

Dear Parents of Band & Orchestra Students:

We want to clarify a few policies, procedures & what forms are needed when:

Form B is for lead chaperone to be able to dispense to students any prescription and nonprescription medication if needed. In order for a student to carry **any** medication they **MUST** fill out a **Self-Administration** form. This includes over the counter medication. Both forms **must** be signed by parents & the Physician. Copies of forms must be kept with student, and on file with PHSMB and PHS. With either form, the medication must be in their original container. These forms must be completed **every** year.

Megan's Law & Volunteer Code of Conduct Form is required for every volunteer. Please make sure you sign both forms. The Megan's Law form won't work without it. If you already have these forms on file with **PHSMB** from last year-you don't need to fill them out again.

Form C is required on all volunteers who are traveling with kids-either on the uniform truck, the equipment truck or buses. This form must be completed **every** year.

Procedure for Parent Pick Up: At the end of an event, parent (only parent or legal guardian) and student must **both** come to the Lead Chaperone with a note stating that parent/guardian is picking up his/her student. The note needs to be signed and dated by the parent or guardian with the number of the bus to which the student was assigned.

If you have questions on any of the above please contact Cindy Mattson at clmattson@cox.net or 858/486-4745. All forms can be found on the PHSMB website.