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EXPLANATION OF MEDICAL FORMS

Mountain Shadows Montessori School is required by the State of Colorado Department of Human Services' regulations for childcare centers to keep on file for every child enrolled the following forms: the *Emergency Information Form*, the *Colorado Certificate of Immunization*, and a *Physician's Report of Student Health*. **These forms must be on file from the child's first day of attendance** and therefore should be completed and mailed to the school before school starts. Listed below are the requirements for each form.

Emergency Information Form – Required of all students annually

Completed then signed by both parents or guardians

We must have an accurate form on file at all times. Anytime a change is made regarding any of the information contained on the form (new address or phone number, new doctor, allergies, different insurance information, etc.) the office must be **notified in writing**. Teachers keep this information in the classroom for quick reference in case of illness or accident, so it is very important that the forms are current and complete.

Physician's Report of Student's Health – Required of all new students, annually of students ages 1 through 6 and 4th graders

To be completed by your doctor

The doctor completes this form, or a similar form provided by the doctor, after a physical exam. ***A form must be on file prior to the child's entry into the school.*** It is required that routine exams should be performed every year up through age 6 and every three years thereafter. It may be transferred to or from another school.

Colorado Certificate of Immunization – must be updated as indicated

To be completed by your doctor or nurse

The doctor or nurse completes this form based on the child's records. ***A form must be on file prior to the child's entry into school.*** It is kept on file and is updated if needed. It may be transferred to or from another school.