

**SPEECH AND LANGUAGE CENTER OF NORTHERN VIRGINIA**

1125 Savile Lane  
McLean, Virginia 22101  
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www.slcnv.org

**Dolley Madison Preschool**  
(703) 356-1351

**Speech & Language Services**  
(703) 356-2833

**August 2009**

**Signature(s) required for:**

**\*\*\* PARENT INFORMATION PACKET (sign below after reading)**

**\*\*\* Authorization for Emergency Medical Treatment**

**\*\*\* If child has medication at school, Epi-pen or Benadryl, please go to the office to fill out and sign the Medication Authorization Form**

**PARENT INFORMATION PACKET, Policies and Procedures addressing:**

- Daily Operational Lines of Authority
- 1) Safety for arrival and pick-up
- 2) No child released without a note or authorization from parent
- 3) Late pick up information
- 4) Release your name and number for a school roster
- 5) Your child's belongings
- 6) Snack information
- 7) Transportation requirements
- 8) Medication authorization
- 9) Medical emergencies (and Authorization for Emergency Medical Treatment)
- 10) Apply diaper ointment, sunscreen, insect repellent to your child as needed
- 11) Parent pick-up of child in case of illness
- 12) Reporting of communicable and life threatening diseases
- 13) Discipline policy
- 14) Visitation Procedures
- 15) Working with Community Professionals
- 16) Child abuse reporting
- 17) Terminating a child from school
- 18) Fire and Emergency Evacuation Plan

**Note:** The PACKET includes Virginia State Licensing Information.

\_\_\_\_\_ Child's Name

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Date