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# WELCOME TO ST. EDWARD LITTLEST ANGELS PRE-SCHOOL

Dear Parents,

The staff of St. Edward on-the-Lake Catholic School would like to extend a warm welcome to the parents and children of St. Edward pre-school.

You, as parents, are an important part of our pre-school organization as we strive to provide quality care, guidance and learning experiences for your children. We wish to support you by helping your children to develop socially, emotionally, intellectually, spiritually, and physically through an educational curriculum centered around each individual child.

This handbook is given to you because it is important for you to know the program and policies of our pre-school. Please read this handbook then sign and return last page to your child's teacher. Please feel free to contact us for an appointment at any time to discuss questions you may have about your child or the activities at the school.

Once again, we welcome you! With the combined efforts of the parents and of the staff, we can all share in the total well-being of each child.

## **MISSION STATEMENT**

We at St. Edward on-the-Lake Catholic School,  
work together with our families and community  
to create a Christ-centered environment  
which promotes  
Catholic faith formation,  
academic excellence,  
and personal development.

Our students will have the opportunity to become  
confident, independent thinkers, and life-long learners  
who are responsible to God, to themselves,  
and to society.

## PHILOSOPHY

St. Edward pre-school has been established for children. A child is a gift of God to you and to the world. God loves children, you love your children; we love your children. Christ said: "Let the children come to me, for their's is the kingdom of Heaven." (Luke 18:16) To you, we say with his words: Let the children come to us while you are working, and when your child returns to you, we hope he or she will be more loved, more loving, and happier every day.

Offered in support of this concept, our pre-school services are not limited by religious belief, nationality, race or economic status.

We want to provide the atmosphere, time, space, and materials for carefree, joyful play, which we believe is the basis for all developing skills in a child.

We want to help your child to grow socially, emotionally, intellectually, spiritually and physically by providing an environment that will stimulate and create interests.

We want to encourage and give ample opportunity to explore the mystery of God's creation through nature and other materials helping your child to be at home in this world.

The school will offer ample opportunity for your child to grow in openness to trust and in concern for those around him.

For the total well-being of your child, we look forward to a good relationship between you, the parent, and our staff in the preschool.

## Program

The teacher carefully plans and coordinates a balanced, flexible curriculum offering experiences in language arts, math, science, music, creative arts, plus ample opportunity to develop large and small motor skills.

You are welcome to visit and observe our program. We do, however, ask that you schedule your visit before hand.

## Religion

We learn about God's love for us and His gifts to us - especially Jesus. We pray together daily and share Bible stories. We celebrate the Church seasons and are surrounded by signs of our faith: the church, the cross, and holy pictures. We learn respect for all God's creation.

## Language Experiences

The child will be exposed to stories, poems, and finger plays via books, puppets, and tape smart board activities ect. He/she will have opportunities for self-expression through a structured activity, in addition to normal communication with the teacher and fellow students. Introduction to Spanish is provided.

## Music

A regular music program will provide further opportunity for self-expression. The child will learn simple "catchy" songs. Preschoolers participate in the school's Christmas music program. Classical music will be played at intervals each day.

## Creative Arts

Children usually enjoy being creative. In our program, they will be given opportunities to "create" using numerous art media.

## Readiness Program

The readiness program is intended to instruct the child in the use of tools such as his scissors, crayons, pencils, paste, paper, and books. This encourages coordination of the small muscles and manual dexterity.

## Field Trips

Occasional field trips are scheduled during the year. Permission forms will be sent home and need to be signed and returned. Parents will be asked to accompany their child in order for a child to participate.

## Admission Procedures Policies

Children enrolling shall have reached the age of 3-1/2 by September 1st of the year for the Three-Year-Old Program or fourth birthday by September 1st for the Four-Year-Old Program.

Children enrolling shall be completely toilet trained and capable of caring for their personal needs, except in unusual emergencies. This means being able to toilet themselves independently, including wiping, doing snaps, buttons, belts, and overall buckles. Please dress your child in simple to do up clothing.

If we feel that a child is not ready for school, we will work out a solution with the parents that is most beneficial for the child.

## Directory

Our School Committee has asked that we develop and distribute a directory of school families with addresses and phone numbers listed in order to promote communication and socialization. This directory is for the exclusive use of St. Edward School families and will be distributed only to those families who give permission to be included. We need your authorization to accomplish this.

In addition, we often need to use photos of our students for brochures or ads. Authorization for this is also required. We have our parish/school website at [www.stedwardonthelakeschool.org](http://www.stedwardonthelakeschool.org), which lists Bingo workers, upcoming events, and noteworthy student accomplishments.

Please notify the office if you do not give permission to publish name/address/phone number or to use photos of your child(ren).

## ICHAT and “Protecting God’s Children”

Criminal History Background Checks – It is a policy of the Archdiocese of Detroit that all employees and volunteers who have unsupervised contact with children must have a criminal history background check (ICHAT) which is strictly confidential. Noncompliance with this policy will result in loss of volunteer position. This check is required for parents helping in the school, volunteering for field trips, lunch duty, etc. An ICHAT form will be sent home early in the school year for all new parents or those not previously checked.

### Registration

The following steps are necessary to complete the enrollment of your child at St. Edward Pre-school.

- A. Complete the application form.
- B. Provide a copy of his birth certificate verifying child's age.
- C. Furnish a physical examination record, completed by a licensed physician. This form can be acquired at our office. Presentation of the completed form is necessary before your child's enrollment can be finalized, as this is a State requirement. The Director must approve all forms.
- D. Turn in the 22nd page of this handbook.
- E. Fill out 2-emergency cards with all boxes filled in. If not applicable, please put in NA or a line. This means all work addresses, Doctor's addresses, insurance numbers, etc.
- F. Complete and return the Parent Questionnaire.
- G. If you have any questions about the program or registration, please call 810/385-4461.

**REMEMBER – All paperwork listed above must be turned in and approved within the first two weeks of school.**

### Fees

Please see the St. Edward on-the-Lake fee schedule which is located in the back of this handbook for pre-school fees.

## Preschool Tuition Policy

The tuition fee for preschool is due on the 20<sup>th</sup> day of each month that the child is in attendance. September through May. Parents will make payments using our online FACTS payment system.

If no payment or arrangements have been made after 45 days, the principal will contact the family. If payment has not been made by the end of 60 days, the family will be asked to meet with the principal and/or pastor.

If the family does not meet with the principal and/or pastor or keep to a payment schedule, they will be notified in writing that services will no longer be provided.

In cases of genuine hardship, a family may make a written request to the pastor for an adjusted payment schedule. The reason for the request must be stated in writing.

## Schedule

Our daily schedule will be from 7:45 a.m. to 2:30 p.m. School doors open at 7:30 a.m. morning session ends at 11:00 a.m. **Try to allow your child to enter the room alone after the second week of school.**

## Quiet Time

A child who stays all day will have a 30 to 40 minute quiet time on a mat. This is a state licensing requirement. Please prepare your child for this. They may bring a small sized blanket and a small soft toy for quiet time. State rules require these be in a large zip lock bag with child's name on it.

## Discipline

Our staff will use positive methods of discipline which will encourage self-control and cooperation. If a rule is broken, the teacher or aide will remind the child of the rule and discuss it with him. If the rule continues to be broken, the child will be removed from the situation and told to sit on a chair until he and the teacher or aide can discuss the rule more thoroughly. **AT NO TIME**, will physical punishment be used or will a child be deprived of a privilege.

If there is a continuous problem with a child, the parents will be called in to discuss a plan to decide if this is the right setting for your child's needs. If you notice anything in your child's behavior that bothers you, please see the preschool teacher. If a child is having a particularly difficult day, (often a sign of coming illness), parents will be called to pick up the child early.

## Newsletter – “The Laker”

**There is a weekly newsletter that is sent home on Thursday's – “The Laker”** that is sent home with the oldest or only child per family. Please take the time to read this as there are bus cancellations, days off, and current happenings for the pre's as well as the rest of the school. A monthly calendar is also included so you are prepared ahead of time for vacation days and any other items of interest. Please check your child's backpack every day.

## Withdrawal

If it should become necessary for you to withdraw your child, we ask you to notify us as soon as possible. This will give us time to notify a child from the waiting list and they will be ready to start when your child leaves.

## School Closings

If school will not be held for some reason, such as weather, it will be broadcast early in the morning, on Detroit Channels 2, 4, ,7 & 62, along with the radio stations in Port Huron.

. If school must be closed after the school day has started, the announcement will be put on the same stations and calling lists will be used.

Tornado Watch: School will continue as usual and the students will be dismissed at the regular time.

Tornado Warning: Students will be taken from the classrooms into the designated area for greater safety.

## General Information for Parents

1. Your child should be dressed comfortably in washable clothing. **Your child must wear tennis shoes (Velcro or zip preferred). NO sandals or open shoes of any kind.** This is especially important on the playground. Please make sure that your child can open and close all fastenings on his/her clothing, i.e., snaps, buttons, belts, etc. Please always send your child with appropriate outdoor clothing. We go outdoors every day as long as the temperature is 20° or above. Boots, hats, and mittens must be brought in during the winter months.
2. **No tattoos of any kind allowed.**
3. **A change of clothing** is also to be sent in to school to be kept for emergency use. Label each piece of clothing, put it in a large zip lock bag with child's name on it.
4. Please give us prompt notification of any change of address or phone number. **It is extremely important that we have these up to date so that we can contact you immediately if the need arises.**
5. An open house will be held each year. Individual conferences with parents may be suggested as our teacher deems necessary. Various other programs involving the children are occasionally held.

## Illness

**If your child is ill, do not send him/her to school. It is not fair to him, his classmates, or his teacher.**

1. If your child shows evidence of a fever, vomiting, or diarrhea, please DO NOT SEND your child to school for a full 24 hours after symptoms have subsided.
2. If your child had or has been exposed to a communicable disease, you must notify the school so that we can watch for symptoms in the other children.
3. If your child has a fever or any symptoms of illness or a bathroom (bowel) accident, you will be notified and requested to come get your child.
4. First aid will be administered immediately to any child who suffers a minor injury. In the event of a more serious injury, the parents will be contacted without delay. Your doctor will be called if you cannot be reached.
5. If your child is prescribed an antibiotic, he/she needs to be on it 24 hours before returning to school. DO NOT send him/her until after 24 hours are up.
6. No fever masking drugs should be given to your child if he/she is planning on attending school. If your child is too sick to go out or participate in activities, he/she is too sick to come to school.
7. Medication may be given at school by the office only under the following specifications:
  - a. Consent form signed, by the doctor, for medication when needed.
  - b. Medication prescribed by a physician.
  - c. All medications must be entered in the medication log books.
  - d. **All medications must be given by the office.**
  - e. All medications must be provided by the parent/guardian.
  - f. All prescription medication must have a pharmacist's label.
  - g. **No fever-masking medications will be given.**
  - h. Emergency EpiPens will be used if a child shows signs of anaphylactic shock

St. Edward Preschool has adopted the following Health Care Plan. Certain procedures are not applicable (diapering); however, the following procedures will ensure a safe and healthy environment for children and caregivers.

### **Hand Washing**

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single service towel.

Hands shall be washed with soap under running water. The following are **not** approved substitutes for soap and running water.

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes.

### **Handling Bodily Fluids**

The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training.

Steps used will include:

- Staff will put on gloves.
- Clean up bodily fluid.
- Wash areas with soap and water, rinse, and sanitize area.
- Wash hands of child.
- Take off gloves and wash hands.

### **Cleaning and Sanitizing**

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent.
- Rinse area/surface with clean water.
- Spray the article or surface with a sanitizing solution.
- Let area/surface air dry.

### **Sanitizing Solution**

- Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water.
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

## Controlling Infections

- See universal precautions above.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed weekly and are used by one child only.
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note.
- Children who become ill may be moved away from the children until they are picked up.

## Immunization

**All Preschool students enrolling must have a health appraisal form filled out and signed by a physician and be up-to-date on all shots., this form needs to be completed and returned to the school office by September 15<sup>th</sup>. Waivers can only be issued by the county health department.**

## School Calendar

|  |                                     |
|--|-------------------------------------|
| Classes Begin                                  | September 4, 2018                   |
| No School for Students                         | October 18-19, 2018                 |
| Parent-Teacher Conferences 4:00 – 7:00 p.m.    | November 8, 2018                    |
| Parent Teacher Conference 9:00 a.m.-12:00 a.m. |                                     |
| No School for Students                         | November 9, 2018                    |
| Thanksgiving Recess                            | November 21-23, 2018                |
| School Resumes                                 | November 26, 2018                   |
| Christmas Recess                               | December 20, 2018 – January 2, 2019 |
| School Resumes                                 | January 3, 2019                     |
| Teacher's Record Day (No School)               | January 18, 2019                    |
| Mid-Winter Break                               | February 15 -18, 2019               |
| Teacher's Record Day (No School)               | March 22, 2019                      |
| Easter Break                                   | April 18– April 26, 2019            |
| School Resumes                                 | April 29, 2019                      |
| Grandparent/Grand Friend Day                   | May 3, 2019                         |
| Memorial Day Holiday (No School)               | May 24-27, 2019                     |
| Classes End                                    | June 7, 2019 (Half Day)             |

## Snack/Lunch

Parents need to provide a snack and lunch for their child each day he/she is in attendance unless he/she is ordering the St. Edward hot lunch on those days, send in a snack for snack time.

Milk will be provided at snack time, however, if your child wants milk at lunch time, you will need to pay in the office for that.

Please send in a nutritious snack, such as fruit, yogurt, cheese and crackers, etc. **Please NO candy..** Candy is reserved for parties. There is NO gum allowed at school. Birthday snacks are allowed, but **please, not a lot of frosting** – this is very difficult to clean up. Cookies or rice krispy treats are always welcomed.

## A FINAL NOTE

It is our hope that your child  
will have a happy experience  
with us.

If at any time you have  
questions or suggestions  
about any part of our program,  
please speak to the teacher.  
We wish to serve you well.

The number to call is 385-4461.

# Pre-School Curriculum

Our preschool offers a well-rounded introduction to the school setting. Skills learned here set the stage for future learning, and promote the following essential skills for Kindergarten.

- Fine Motor Skills (pre-writing and writing)
- Pre-reading Skills (letters and sounds)
- Social Skills
- Work Habits
- Mathematical Skills (number recognition, counting)
- Social Studies Skills (the world around us)
- Religion
- Introduction to Science
- Music
- Gross Motor Skills
- Art
- Health/Safety Skills

Our inviting classroom has an open, cheerful atmosphere.

# Classroom Rules

## Ground Rules (Please review these periodically with your child)

1. Walk slowly and carefully around rugs  
Purpose: to gain control of body  
to avoid accidents with people and activities
2. Use quiet voices  
Purpose: to facilitate an environment conducive to concentration
3. Carry things one at a time  
Purpose: to aid concentration  
to avoid accidents  
to gain strength and control of muscles
4. Use only one activity at a time  
Purpose: to aid concentration  
to facilitate good manners and develop a social conscience
5. Return work neatly and properly to correct place  
Purpose: to aid concentration  
to aid visual memory  
to develop a social conscience
6. "Interrupt" others by a quiet hand on the shoulder of the adult or other child  
Purpose: to facilitate manners and develop a social conscience
7. Handle materials respectfully
8. Keep all work on a table or rug  
Purpose: to aid order  
to facilitate concentration
9. Only touch your own work unless invited by another
10. When an activity is at a table or rug, no one else may take or touch it  
Purpose: to give children a sense of ownership and the rights of others  
(later true sharing emerges)
11. Line time is quiet time  
Purpose: to learn listening skills  
to learn manners in a group
12. There will be additional ground rules to meet the needs of particular classrooms and situations.

**St. Edward on-the-Lake Catholic School, 6995 Lakeshore Road, Lakeport, MI 48059**  
**PRESCHOOL ENROLLMENT DATA FORM**

School Year: \_\_\_\_\_ Entry Date: \_\_\_\_\_

Non-Catholic \_\_\_\_\_ Catholic \_\_\_\_\_ Home Parish: \_\_\_\_\_

Which preschool program are you enrolling your child in – Monday through Friday full-day or half-day  
Monday – Wednesday – Friday full-day or half-day  
Tuesday & Thursday full-day or half-day

Student: \_\_\_\_\_ Sex M F Date of Birth: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Number & Street City State Zip

Did your child attend another PreSchool \_\_\_\_\_ If yes, where and how long \_\_\_\_\_

Special Needs, Allergies, etc. \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Legal Guardian or Custodial Parent: \_\_\_\_\_

Father: \_\_\_\_\_ Phone/Home \_\_\_\_\_ Work \_\_\_\_\_

Address \_\_\_\_\_  
Number & Street City State Zip

Occupation \_\_\_\_\_ Religious Denomination \_\_\_\_\_ Country of Birth \_\_\_\_\_

Mother: \_\_\_\_\_ Maiden Name \_\_\_\_\_ Phone/Home \_\_\_\_\_ Work \_\_\_\_\_

Address \_\_\_\_\_  
Number & Street City State Zip

Occupation \_\_\_\_\_ Religious Denomination \_\_\_\_\_ Country of Birth \_\_\_\_\_

Marital Status \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced

Other Children in the Family:  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# St. Edward on-the-Lake Catholic School Supply List for 2018-2019

All Supplies are to be replaced as needed



**PRE SCHOOL** – Supplies are pooled for consumable use as needed by our group.

**GYM SHOES (No light ups) REQUIRED FOOTWEAR (velcro preferred. no heels or open toed shoes) socks must be worn. Girls must wear shorts under dresses or skirts**

A Large backpack for papers marked with child's name on it. **(NO MINI or ROLLING BAGS)**

- 1- Box of crayons
- 3 -Bottles hand soap
- 2- Packages Clorox wipes
- 1- Box plastic spoons
- 1 Box snack size ziplock bags
- 1 -Box ziplock sandwich bags
- 3 – 2 pack of glue sticks (Elmers, washable, disappearing school glue)
- 2 Boxes of Kleenex
- 2- Packages of 5 oz. paper cups (no plastic please)
- 1- Package of paper towels
- 2- Package paper napkins
- 1 Package of white paper plates
- 1 Plastic Placemat
- 1 Plastic 2-pocket folder
- 2 Packages of Baby Wipes

For Children who stay for lunch – a lunchroom coloring book

Small blanket and/or pillow for all day students (No toys)

A change of clothing labeled with name in a plastic bag.

Please label coats, boots, hats, etc. as well)

Lunch box with name for snack (and lunch if all day student)

\$7.00 Supply fee for special project supplies

Snack time milk is provided daily

**PLEASE PUT NAME ON EVERYTHING!**

Please wear tennis shoes every day (we may go to gym any given day)

Supplies to be renewed after Christmas, if necessary



# Discipline Form

This is the discipline form we will use. Please discuss this with your child.

Dear Parent,

Today your child had trouble behaving appropriately during school. Would you please speak to your child about the particular behavior problem checked below and return this form tomorrow signed. I know together we can work this out and keep class disruptions to a minimum so that more time can be spent on educational activities instead of discipline. I appreciate your support in this matter.

- Talked excessively at quiet times or when others were talking.
- Interrupted the class, made noises or yelled.
- Didn't listen to the teacher's directions.
- Didn't follow directions.
- Couldn't stay seated during group time or when at his/her seat without fidgeting and disturbing others.
- Talked back to the teacher when reprimanded.
- Hurt other children by hitting, kicking, pushing, or pinching.
- Treated classroom equipment roughly.
- Participated in rough play in the classroom or outside that may have led to injury.
- Other (see below).**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Help Us Help Your Child

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_M \_\_\_F

Name of Step-Parent, if applicable \_\_\_\_\_

With Whom is child living \_\_\_\_\_

Does the occupation of either parent take him/her out of the home for longer periods (more than just during the day)? \_\_\_\_\_

If both parents work or are away from home for long periods, who takes care of the child?

Specify relationship i.e., relative, friend, neighbor, etc. \_\_\_\_\_

Has your child attended Pre-School before? \_\_\_Yes \_\_\_No

If yes, where and when \_\_\_\_\_

Time attended \_\_\_Days per week \_\_\_Hours per day \_\_\_No. of years

Does your child have a nickname that he/she likes to be called? \_\_\_\_\_

How would you best describe your child at the present? \_\_\_\_\_

Are there any special health problems to be watched for by the teacher, i.e., allergies, asthma, infections, elimination, etc.? Please list and explain how you would like the teacher to handle:

What are your child's favorite television programs? \_\_\_\_\_

How many hours per week does your child watch television? \_\_\_\_\_

Does your child take lessons and/or participate in group activities outside the home, e.g., church school, music lessons, dancing lessons? Please list \_\_\_\_\_

Does your child have regular tasks for which he is responsible, i.e., making his/her own bed, carrying out trash, etc.? Please list \_\_\_\_\_

Check ( ) if your child can

- |   |   |
|---|---|
| <input type="checkbox"/> Give home address                                | <input type="checkbox"/> Give home phone number |
| <input type="checkbox"/> Put on shoes; <input type="checkbox"/> boots     | <input type="checkbox"/> Button coat            |
| <input type="checkbox"/> Tie shoes; <input type="checkbox"/> buckle shoes | <input type="checkbox"/> Buckle or fasten boots |
| <input type="checkbox"/> Start zipper on coat                             | <input type="checkbox"/> Finish zipping coat    |
| <input type="checkbox"/> Take care of toilet needs                        |   |

List your child's special interests or hobbies \_\_\_\_\_

Any child can have problems from time to time. Some of the characteristics listed below may be exhibited by pre-school children. If a child has any of these, school personnel may be able to help him/her. It is helpful for us to know regular patterns of behavior. Please check ( ) if your child frequently demonstrates any of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Cries easily   | <input type="checkbox"/> Teases others                            |
| <input type="checkbox"/> Pouts  | <input type="checkbox"/> Daydreams                                |
| <input type="checkbox"/> Has temper tantrums                                    | <input type="checkbox"/> Bites nails                              |
| <input type="checkbox"/> Sucks thumb or finger(s)                               | <input type="checkbox"/> Is jealous of others                     |
| <input type="checkbox"/> Has sleeping problems                                  | <input type="checkbox"/> Is difficult to manage                   |
| <input type="checkbox"/> Bed Wetting  | <input type="checkbox"/> Has difficulty getting along with others |
| <input type="checkbox"/> Handles toys and other objects in a destructive manner |   |

Explanation or comments:

\_\_\_\_\_

Children may have fears about things they do not understand. Please list any serious fears your child has, i.e., tornadoes, animals, etc.

\_\_\_\_\_

Do you read or have a special story time with your child?

\_\_\_\_\_

Does your child have a special naptime/nighttime routine?

\_\_\_\_\_

Is there anything else you feel will help us to better understand your child?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SECTION III -- PHYSICAL EXAMINATION, INSPECTION, TESTS, AND MEASUREMENTS**  
**EXAMINATIONS AND/OR INSPECTIONS**

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

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**TESTS AND MEASUREMENTS**

|   |  | Within Normal Limits | Under Care | Referred |  |  | Within Normal Limits | Under Care | Referred |
|---|--|----------------------|------------|----------|--|--|----------------------|------------|----------|
| Vision Tested? <input type="checkbox"/> Visual Activity<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Muscle Imbalance<br>Date _____ <input type="checkbox"/> Other _____<br>(Specify) | Urinalysis Done? <input type="checkbox"/> Sugar<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Albumin<br>Date _____ <input type="checkbox"/> Microscopic  |                      |            |          |  |  |                      |            |          |
| Hearing Tested? <input type="checkbox"/> Audiometer<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____<br>(Specify) Date _____  | Blood Pressure Measured?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>Reading _____  |                      |            |          |  |  |                      |            |          |
| Hemoglobin/Hemotocrit Tested?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | Height _____ Weight _____<br>Other:  |                      |            |          |  |  |                      |            |          |
| Blood Lead Level Tested?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>Date _____ Result _____   | Blood Lead level recommended for all children controlled in Maryland must be tested at one and two years of age and six years of age if not previously tested. Children age 6 and older living in high risk areas should be tested at the same intervals as noted above. |                      |            |          |  |  |                      |            |          |

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

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Tuberculin Test (if given) Date \_\_\_\_\_  Positive \_\_\_\_\_ mm.

**SECTION IV -- RECOMMENDATIONS**

Is there any defect of vision or condition for which the child should be referred to a specialist?  Yes  No

If yes, please explain: \_\_\_\_\_

Should the student's participation in physical education be restricted?  Yes  No If yes, check below and explain degree of restriction:

Classroom  Play  Swimming Pool  Competitive Sports  Camp  Other

Examiner's Signature \_\_\_\_\_ Date \_\_\_\_\_ Examiner's Name (print or type) \_\_\_\_\_ Degree or License \_\_\_\_\_

Number & Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

**SECTION V -- DENTAL EXAMINATION AND RECOMMENDATIONS (OPTIONAL)**

I have examined \_\_\_\_\_ teeth and make the following recommendations as for treatment:

Child's Name \_\_\_\_\_

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Dentist's Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMENTS**

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## 2018-2019 Pre-School Tuition Fees

Monthly payments are due the 20th of each month, September through May. The registration fee is \$100.00. This fee covers the cost of mats, materials, and milk for snack. The first month's tuition is due at registration

**The \$100.00 Registration Fee**, which is **non-refundable**, is due at registration. No child will be officially registered until the enrollment form and registration fee are turned in to the office.

|                | <b><u>Full Day Option</u></b> |                      | <b><u>½ Day Option</u></b> |                      |
|----------------|-------------------------------|----------------------|----------------------------|----------------------|
|                | <b><u>Monthly Tuition</u></b> | <b><u>Yearly</u></b> | <b><u>Monthly</u></b>      | <b><u>Yearly</u></b> |
| Tues. & Thurs. | <b>\$285.00</b>               | <b>\$2,565.00</b>    | <b>\$250.00</b>            | <b>\$2,250.00</b>    |
| M-W-F          | <b>\$340.00</b>               | <b>\$3,060.00</b>    | <b>\$275.00</b>            | <b>\$2,475.00</b>    |
| Mon. – Fri.    | <b>\$380.00</b>               | <b>\$3,420.00</b>    | <b>\$325.00</b>            | <b>\$2,925.00</b>    |

### **Bus Information**

Two-Way Rider ---- \$750.00 per family

One-Way Rider --- \$500.00 per family

#### Mission Statement

We at St. Edward on-the-Lake Catholic School, work together with our families and community to create a Christ-centered environment which promotes Catholic faith formation, academic excellence, and personal development. Our students will have the opportunity to become confident, independent thinkers, and life-long learners who are responsible to God, to themselves, and to society.

This page must be returned as part of the registration process  
to the Pre-School Teacher  
prior to your child starting preschool.

I have read the St. Edward Preschool handbook and understand the policies.

Signature\_\_\_\_\_

Date\_\_\_\_\_