



The New School, Inc.
A Montessori Center for Children

The following documents are required by the State of North Carolina to complete the file of:

Student Name: _____

- Emergency Contact Sheet**
- Medical Report/Immunization History**
- Annual Medical Update**
- Discipline Policy Form**
- Photo Release Form**
- Permission to Administer Potassium Iodide ("KI")**
- Receipt of Summary of NC Child Care Law and Rules**

Emergency Contact Sheet – This form must be in your child’s file on the **first day of school**. Please remember to amend the Emergency Contact Sheet every time there is any change in phone numbers, addresses, emergency contacts, or family status. Please provide three current emergency contacts, if possible.

Medical Report/Immunization History – When your child begins school, it is **mandatory** to submit the completed medical form with physician documented immunization records. You have 30 days from the first day of the school year to give us your child’s completed medical form. These forms (or computer printouts, containing the same information) must have a doctor’s signature or stamp.

Annual Medical Update – The Annual Medical Update is very important. This form, which is updated every year, provides information concerning your child’s recent health, allergies, and updated physician’s information. This completed form helps to ensure the safety and well-being of all students.

Discipline Policy Form – Your signature acknowledging The New School’s Discipline Policy is required.

Photo Release Form – You elect whether or not photographs taken in the classroom or during school events may be used **internally** (posted in the classroom, hallways, or used in teacher education) or **publically** (on our website or promotional brochures). Children are never identified by name in photographs used for publicity purposes.

Permission to Administer Potassium Iodide (“KI”) – The New School is 9.2 miles from the Shearon Harris nuclear plant. Therefore, we have a supply of Potassium Iodide (“KI”) for all students and teachers in the event of a nuclear emergency. KI is an oral medication. Please ask the front office for more information regarding KI.

Receipt of Summary of NC Child Care Law and Rules – Your signature acknowledging receipt of the Summary of NC Child Care Law and Rules must be in your child’s file.

Thank you for your time and efforts to help us meet these governmental requirements, and for keeping our records complete. It is our primary goal to provide a healthy environment for all students’ education and well being. Thanks again!

TNS Administration