

### 27108 Mt. Zion Church Road Mechanicsville, MD 20659

Office Hours—Monday—Thursday 9a.m. to 3p.m.

Email—Preschool-mtzion@md.metrocast.net or mtzpreschool@gmail.com

Website—Mtzionpreschool.com Facebook—Mt. Zion United Methodist Church Preschool

### **Registration Packet**

### Dear Parent/Guardian(s),

Application for Enrollment

Thank you for your interest in joining us at Mt. Zion UMC Preschool. The following forms and fees should be returned to the preschool by Aug. 1st in order to officially enroll your child(ren) into our program:

Enrollment Contract – 2 pages
Photo Release & Allergy Information
Authorized Pick-Up Information
Emergency Form
Health Inventory Form with Immuniztion Record and Lead Testing Certificate
(a portion of this form must be completed by your pediatrician)
The non-refundable registration fee is due at registration.
The class activity fee and first month's tuition are due by Aug. 1st to ensure your child(ren)'s placement into our program.



Application For Enrollment

Mt. Zion UMC Preschool admits students of any race, religion, or ethnic origin.

Name		First N	WITH		Middle Initial
kname	Gender M / F	DOB /	7	Mais Phone (	
fress	City		Soste/Zip		
es your child have any kn	own allergies? Y / N Please list allerge	is, reaction type and treatm	out (EpiPer, ex.):		
Sec. 11 (1997) - 11 (1997) - 12 (1997)		1119-11-11-11-11-11-11-11-11-11-11-11-11	100 TO THE COLUMN AND		
Guardian Inforn	nation				
t Name		First Name		Employer	
ationship to Child		Main Phone (	×	Work Photo ( )	
fress		City	Zip	Email:	
t Name		First Name		Employer	
attorship to Child		Main Phone ( )		Work Phone ( )	
fress		City	Zip	Email:	
	Program Selection Pla	ease select one. Month	lly tuition is based on nine (9)	payments, Aug Apr.	
Choose One	Class	Activity Fee	Monthly Tuition (9mos.)	Yearly Tuition	Registration
0	2s Mon/Wed 9:10a-11:40a	\$140.00	\$186.00	\$1674.00	
0	2s Tues/Thurs 9:10a-11:40a	\$140.00	\$186.00	\$1674.00	Registration is a one-time,
0	3s AM Mon-Thurs 9:15a-11:45a	\$160.00	\$246.00	\$2214.00	non-refundable fe- due at the time of
0	3s PM Tues-Thurs 12:30p-3:00p	\$150.00	\$211.00	\$1899.00	application submission.
O	4s AM Mon-Thurs 9:20a-12:00p	\$160.00	\$246.00	\$2214.00	Single child—\$50 Family—\$70
0	4s All Day M-Th 9:20a-2:00p	\$180.00	\$301.00	\$2709.00	7
		t month's tuition, a	fee is due at the time of reg nd all remaining paperwork oplicable school year.		
Guardian Si	enature			Date	

Staff use: Last	First	Date:
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## **Enrollment Contract**

Terms and Conditions

Page 1/2

	United Methodist Cl	nurch Preschool for the	school year. By sier	I, ning this contract I agree to and		
accept the foll	owing terms and cor	410 MARION DESCRIPTION OF THE PARTY.	Senson year, my mg.	imp imp commer rugice to and		
• A <u>non-refundable registration fee</u> of \$50 (\$70 for families) is due at the time of registration.						
The class <u>activity fee</u> and <u>first month's tuition</u> are due August 1.  Nine tuition payments (Aug — April) will be paid at the beginning of each month, unless the yearly tuition paid in full, or other prior arrangements have been made.						
<ul> <li>no more deponded from the first of the first</li></ul>		ees incurred will be charge nade in cash, cashier's check		d check. After a second returned		
In the ever required.	nt of a withdrawal fr	om the Preschool, a thirty o	lav notice or one month'	s tuition in lieu thereof, will be		
If the mor	thly payment canno	t be made on time, the Preso	thool Director should be r	notified immediately.		
removed f			TIL 187 (1. 1	be held and the child may be f up to 25% of the principle		
above terms a as directives f	nd conditions, the sc rom the Director's o	hool policies as contained in	the Parent's Handbook a of the above named child.	I. I agree to comply with the and the Discipline Policy, as well I acknowledge that I have read		
ue chaige to k	CONTRACTOR PRODUCTION					
The following		e that this is the entire agree es to the original contract,	ment and that no modification	ation can be made unless made in		
The following writing and sig	gned by all signatori		ment and that no modification	ation can be made unless made in		
The following	gned by all signatori	es to the original contract,		ation can be made unless made in		
The following vriting and signardian's Name	gned by all signatori (Print)	es to the original contract, Signature Signature	Date	ation can be made unless made in		
The following vriting and signardian's Name	gned by all signatori	es to the original contract, Signature Signature	Date	Date		
The following vriting and signardian's Name	gned by all signatori (Print)	es to the original contract, Signature Signature	Date  Date			

Staff use:	Last :	First	Date:
series and			W. Parker

### Enrollment Contract - cont'd

Program and Tuition Payment Plan Selection

I select the following class and tuition payment plan:

I am enrolling my child into the following program. I agree to pay the registration and activity fee for the chosen class.

Page 2/2

Program	Choose a Tuition Payment Plan			
	☐ Full-year tuition payment of \$1674.00			
Two-year-old, Two-day program	☐ Nine (9) tuition payments - Each payme each month August - April	nt of \$186.00 will be paid by the first of		
	☐ <u>Ten (10) tuition payments</u> - Each payme each month August - May	nt of \$167.40 will be paid by the first of		
	☐ Full-year tuition payment of \$2,214.00			
☐ Three-year-old, Four-day A.M. program	☐ Nine (9) tuition payments - Each payme each month August - April	nt of \$246.00 will be paid by the first of		
	Ten (10) tuition payments - Each payme each month August - May	nt of \$221.40 will be paid by the first of		
	☐ Full-year tuition payment of \$1899.00			
☐ Three-year-old, Three-day P.M. program	☐ Nine (9) tuition payments - Each payme each month August - April	nt of \$211.00 will be paid by the first of		
	☐ <u>Ten (10) tuition payments</u> - Each payme each month August - May	nt of \$189.90 will be paid by the first of		
	☐ Full-year tuition payment of \$2,214.00			
Four-year-old, Four-day A.M. program	☐ Nine (9) tuition payments - Each payme each month August - April	nt of \$246.00 will be paid by the first of		
	☐ Ten (10) tuition payments - Each payme each month August - May	nt of \$221.40 will be paid by the first of		
	☐ Full-year tuition payment of \$2,709.00			
Four-year-old, Four-day Full-day program	☐ Nine (9) tuition payments - Each payme each month August - April	ent of \$301.00 will be paid by the first of		
	☐ Ten (10) tuition payments - Each payme each month August - May	nt of \$270.90 will be paid by the first of		
Guardian's Name (Print)	Signature	Date		
Guardian's Name (Print)	Signature	Date		
*Please retain a copy of this contract for your records, an	d return the original to the Preschool.	TOPON CO.		

Staff use:	Last	First	Date:
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### Photo Release Form

Mt. Zion UMC Preschool requires your permission to include pictures of your child participating in preschool activities, which may be displayed or published to promote the Preschool Program.

The pictures will be used in social media, bulletin board displays, fliers, or other publications.

Children's names will <u>NOT</u> be included in any publication.

Child's Name:	
Yes, I give consent for my child to be photographed and possibly included newspapers, Facebook, other social media, and other publications (	
No, please exclude my child from	
Parent/Guardian Signature	Date
Allergy Information Form	
Please inform us of any allergies that your child may have (including foods, anima as your child's reaction to the allergen, and any treatment that sh	그리즘이 그 살아보면 하는데 하는데 시간에 내려가 되어 있어요? 어린이 얼마나요? 그 아버지는 이 모습니다. 보고 있다.
Child's Name:	
Yes - My child has the following allergies (please include the re-	action type and treatment):
No - My child has no known allergies at this time.	
Parent/Guardian Signature	Date



### **Authorized Pick-up Information**

The following individuals are authorized to pick up my child from Mt. Zion UMC Preschool (Please include parent/guardian(s) names also).

A copy of each individual's photo ID is required for our records.

Name	Relationship	Phone Number

If someone listed above is unknown to the teaching staff, that person will be required to show the photo ID matching our records, before your child will be released.

Someone, other than those listed above, may take your child home <u>only if we have received prior written permission</u> <u>directly from a parent or guardian.</u>

Parent/Guardian Signature	Date

#### **EMERGENCY FORM**

#### INSTRUCTIONS TO PARENTS:

(1) Complete all items on this side of the form. Sign and date where indicated.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

(2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

Birth Date \_ Child's Name \_\_\_ First Enrollment Date \_ Hours & Days of Expected Attendance \_ Child's Home Address Street/Apt. # City Zip Code Parent/Guardian Name(s) Relationship Phone Number(s) Place of Employment: W: Place of Employment: W: Name of Person Authorized to Pick up Child (daily) \_\_\_ First Relationship to Child Address Street/Apt. # City State Zip Code Any Changes/Additional Information\_ ANNUAL UPDATES (Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date) When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency. 1. Name Telephone (H) First Last Address Street/Apt. # City State: Zip Code Name\_ Telephone (H)\_ First Address\_ Street/Apt. # State Telephone (H) \_\_\_\_ Name\_ First Address\_ Street/Apt. # \_\_\_\_\_ Telephone \_ Child's Physician or Source of Health Care \_ Address \_ Street/Apt. # State City Zip Code In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital. Signature of Parent/Guardian Date

### INSTRUCTIONS TO PARENT/GUARDIAN:

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name:	Date of Birth:
Medical Condition(s):	
Medications currently being taken by your child:	
Date of your child's last tetanus shot:	
EMERGENCY MEDICAL INSTRUCTIONS: (1) Signs/symptoms to look for:	
(2) If signs/symptoms appear, do this:	
(3) To prevent incidents:	
	MAY BE NEEDED:
COMMENTS:	
Note to Health Practitioner:  If you have reviewed the above information, p	lease complete the following:
Name of Health Practitioner	Date
Signature of Health Practitioner	Telephone Number

### MARYLAND STATE DEPARTMENT OF EDUCATION Office of Child Care

### HEALTH INVENTORY

#### Information and Instructions for Parents/Guardians

#### REQUIRED INFORMATION

The following information is required prior to a child attending a Maryland State Department of Education licensed, registered or approved child care or nursery school:

- A physical examination by a physician or certified nurse practitioner completed no more than twelve months prior to attending child care. A Physical Examination form designated by the Maryland State Department of Education and the Department of Health and Mental Hygiene shall be used to meet this requirement (See COMAR 13A.15.03.02, 13A.16.03.02 and 13A.17.03.02).
- Evidence of immunizations. A Maryland Immunization Certification form for newly enrolling children may be
  obtained from the local health department or from school personnel. The immunization certification form (DHMH 896)
  or a printed or a computer generated immunization record form and the required immunizations must be completed
  before a child may attend. This form can be found at: <a href="http://ideha.dhmh.maryland.gov/IMMUN/pdf/896">http://ideha.dhmh.maryland.gov/IMMUN/pdf/896</a> form.pdf
- Evidence of Blood-Lead Testing for children living in designated at risk areas. The blood-lead testing certificate (DHMH 4620) (or another written document signed by a Health Care Practitioner) shall be used to meet this requirement. This form can be found at: http://apps.fcps.org/dept/health/MarylandDHMHBloodLeadTestingCertificateDHMH4620.pdf

#### EXEMPTIONS

Exemptions from a physical examination, immunizations and Blood-Lead testing are permitted if the family has an objection based on their religious beliefs and practices. The Blood-Lead certificate must be signed by a Health Care Practitioner stating a questionnaire was done.

Children may also be exempted from immunization requirements if a physician, nurse practitioner or health department official certifies that there is a medical reason for the child not to receive a vaccine.

The health information on this form will be available only to those health and child care provider or child care personnel who have a legitimate care responsibility for your child.

#### INSTRUCTIONS

Please complete Part I of this Physical Examination form. Part II must be completed by a physician or nurse practitioner, or a copy of your child's physical examination must be attached to this form.

If your child requires medication to be administered during child care hours, you must have the physician complete a Medication Authorization Form (OCC 1216) for each medication. The Medication Authorization Form can be obtained at

http://www.marylandpublicschools.org/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/30754/1216 MedAuth r120511.pdf

If you do not have access to a physician or nurse practitioner or if your child requires an individualized health care plan, contact your local Health Department.

### PART I - HEALTH ASSESSMENT

To be completed by parent or guardian

Child's Name:					Birth date:	Sex
Last		First		Middle	ii — .	Mo / Day / Yr M F
Address:						
Number Street	essess	21100 0	Apte	City		State Zip
Parent/Guardian Name(s)	Relatio	onship	-		Phone Number(s)	
		- 3	W:		C:	H:
			W:		C:	H:
Where do you usually take your child for re	Where do you usually take your child for routine medical care? Name:					
Address:					Phone Number:	1
When was the last time your child had a p	hysical e	xam? Mo	onth: Y	ear:		
Where do you usually take your child for d	ental car	e? Name	nt .			-
Address:		(1) (1) (1) (1) (1) (1) (1) (1) (1)			Phone Number:	
ASSESSMENT OF CHILD'S HEALTH - To the	e best of	f vour kno	wledge has v	our child had a		Check Yes or No and
provide a comment for any YES answer.		3001.1110	, and a second of	00.00000	any processor market consuming	
	Yes	No		Com	ments (required for any Yes	answer)
Allergies (Food, Insects, Drugs, Latex, etc.)						
Allergies (Seasonal)						
Asthma or Breathing						
Behavioral or Emotional						
Birth Defect(s)						
Bladder	<del></del>					
Bleeding						
Bowels	<u>-</u>					
Cerebral Palsy	<del> </del>					
Coughing	-					
Developmental Delay Diabetes	-	뮤				
Ears or Deafness	H					
Eyes or Vision	H	<del>     </del>				
Head Injury	<del>                                     </del>	<del>     </del>				
Heart	<del>                                     </del>	<del>     </del>				
Hospitalization (When, Where)		<del>                                      </del>				
Lead Poisoning/Exposure		<del> </del>				
Life Threatening Allergic Reactions						
Limits on Physical Activity						
Meningitis						
Prematurity						
Seizures						
Sickle Cell Disease						
Speech/Language						
Surgery						
Other						
Does your child take medication (prescrip	tion or n	on-prescr	ription) at an	y time?		
☐ No ☐ Yes, name(s) of medication(s	s):					
Does your child receive any special treatm	ents? (r	nebulizer.	epi-pen, etc.)			
□ No □ Yes, type of treatment:	(C-COSCO-1)					
Does your child require any special proce	A		for C. Toka	-1- \		
그런 그 것 없다는 것	dures r (c	Sattveneriza	etion, G-Tube	. etc.)		
☐ No ☐ Yes, what procedure(s):						
I GIVE MY PERMISSION FOR THE HE FOR CONFIDENTIAL USE IN MEETING						UNDERSTAND IT IS
I ATTEST THAT INFORMATION PROV	IDED C	N THIS	FORM IS T	RUE AND A	CCURATE TO THE BEST	OF MY KNOWLEDGE
Search Foll Fugge Assess Marin						
Signature of Parent/Guardian						Date

# PART II - CHILD HEALTH ASSESSMENT To be completed ONLY by Physician/Nurse Practitioner

Child's Name:				Birth Date:			Sex
Last		First		Middle Mont	Month / Day / Year		
1. Does the child named above ha	eve a diagno	sed medical o	ondition?				M 🗆 F
☐ No ☐ Yes, describe:		712-211-70-7-7-1-1-0-7	CO-MODIFIED				
Does the child have a health of bleeding problem, diabetes, he     No    Yes, describe:				CY ACTION while he/she is in chil ease DESCRIBE and describe er			
3. PE Findings							
Health Area	WNL	ABNL	Not Evaluated	Health Area	WNL	ABNL	Not Evaluated
Attention Deficit/Hyperactivity				Lead Exposure/Elevated Lead			
Behavior/Adjustment				Mobility			
Bowel/Bladder				Musculoskeletal/orthopedic			
Cardiac/murmur				Neurological			
Dental				Nutrition			
Development				Physical Illness/Impairment			
Endocrine				Psychosocial	3 🖽 8		
ENT				Respiratory			
GI				Skin			
GU				Speech/Language			
Hearing				Vision			
Immunodeficiency				Other:			
from: http://ideha.dhmh.maryl RELIGIOUS OBJECTION:	health care; and.gov/IMM	provider <u>or</u> a IUN/pdf/896	computer gen form.pdf)	erated immunization record must	be provided. (1	his form may	be obtained
required to be completed by a from: http://ideha.dhmh.maryl RELIGIOUS OBJECTION: I am the parent/guardian of the ch given to my child. This exemption	health care and gow/IMM and dentified does not ap	provider <u>or</u> a IUN/pdf/896 above, Beca	computer gen- form.pdf) use of my bon	erated immunization record must a fide religious beliefs and practic	be provided. (1	his form may	be obtained
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required to be completed by a from: http://ideha.dhmh.maryl.  RELIGIOUS OBJECTION: I am the parent/guardian of the chigiven to my child. This exemption  Parent/Guardian Signature:  5. Is the child on medication?  No Yes, indicate me (OCC 1216 Me) 6. Should there be any restriction No Yes, specify natu 7. Test/Measurement Tuberculin Test Blood Pressure Height Weight BMI %tile Lead Test Indicated: Yes	health care and gow/IMM  nild identified does not appose to the complete and durate and	above, Beca above, Beca ply during an diagnosis: thorization f activity in chili ion of restricti Results	computer gen- form.pdf) use of my bon emergency or form must be d care? on:	erated immunization record must a fide religious beliefs and practic epidemic of disease.  completed to administer medic	be provided. (Tes. I object to a	ny immunizati	be obtained

### MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE BLOOD LEAD TESTING CERTIFICATE

Instructions: Use this form when enrolling a child in child care, pre-kindergarten, kindergarten or first grade. BOX A is to be completed by the parent or guardian. BOX B, also completed by parent/guardian, is for a child born before January 1, 2015 who does not need a lead test (children must meet all conditions in Box B). BOX C should be completed by the health care provider for any child born on or after January 1, 2015, and any child born before January 1, 2015 who does not meet all the conditions in Box B. BOX D is for children who are not tested due to religious objection (must be completed by health care provider).

	duardian Completes for Child Enro	olling in Child Care, P	re-Kindergarte	n, Kindergarter	a, or First Grade	
CHILD'S NAME/				_/		
CHILD'S ADDRES	SS	j	FIRST	/	MIDDLE	
	STREET ADDRESS (with Apartment Number)			STATE	ZIP	
SEX: □Male □F	remale BIRTHDATE	1 1	PHONE			
PARENT OR	LAST		1100 (100)	/	- Albaria	
GUARDIAN	LAST	1	FIRST	MIDDLE		
BOX B - For a	a Child Who Does Not Need a Lead answer to	d Test (Complete and EVERY question belo		NOT enrolled in	n Medicaid AND the	
	on or after January 1, 2015?			☐ YES ☐		
	ived in one of the areas listed on the back any known risks for lead exposure (see		em and	☐ YES ☐	NO	
Loca illa cilla illa c		health care provider if you		☐ YES ☐	NO	
	If all answers are NO, sign below	w and return this form to	the child care p	rovider or school	L.	
Parent or Guardian	n Name (Print):	Sionature:		Date		
Thield of Contess						
	If the answer to ANY of these questi	ions is YES, OR if the ch health care provider con			sign	
	Diversi interest in the	medicin care provides co.	ilpiete Dax C a.	DOX 12.		
1	BOX C – Documentation and Ce	rtification of Lead Te	t Results by He	ealth Care Prov	vider	
			t Results of 11.			
Test Date	Type (V=venous, C=capillary)	Result (mcg/dL)		Commo	ents	
Comments:		12.7				
Person completing fo	rm: Health Care Provider/Designe	e OR School Health	Professional/De	signee		
	The to entry received to the composition of the second			55° <b>-</b> N. 150 - 160		
Date;		Phone:				
Office Address:						
	DOVI					
		D – Bona Fide Religiou				
	rdian of the child identified in Box A	., above. Because of my	bona fide religi	ious beliefs and	practices, I object to a	
blood lead testing of Parent or Guardian N		Signature:		I	Date:	
	***************************************					
This part of BOX D	must be completed by child's health ca	re provider: Lead risk	oisoning risk ass	essment questionn	aire done:  YES  N	
Provider Name:		Signature;				
Date:		Phone:				
		40472				
Office Address:						
DHMH FORM 4620	REVISED 5/2016 R	EPLACES ALL PREVIOUS	VERSIONS			

### HOW TO USE THIS FORM

The documented tests should be the blood lead tests at 12 months and 24 months of age. Two test dates and results are required if the first test was done prior to 24 months of age. If the first test is done after 24 months of age, one test date with result is required. The child's primary health care provider may record the test dates and results directly on this form and certify them by signing or stamping the signature section. A school health professional or designee may transcribe onto this form and certify test dates from any other record that has the authentication of a medical provider, health department, or school. All forms are kept on file with the child's school health record.

## At Risk Areas by ZIP Code from the 2004 Targeting Plan (for children born BEFORE January 1, 2015)

W-1-1-11

Allegany ALL	Baltimore Co. (Continued) 21212	Carroll 21155	Frederick (Continued) 21776	Kent 21610	Prince George's (Continued) 20737	Queen Anne's (Continued) 21640
	21215	21757	21778	21620	20738	21644
Anne Arundel	21219	21776	21780	21645	20740	21649
20711	21220	21787	21783	21650	20741	21651
20714	21221	21791	21787	21651	20742	21657
20764	21222		21791	21661	20743	21668
20779	21224	Cecil	21798	21667	20746	21670
21060	21227	21913			20748	
21061	21228		Garrett	Montgomery	20752	Somerset
21225	21229	Charles	ALL	20783	20770	ALL
21226	21234	20640		20787	20781	
21402	21236	20658	Harford	20812	20782	St. Mary's
	21237	20662	21001	20815	20783	20606
Baltimore Co.	21239		21010	20816	20784	20626
21027	21244	Dorchester	21034	20818	20785	20628
21052	21250	ALL	21040	20838	20787	20674
21071	21251		21078	20842	20788	20687
21082	21282	Frederick	21082	20868	20790	
21085	21286	20842	21085	20877	20791	Talbot
21093		21701	21130	20901	20792	21612
21111	Baltimore City	21703	21111	20910	20799	21654
21133	ALL	21704	21160	20912	20912	21657
21155		21716	21161	20913	20913	21665
21161	Calvert	21718	300000		2009800	21671
21204	20615	21719	Howard	Prince George's	Queen Anne's	21673
21206	20714	21727	20763	20703	21607	21676
21207		21757		20710	21617	
21208	Caroline	21758		20712	21620	Washington
21209	ALL	21762		20722	21623	ALL
21210		21769		20731	21628	
						Wicomico ALL
						Worcester ALL

### Lead Risk Assessment Questionnaire Screening Questions:

- Lives in or regularly visits a house/building built before 1978 with peeling or chipping paint, recent/ongoing renovation or remodeling?
- Ever lived outside the United States or recently arrived from a foreign country?
- Sibling, housemate/playmate being followed or treated for lead poisoning?
- If born before 1/1/2015, lives in a 2004 "at risk" zip code?

- 5. Frequently puts things in his/her mouth such as toys, jewelry, or keys, eats non-food items (pica)?
- 6. Contact with an adult whose job or hobby involves exposure to lead?
- 7. Lives near an active lead smelter, battery recycling plant, other lead-related industry, or road where soil and dust may be contaminated with lead?
- Uses products from other countries such as health remedies, spices, or food, or store or serve food in leaded crystal, pottery or pewter.

DHMH FORM 4620

REVISED 5/2016

REPLACES ALL PREVIOUS VERSIONS