

MESA VERDE PRESCHOOL & INFANT CENTER

3013 Deodar Ave., Costa Mesa, CA 92626
(714) 513-1686

ENROLLMENT INFORMATION

Child Information

Child's Full Legal Name: _____

Preferred Name/Nickname: _____

Date of Birth: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

PARENT/GUARDIAN 1

Full Name: _____

Relationship to Child: _____

Lives with Child: ☐ Yes ☐ No

Address: ☐ Same as Child

Cell Phone: _____ Email: _____

Photo ID / Driver's License #: _____ *For identification purposes only.*

Employer/Occupation: _____

Work Phone: _____

PARENT/GUARDIAN 2

Full Name: _____

Relationship to Child: _____

Lives with Child: ☐ Yes ☐ No

Address: ☐ Same as Child

Cell Phone: _____ **Email:** _____

Photo ID / Driver's License #: _____ *For identification purposes only.*

Employer/Occupation: _____

Work Phone: _____

SIBLING INFORMATION

Does the child have siblings? ☐ Yes ☐ No

If yes:

Name: _____ **Age:** _____ ☐ Lives with Child

Name: _____ **Age:** _____ ☐ Lives with Child

Name: _____ **Age:** _____ ☐ Lives with Child

CUSTODY & COURT ORDERS

Are there any current custody orders, restraining orders, protective orders, or other court orders concerning this child or affecting who may have access to or pick up the child?

☐ No

☐ Yes — Please provide the school with a current copy of all applicable court orders for the child's file.

Important: Parents/guardians are responsible for promptly notifying Mesa Verde Preschool & Infant Center of any changes to custody arrangements or court orders and for providing the school with updated documentation.

EMAIL COMMUNICATION

The email addresses provided above will be used by Mesa Verde Preschool & Infant Center for school-related communications, including notices, reminders, newsletters, billing information, and other important school information. Parent/guardian contact information will be kept confidential and will not be published or distributed in a parent directory.

FOOD & ALLERGY INFORMATION

Please complete this form for every child. This information helps Mesa Verde Preschool & Infant Center safely accommodate your child's food, dietary, and allergy-related needs.

CHILD INFORMATION

Child's Name: _____

Date of Birth: _____

ALLERGY INFORMATION

Does your child have any known allergies?

- ☐ No known allergies
- ☐ Yes

If yes, please check all that apply:

- ☐ Food allergy
- ☐ Medication allergy
- ☐ Insect/sting allergy
- ☐ Other: _____

Allergen(s):

Describe your child's typical reaction/symptoms:

Has your child ever experienced a severe or life-threatening allergic reaction?

- ☐ No
- ☐ Yes

If yes, please explain:

ALLERGY EMERGENCY PLAN

Does your child require emergency medication for an allergic reaction?

- ☐ **No**
- ☐ **Yes**

If yes, please indicate:

- ☐ **Epinephrine auto-injector**
- ☐ **Antihistamine**
- ☐ **Other:** _____

Any required medication must be provided to the School in accordance with the Mesa Verde Preschool & Infant Center Medication Guidelines and accompanied by all required medication authorizations and medical instructions.

If your child has a severe or potentially life-threatening allergy, additional documentation and an individualized allergy/emergency action plan from the child's healthcare provider may be required before attendance.

CHANGES TO ALLERGY INFORMATION

Parents/Guardians must notify the School immediately of any newly diagnosed food allergy, allergic reaction, change in the child's symptoms, change in medical instructions, or change in emergency medication.

Updated documentation and/or healthcare provider instructions may be required when a child's allergy needs change.

NUT-FREE SCHOOL

Mesa Verde Preschool & Infant Center is a nut-free school. Foods containing peanuts or tree nuts may not be brought onto the school premises. Parents/Guardians are responsible for ensuring that any food sent from home complies with the School's nut-free policy.

Parents/Guardians are responsible for informing the School of all known food allergies.

When a child cannot safely consume a food or meal offered by the School due to a food allergy, the Parent/Guardian may be required to provide an appropriate alternative food item or meal for their child.

Food preferences and voluntary dietary choices are not considered food allergies and are not covered by this form.

While the School maintains a nut-free policy and takes precautions to reduce the risk of exposure, Mesa Verde Preschool & Infant Center cannot guarantee that all foods or products are completely free from traces of allergens.

PARENT/GUARDIAN ACKNOWLEDGMENT

I certify that the information provided on this form is complete and accurate to the best of my knowledge. I understand that I am responsible for promptly notifying Mesa Verde Preschool & Infant Center of any changes to my child's food allergies, reactions, medical instructions, or emergency medication.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

MEDICATION GUIDELINES & PARENT ACKNOWLEDGMENT

For the health and safety of all children, Mesa Verde Preschool & Infant Center requires parents/guardians to follow the procedures below whenever medication is to be administered at school.

1. Medication Must Be Properly Labeled

All medication must be provided in its original container and clearly labeled with the child's name. Prescription medication must have a current prescription label with the child's name, medication name, dosage, and administration instructions.

2. Written Parent/Guardian Authorization Is Required

Medication will not be administered without a completed and signed Medication Authorization form. The authorization must include the medication name, dosage, method of administration, time or circumstances for administration, and any applicable instructions.

3. Medication Must Be Given Directly to Staff

Medication must be handed directly to an authorized staff member. Medication may **not** be left in a child's cubby, backpack, lunch bag, or other area accessible to children.

4. Administration of Medication

Medication will be administered only according to the written authorization and applicable medication instructions. Parents/guardians are responsible for providing accurate and current information regarding their child's medication.

5. Over-the-Counter Medication

Over-the-counter medication may only be administered when permitted under applicable licensing requirements and when all required written authorization and instructions have been provided.

6. Topical Products

Sunscreen, diaper creams, ointments, and other topical products must be provided and authorized in accordance with the school's applicable authorization procedures.

7. Changes to Medication

Parents/guardians must promptly notify the school of any change in medication, dosage, administration instructions, or discontinuation of medication. A new authorization may be required when medication instructions change.

8. Illness During the School Day

Medication is not a substitute for the school's Health & Illness Policy. If a child becomes ill or develops symptoms requiring exclusion from care, the parent/guardian will be contacted and may be required to pick up the child.

9. Medication Storage

Medication will be stored in accordance with applicable licensing requirements and manufacturer's instructions and kept inaccessible to children.

PARENT/GUARDIAN ACKNOWLEDGMENT

I acknowledge that I have read and understand the Medication Guidelines of Mesa Verde Preschool & Infant Center. I agree to provide all required authorizations and medication information before requesting that medication be administered to my child.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

PRIVATE CHILDCARE / BABYSITTING POLICY

Mesa Verde Preschool & Infant Center does not arrange, recommend, supervise, or endorse private babysitting or childcare services between school employees and enrolled families.

Any arrangement between a parent/guardian and a Mesa Verde Preschool & Infant Center employee for babysitting, transportation, childcare, or other services outside of the employee's scheduled working hours and outside of the school's programs is a **private arrangement between the parent/guardian and the employee.**

Such arrangements are not made on behalf of Mesa Verde Preschool & Infant Center, and the employee is not acting within the course and scope of their employment with the school while providing privately arranged services.

Parents/guardians understand that Mesa Verde Preschool & Infant Center does not supervise or control these private arrangements.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

SCHOOL CLOTHING & FOOTWEAR POLICY

Children at Mesa Verde Preschool & Infant Center are active learners! Throughout the day, children paint, create, explore, play outdoors, dig in the sand, participate in sensory experiences, and enjoy many other hands-on activities.

Children should come to school in **comfortable, washable clothing that allows them to move freely and fully participate in their day.**

APPROPRIATE CLOTHING

Children's clothing should:

- Be comfortable and appropriate for active play.
- Allow children to safely run, climb, sit, and participate in classroom and outdoor activities.
- Be appropriate for the day's weather and activities.
- Allow for easy diapering or toileting, when applicable.
- Be free from excessively long strings, cords, accessories, or other items that may create a safety hazard.

For Children Who Are Potty Training:

Children who are potty training should wear clothing that they can **quickly and easily pull down and back up independently**. Elastic-waist pants, shorts, and other simple clothing are strongly recommended.

While **onesies and overalls may be cute, they are not appropriate during the potty-training process**, as they can make it difficult for a child to undress quickly when they need to use the toilet. Clothing with complicated buttons, snaps, belts, suspenders, or other difficult fasteners should also be avoided.

The goal is to encourage independence and give children the best opportunity to successfully use the toilet without unnecessary delays.

FOOTWEAR

For safety during indoor and outdoor play, children should arrive at school wearing **closed-toe shoes that fit securely and are appropriate for running, climbing, and active play.**

Open-toe shoes are not permitted without socks. If a child arrives wearing sandals or another style of shoe that exposes the toes, **socks must be worn with the shoes at all times while at school.**

Flip-flops, slides, and other loose-fitting footwear that may easily come off or create a tripping hazard are not permitted.

For Children Who Are Potty Training or Prone to Accidents:

We highly encourage **Native Jefferson shoes, Sonoma-style rubber shoes, Crocs, or similar washable rubber footwear** for children who are potty training or frequently have accidents. These types of shoes are easy to clean and dry quickly following an accident.

Parents/Guardians are also encouraged to keep an **extra pair of shoes and socks** at school when accidents are likely.

EXTRA CLOTHING

Each child must have at least **one complete change of seasonally appropriate clothing** available at school, including:

- Shirt
- Bottoms
- Underwear, if applicable
- Socks

Children who are potty training or who frequently require clothing changes should have **multiple complete changes of clothing** available at school.

All clothing and personal belongings should be clearly labeled with the child's **first and last name**. Parents/Guardians are responsible for replacing extra clothing when it is used, becomes too small, or is no longer appropriate for the season.

CLOTHING & PERSONAL BELONGINGS

Clothing and footwear may become **dirty, wet, stained, or damaged** during normal school activities. Parents/Guardians should avoid sending children in expensive, delicate, special-occasion, or sentimental clothing or shoes.

Mesa Verde Preschool & Infant Center is not responsible for stains, discoloration, or damage to clothing, footwear, or other personal belongings resulting from normal play and school activities.

PARENT/GUARDIAN ACKNOWLEDGMENT

I acknowledge that I have read and understand the **School Clothing & Footwear Policy** of Mesa Verde Preschool & Infant Center. I understand that preschool activities are hands-on and may result in my child's clothing, footwear, or personal belongings becoming dirty, stained, wet, or damaged.

I agree to send my child to school in clothing and footwear that comply with the School's requirements and are appropriate for my child's age, developmental needs, toileting abilities, and active participation in the program.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____