



# INDEX OF REQUIRED FORMS

**Toddler Program (18 months – 3yrs)  
and Children's House (3 – 6 years old)**

2018-2019

Please review the checklist on the following pages noting required forms for the 18-19 School Year. All forms are located on our website on the “Handbook and Forms” page under “Parents”:  
<http://www.theratnerschool.org/parents/handbook-forms/montessori-pre-primary-forms-toddler-kindergarten/>

**All forms must be printed from our website, completed and returned to the School Office by June 30, 2018** so that all emergency information and other student information can be recorded in our database. An envelope addressed to The Lillian and Betty Ratner School is included in this packet for your convenience. **PLEASE INCLUDE COMPLETED CHECKLISTS** with your forms, so we can ensure all necessary forms have been filled out.

**NOTE: All forms for pre-primary students must be on file in the School Office in order to maintain compliance with State of Ohio regulations.** The State of Ohio/Ohio Department of Job and Family Services requires that all families complete the information requested on the listed forms each school year. Thank you in advance for completing these State required forms.

If you have any questions, please call the School Office at 216.464.0033.

# CHECKLIST OF REQUIRED FORMS FOR ALL STUDENTS

Check when complete	Required Form
<input type="checkbox"/>	<p><b>ODJFS CHILD ENROLLMENT AND HEALTH INFORMATION FORM</b></p> <p>PLEASE NOTE – this form is 3 pages. Please pay careful attention to the need for signatures on the last page of this form. The Parent-Student Handbook is available online – please note receipt of the handbook on page 3 of this form</p>
<input type="checkbox"/>	<p><b>ODJFS CHILD CARE PLAN FOR HEALTH CONDITIONS</b></p> <p>If you entered information on PAGE 2 of the previous form (ODJFS Child Enrollment/Health), or if your child has a special health condition, you MUST complete this form.</p> <ul style="list-style-type: none"> <li>• All boxes must be completed.</li> <li>• If there are no symptoms to watch for or medical procedures to be followed at school, please indicate that in the appropriate box.</li> <li>• <b>Please sign as “trainer,” indicating you have informed us of your child’s medical/physical care plan.</b></li> <li>• Please sign and date next to parent signature.</li> <li>• If your child has 2 or more different health care conditions (i.e. allergies and asthma), <b>2 or more forms</b> must be completed – one for each condition</li> </ul>
<input type="checkbox"/>	<p><b>ODJFS ADMINISTRATION OF MEDICATION FORM</b></p> <p>If the School maintains any medication to be administered to your child (epi-pen, inhaler, etc.), this form must be completed. Box 1 is for all prescription medications. All prescription medications brought to the School must be in the original container with current prescription information. Also complete Box 1 for nonprescription medication (e.g. sunscreen) which does not require a physician’s signature. Box 2 is for administration of over-the-counter medications with unusual specifications. If the listed specifications apply to your child, a physician must sign Box 2.</p>
<input type="checkbox"/>	<p><b>ODJFS CHILD MEDICAL STATEMENT FORM</b></p>
<input type="checkbox"/>	<p><b>PRE-PRIMARY PHOTO CONSENT FORM</b></p>
<input type="checkbox"/>	<p><b>MEDICAL FORM</b></p> <p>To be filled out by your pediatrician. <b>The date of the most recent physical examination must be within one calendar year.</b> This form includes a request for immunization records. You can find an Ohio Department of Health Immunization Summary on our website which indicates all immunizations needed for Fall 2018 school attendance at all grade levels.</p>
<input type="checkbox"/>	<p><b>TRANSPORTATION FORM</b></p> <p>Indicate how your child will be getting to/from school.</p>
<input type="checkbox"/>	<p><b>ONLINE FORM FOR PARENT/STUDENT DIRECTORY</b></p> <p>Please use the link on the Handbook and Forms page of our website to ELECTRONICALLY submit the information you wish to have published in the Ratner School Parent and Student Directory. The Directory will be shared with all Ratner families and is a helpful tool for parents to contact other parents (for play dates, carpools, class get-togethers, etc.). FORM MUST BE SUBMITTED BY AUGUST 15.</p> <p><b>PLEASE NOTE:</b> The Directory will be published with your information AS SUBMITTED BY YOU – please take care with the spelling of street names and entry of phone numbers.</p>

## **CHECKLIST OF “AS NEEDED” FORMS FOR ALL STUDENTS**

Check when complete	As-Needed Form
<input type="checkbox"/>	<p><b>CUSTODY INFORMATION/NON-RESIDENTIAL OR PART-TIME RESIDENTIAL PARENT INFORMATION REQUEST</b></p> <p>Complete and return this form if another parent/ grandparent/ guardian would like to receive weekly school notices and the child's academic report card by mail and/or have this name included in the school roster.</p>
<input type="checkbox"/>	<p><b>BIRTH CERTIFICATE</b></p> <p>If your packet contained a <b>PINK BIRTH CERTIFICATE REQUEST</b>, please provide <u>a copy of your child's birth certificate</u> along with your returned forms.</p>