

ST. LUKE'S DAY SCHOOL 2017-2018 CHILD FORMS PACKET - INSTRUCTIONS

Important: The Texas Department of Protective and Family Services (a.k.a. Licensing) places a high priority on children's paperwork. **All blanks on all forms must be completed and parent signatures are required** where indicated.

Completed child forms are due to the St. Luke's Day School main office prior to your child starting school. If incomplete forms are turned in, parents will be contacted to come to the Day School office to complete the forms. There will be no exceptions.

Due dates are determined by date of enrollment. For children enrolling:

- between March 13 and June 15, 2017, forms are due **by July 3, 2017***
- after June 15, 2017, forms are due **within two weeks of acceptance**
- after August 18, 2017, forms are due **a minimum of two (2) business days before start date**
- *late or incomplete forms will be assessed a \$50 fee

Additional forms will be required and may be obtained in the Day School office. Please download the following forms and note any special instructions.

- Medical Information Form (note: see detailed instructions below)
- Authorization to Pick Up Form
- Parent Agreement Form (note: both parents must sign)
- Introduce Us to Your Child Form
- Family Photo Request
- Family Contact Information Form (personalized) must be obtained from the office

Medical Form instructions:

1. Complete every blank in top portion of form.
2. List any special problems, such as allergies, or state "none known".
3. Be sure the **date of the last well check** ("I have examined...") is recorded and that the form is **signed and dated by the physician**. This is a licensing requirement; form is not complete without this information.
4. Notaries in the Day School office can notarize parent's signature under "Parent Authorization for Emergency Medical Treatment." This portion of the form is good for one school year. Remember, **notaries must witness your signature in person**.
5. Licensing requires that children have **at least an annual well check**. The school is expected to maintain current records for each child; to remain in compliance, the school must have updated forms on file. Have your pediatrician complete the **Medical Information Update** at every well check and turn it in to the office along with an updated immunization record.

All questions should be directed Tessa Waltz, Registrar:
twaltz@stlukesdayschool.org or 713-402-5030.