

# MYSTIC MUSEUM OF ART

## **Program Participation Packet**

Required for children under 18 enrolling in MMA programs

Welcome to MMA! We are happy to welcome your children to our programs. This packet includes policy information and forms that will ensure the safety of the young student. Please read, initial and/or fill out forms as necessary. One form per child is required for the Medical Information and related medical forms, or where information for that child is unique. All forms marked with a \* are required by the start of child's class, or the child will not be able to participate. We appreciate your attention to them.

1. **Emergency Contacts Form\***
2. **Medical Information Form\***
3. **Behavior & Pick Up/Child Release Policies\***
4. **Pick Up Authorization Form\***
5. **Publicity Consent Form\***
6. **Medication Administration Policy**
7. **Authorization for Administration of Medication**
8. **Emergency Health Care Plan**
9. **Medication Administration Report (MAR)**

Mail or deliver completed forms to:  
Education Department, Mystic Museum of Art  
9 Water Street, Mystic, CT 06355  
Or Fax to: 860.536.0610

# MYSTIC MUSEUM OF ART

## Emergency Contacts Form\*

### Name of Child

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(First)

(Last)

In the event of an emergency, Mystic Museum of Art staff will make every effort to first contact the parent or guardians of the child.

### Name of Parent/Guardian

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(First)

(Last)

### Phone Numbers

1. \_\_\_\_\_ Type:  home  work  cell  
2. \_\_\_\_\_ Type:  home  work  cell

In the case that we are unable to reach you, you give the following people permission to take responsibility for your child, including pick up if necessary:

### Main Contact

Name

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(First)

(Last)

### Relation to Child

- Parent/legal guardian       Other Family  
 Neighbor/Friend       Other

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### Phone Numbers

1. \_\_\_\_\_ Type  home  work  cell  
2. \_\_\_\_\_ Type  home  work  cell

### Secondary Contact (optional)

Name

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(First)

(Last)

### Relation to Child

- Parent/legal guardian       Other Family  
 Neighbor/Friend       Other

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### Phone Numbers

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1. \_\_\_\_\_ Type  home  work  cell
2. \_\_\_\_\_ Type  home  work  cell

## Medical Information Form\*

Knowing more about your child helps our instructors to tailor their teaching and classroom management and to respond appropriately in cases of emergency.

### Name of Child

\_\_\_\_\_  
(First) (Last) Birthdate / /

### Health Insurance Provider and Member ID#

\_\_\_\_\_  
Provider Name Member ID #

### Name and Phone Number of Primary Care Physician

\_\_\_\_\_  
(First) (Last)

\_\_\_\_\_  
Phone Number

Does your child have any medical conditions we should know about?  YES  NO If yes, please explain:

\_\_\_\_\_

Has your child been recently hospitalized for any reason?

\_\_\_\_\_

Is your child receiving any medication? (This information is helpful for emergency personnel)  
 YES  NO If yes, please explain:

\_\_\_\_\_

Please list any allergies including food, insects, and drugs

\_\_\_\_\_

Is there anything else you'd like us to know that will help our instructors with your child?

\_\_\_\_\_

*If my child becomes ill or is injured and I cannot be contacted, I authorize the Mystic Museum of Art staff to call for emergency medical transport and I authorize medical personnel to treat my child. I accept responsibility for any expenses incurred in the medical treatment.*

YES  NO

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Name of Parent/Guardian (please print)

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(First) (Last)

## Behavior Policy\*

Mystic Museum of Art faculty and staff will review behavior expectations with students before and during classes. However, MMA reserves the right to dismiss a student for problematic behavior that results in the repeated disruption of class or for disrespect of persons and/or property. Threat, violence, or the risk of violence will not be tolerated.

*I have read the above behavior policy. I agree that my child will follow the instructions of the Mystic Museum of Art staff and faculty and will treat other individuals with courtesy and respect. I understand that if my child fails to do so, he/she will not be allowed to participate in the program and no refund will be issued.*

Initials \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Pick Up/Child Release Policy\*

I (the parents/legal guardians) understand I must arrange for my child/children to be picked up on time from class at the Mystic Museum of Art. I realize that MMA does not have an aftercare program and teaching faculty & staff should not be left responsible for children after the close of the scheduled program.

If outstanding circumstances prevent prompt pick-up, I or people acting on my behalf agree to call MMA before the end of the class to inform staff of a reasonable arrival time, even if I have to arrange an alternate pick-up plan.

Lastly, I understand that MMA reserves the right to charge a late fee to parents/legal guardians who are late. After a grace period of five (5) minutes, I understand I will be charged \$5 for each ten (10) minutes late that I arrive (including the grace period). The credit card number below may be charged for this reason, or I will make arrangements to pay by cash/check.

In the case that I fail to call MMA, my given emergency contacts cannot be reached by MMA staff, and/or my child is not picked up, I understand MMA may turn my child over to the Groton Police and report the child as “abandoned.”

Initials \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Name of Parent/Guardian (please print)**

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(First)

(Last)

Visa/MC \_\_\_\_\_ Exp \_\_\_\_ / \_\_\_\_

# MYSTIC MUSEUM OF ART

## Child Release Authorization Form\*

### Name of Child

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(First)

(Last)

All authorized persons will be asked to present a photo ID upon pick-up. This list may be changed or added to at any date with written notice. The following people have permission to pick up this child from Mystic Museum of Art programs:

Name

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(First)

(Last)

Phone Numbers

1. \_\_\_\_\_ Type  home  work  cell

2. \_\_\_\_\_ Type  home  work  cell

Name:

---

(First)

(Last)

Phone Numbers

1. \_\_\_\_\_ Type  home  work  cell

2. \_\_\_\_\_ Type  home  work  cell

Name

---

(First)

(Last)

Phone Numbers

1. \_\_\_\_\_ Type  home  work  cell

2. \_\_\_\_\_ Type  home  work  cell

### Self-Release Consent (for students over the age of twelve years)

*Selective release:*

This student has permission by the parent/legal guardian to find his/her own transportation at the completion of a class only on select days as noted by the parent/legal guardian.

YES  NO      **Dates authorized**

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*Full release:*

This student has permission by the parent/legal guardian to leave at the completion of a class and find his/her own transportation.  YES  NO

**Name of Parent/Guardian (please print)**

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\_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(First) (Last)

# MYSTIC MUSEUM OF ART

## Publicity Consent Form\*

### Name of Child

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(First)

(Last)

*I grant the Mystic Museum of Art permission for use of photographs and/or images of my child and/or his or her artwork for educational, publicity, archival, or grant purposes. These images will be in print, media or broadcast formats. I understand that written requests denying this must be given at the time of registration or before the first day of class by the parent/legal guardian of student.*

r I accept

r I refuse

### Name of Parent/Guardian (please print)

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(First)

(Last)

### Signature

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**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_



# MYSTIC MUSEUM OF ART

## Medication Acceptance & Administration Policy

Mystic Museum of Art is not required by law to accept or administer any medications, prescription, or non-prescription. However, we are licensed to administer the Epipen and can be available to do so for select programs with advance notice. Parents/guardians requesting Epipen administration while at a MMA program shall provide Education staff with the appropriate written authorization and the medication before any administration can occur. Other medications cannot be accepted or administered; arrangements should be made for the child to have medication either before or after the MMA program.

### Acceptance of Epipen

- Epipens are to be accepted by a MMA staff member who is trained to administer medication.
- Epipens must be in the original container with a pharmacy label displaying the child's name, name of medication, directions for medication's administration, and date of prescription.
- Each Epipen must have an accompanying *Authorization for the Administration of Medication* form provided by the Mystic Museum of Art, which has been completed and signed by the prescriber and signed by the parent.
- Each Epipen must have an accompanying *Medication Administration Record (MAR)* form provided by the Mystic Museum of Art, with portion completed by parent/guardian.
- Each Epipen must have an accompanying *Emergency Health Care Plan* form, available from Mystic Museum of Art, and completed and signed by guardian.
- Epipens must be inspected to be certain the requirements have been met. Accepting staff member must then sign and date the *Authorization for the Administration of Medication* and *Medication Administration Record* forms.

### Care and Administration of Epipen

- All medication is to be stored in its original packaging.
- Student may carry emergency medication (Epipen) only with written permission of the parent. It must stay with the child at all times.
- Medication can only be administered by a Mystic Museum of Art staff member who has been trained and certified to do so.
- After giving medication to the student, it must be logged onto the *Medication Administration Record (MAR)* by trained MMA staff or faculty.
- Unused and/or expired medication is to be returned to the legal guardian of the student upon completion of the class session. Unclaimed medication will be safely locked and stored, and will be destroyed 1 week after the program ends unless claimed by the guardian.

Forms Check List for Administration of Epipen

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- Complete *Authorization for the Administration of Medication* form, with prescriber
- Complete *Emergency Health Care Plan*, with prescriber
- Complete top lines of *Medication Administration Record*

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## Authorization for the Administration of Medication

Medications must be in original container and labeled with the child's name, name of medication, directions for medication's administration, and date of the prescription. All unused medication shall be destroyed if not picked up within one week of the end of that MMA program.

### Authorized Prescriber's Order

(Physician, Physician Assistant, Advance Practice Registered Nurse)

Name of Child \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ Today's Date \_\_\_/\_\_\_/\_\_\_

Medication Name \_\_\_\_\_ Controlled Drug \_\_ yes \_\_ no

Dosage \_\_\_\_\_ Method \_\_\_\_\_ Time of Administration \_\_\_\_\_

Specific Instructions for Medication Administration

Medication Administration: Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_

Is this medication to be self-administered by the child? \_\_\_ yes \_\_\_ no

Relevant Side Effects of Medication

Plan of Management for Side Effects

\_\_\_\_\_

Known Food Allergies?	Reactions to?	Interactions with?
___ Yes ___ No	___ Yes ___ No	___ Yes ___ No

Explain "Yes" from above

\_\_\_\_\_

Prescriber's Name \_\_\_\_\_ Phone \_\_\_\_\_

Prescriber's Address

\_\_\_\_\_

Prescriber's Signature

\_\_\_\_\_

**Parent/Guardian Authorization: I request that medication be administered to my child as described and directed above while attending programs at the Mystic Museum of Art.**

Child's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Child's Address \_\_\_\_\_

Parent/Guardian authorizing administration of medication as described and directed above:

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_

**Signature of Parent/Guardian authorizing administration of medication**

\_\_\_\_\_

**Signature of Staff receiving written authorization and medication**

\_\_\_\_\_

**Title/Position** \_\_\_\_\_ **Name** \_\_\_\_\_

# MYSTIC MUSEUM OF ART

## Emergency Health Care Plan

Name of Child \_\_\_\_\_  
(First) \_\_\_\_\_ (Last)

Allergy to \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

History of Asthma: rYes rNo

Trained Staff Member(s) \_\_\_\_\_

### Signs of allergic reaction include:

<i>Systems</i>	<i>Symptoms</i>
Mouth	itching & swelling of lips, tongue, or mouth
Throat*	itching and/or a sense of tightness in the throat, hoarseness, and hacking cough
Skin	hives, itchy rash, and/or swelling about the face or extremities
Gut	nausea, abdominal cramps, vomiting and/or diarrhea
Lung*	shortness of breath, repetitive coughing and/or wheezing
Heart*	thready pulse, fainting

The severity of symptoms can quickly change. \*Symptoms may progress to a life-threatening situation.

### If ingestion of insect sting is seen or suspected:

(prescriber, please number in order of all appropriate actions)

- \_\_\_ Observe child for severe symptoms
- \_\_\_ Administer Epipen before symptoms occur
- \_\_\_ Administer Epipen if symptoms occur
- \_\_\_ Call 911 (and request a paramedic) and transport to ER if symptoms occur
- \_\_\_ Call 911 (and request a paramedic) and transport to ER if Epipen given

### Preferred Hospital

Name \_\_\_\_\_ City/Town/State \_\_\_\_\_

### Emergency Contacts

Name: \_\_\_\_\_ (First) \_\_\_\_\_ (Last)

Relation to Child:  
r Parent/legal guardian    r Other Family    r Neighbor/Friend    r Other \_\_\_\_\_  
Phone Number \_\_\_\_\_ Type r home r work r cell

Name: \_\_\_\_\_ (First) \_\_\_\_\_ (Last)

Relation to Child:  
r Parent/legal guardian    r Other Family    r Neighbor/Friend    r Other \_\_\_\_\_  
Phone Number \_\_\_\_\_ Type r home r work r cell

### Signature of Parent/Guardian Authorizing Administration of Medication

\_\_\_\_\_  
Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Signature of Prescriber (MD/APRN/PA)

\_\_\_\_\_  
Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prescriber Address/Phone \_\_\_\_\_

