**Harborlight Nursery School, Inc.**

**Consent and Authorization Form**

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| --- | --- | --- | --- |
| Child’s Name | | | |
|  | | | |
| My child will **arrive** to the program: | | My child will **depart** from the program: | |
|  | | | |
| Parent Drop Off | | Parent Pick Up | |
|  | | | |
| Private arranged by parent | | Private arranged by parent | |
|  | | | |
| Other | | Other | |
|  | | | |
| I authorize the following people to drop off and/or pick up (child’s name) to and from Harborlight Nursery School: | | | |
|  | | | |
| **Name** | **Relationship to Child** | | **Telephone #** |
|  |  | |  |
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At times, the Harborlight Nursery School classrooms may receive visitors. Visitors are invited into the classroom for several reasons:

* For special enrichment events, i.e. storytellers, community workers, artists, etc.
* Parent/guardian helpers or for visiting the school in the company of the Director for purposes of enrollment
* Evaluation visits for licensing by the Department of Early Education and Care (EEC)
* Student teachers who may be required to visit a variety of classroom to complete observations. These teachers will not have access to confidential information
* Early childhood specialists who will observe individual children for purposes of evaluation at the recommendation of the school and/or request of the parent/guardian. The reasons for the visit are considered to be confidential and cannot be shared by Harborlight Nursery School staff with anyone other than the child’s parent/guardian

In the above cases, the Director has given approval for the visit. Children generally do not interact directly with the observers, however, naturally there could be some form of interaction with parent helpers and/or during enrichment programs. Confidential information is never provided except in the case of an individual evaluation of a child, which requires the parent/guardian’s advance written permission. Visitors are NEVER alone with the children.

|  |  |  |
| --- | --- | --- |
| I,(parent/guardian name) |  | , understand and accept the |

classroom visitor policy of Harborlight Nursery School as stated above.

Date