off? What does it look like? Why did they plant a bomb? Listen for background noises and voice traits.
- Leave when the caller hangs up or you feel immediate danger.
- Parents may call any cell number listed above.

### TORNADO –

- Tune radio to KIRO 710 AM.
- Tornado Watch - *Tornado is likely.* Tornado Warning - *Tornado has been sighted.*
- Move all children to a wall in the classroom without windows. If outdoors, return to the building.

- Access emergency provisions if necessary.
- Parents may call the school or any cell number listed above.

### TSUNAMI –

- Tune radio to KIRO 710 AM for updates.
- Move children to the second floor of the building. Bring emergency provisions upstairs.
- Flood Watch - *Flooding is possible and be on alert.* Flood Warning - *Flooding is imminent and necessary precautions should begin.*
- Parents may call the school or any cell number listed above.

### VIOLENCE –

- Assess life and safety issues immediately.
- Implement "Evacuate" or "Lock-Down" procedures.
- Phone 911.
- Provide immediate emergency medical care.
- Account for all children.
- Parents may call any cell number listed above.

### VOLCANO –

- Tune radio to KIRO 710 AM for updates.
- Shut down ventilation system. Stay inside. Seal all doors.
- Access emergency backpacks and provisions if necessary.
- Assure that children and staff with lung conditions apply masks and goggles found in emergency backpacks.
- Parents may call the school or any cell number listed above.

### WINTER STORM –

- Tune radio to KIRO 710 AM or local television station for weather updates.
- Winter Storm Watch - *Conditions present that could cause weather emergency.* Winter Storm Warning - *Severe weather expected and precautions should be taken.*
- Access portable generator. Emergency lighting will come on if there is a power outage. Charged flashlights are located in all areas of the school.
- Lightening: If indoors, stay indoors and avoid electrical appliances and plumbing. If outdoors, crouch in small groups under tree growth away from water, hilltops and small isolated structures.
- Parents may call the school or any cell number listed above.

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Signature of Parent or Guardian

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Date