



**PLEASE RETURN BY YOUR CHILD'S FIRST DAY OF SCHOOL.**

- Birth Certificate:** A copy is required only once upon initial enrollment.
- Automatic Withdrawal Payment Agreement:** Please complete this form if you are choosing automatic withdrawal.
- Health Record:** **Required ANNUALLY.** Documents allergies or health concerns with your child.  
(on back of Emergency Medical Authorization)
- Emergency Medical Authorization:** Required **ANNUALLY. Every line must be completed.** If your child does not have a dentist, please indicate the parent or guardian's dentist. Three (3) emergency contacts must be listed.  
(on back of Health Record)
- Child's Medical Statement:** Required **ANNUALLY for toddlers and pre-primary students and once upon enrollment for new elementary students.** An annual well-child physical **along with a copy of your child's immunization record, is required.**  
***Must be completed by a physician's office.***
- Dismissal Authorization:** Your child will only be released to those listed, unless CMS is notified.
- CMS Emergency Transportation Agreement:** Required to transport your child to a safe location, directed by the immediate authority, in the event of an emergency during school hours.  
(on back of Dismissal Authorization)
- Montessori Alternate Program (M.A.P.) Form:** Please read, complete and return if you select this option for your child and if they **qualify** to take advantage of this service.
- Pin Code Order Form:** Pin Codes are used to gain access to the building and to specific environments.
- Parent/Child Roster and Publicity Release:** Allows families to select participation in marketing and in all-school directory.
- Request For The Administration of Medication and CMS Medication Policy:** Required for CMS to administer any medication, ointment, etc.
- Acknowledgement of Policies:** Acknowledges awareness of policies by CMS families.