



# St. Luke 3yr Old (P3) & 4yr Old (P4) Preschool Programs

*Parent Policy Handbook  
2021-2022*



## OUR MISSION

**“Through inquiry and reflection, we educate globally-minded citizens who live the love of Jesus. We are inquiring minds, hearts for Jesus, and hands for service.”**

Welcome! We are so glad you have joined us.

P4 Preschool (Room #300) Lead Teacher: Christina Blume [cblume@stlukeshoreline.org](mailto:cblume@stlukeshoreline.org)  
P4 Preschool (Room #301) Lead Teacher: Cindy Lutovsky [clutovsky@stlukeshoreline.org](mailto:clutovsky@stlukeshoreline.org)  
P3 Preschool (Room #302) Lead Teacher: Dana Short [dshort@stlukeshoreline.org](mailto:dshort@stlukeshoreline.org)  
P3 Preschool (Room #303) Lead Teacher: Mary Halvorson [mhalvorson@stlukeshoreline.org](mailto:mhalvorson@stlukeshoreline.org)  
Preschool Director: Meaghan Roach [mroach@stlukeshoreline.org](mailto:mroach@stlukeshoreline.org)

Please read through this policy handbook for valuable information regarding your child's school. **Please return the last page of this Parent Policy Handbook to the school along with all required forms before the first day of school, September 7, 2021.** Since both the P4 and full day P3 preschool rooms are state licensed programs, The Washington State Department of Children, Youth, and Families (DCYF) and St. Luke Preschool require all forms to be fully completed and turned in, before we can take your child into care.

### ***St. Luke Preschool Philosophy***

Our goal is to assist children in discovering who they are through guided instruction and play. We will provide an environment that fosters self-esteem, builds confidence, and teaches respect for self and others.

Our classroom will be a caring, loving, and safe environment for your child, offering opportunities to solve problems, make good choices, build confidence, become higher level thinkers, and begin their journey as lifelong learners.

We believe in developing a strong rapport with our parents through open communication and mutual respect. Together we will begin to build a successful foundation for the school years ahead for your child by building long lasting relationships among their peers and their teachers.

### ***St. Luke School Mission***

Through inquiry and reflection, we educate globally-minded citizens who live the love of Jesus. We are inquiring minds, hearts for Jesus, and hands for service.

### ***St. Luke School Vision***

Saint Luke School is a community rooted in the Catholic faith and committed to innovative teaching practices. We educate the whole child to live a life filled with faith and purpose, which opens a path to inner peace and respect for others. We honor the unique gifts of each student and nurture thoughtful, independent learners who ask questions and solve problems to create a better world.

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## Attendance:

Children must be signed in and signed out by an authorized person daily. Full signature and time must be noted each morning and afternoon. You take the responsibility for your child being in the custody of the individuals you have listed on the “St. Luke School Student Emergency and Health Form.” This includes any minors you have authorized to pick up your child.

Children will only be released to those on the “St. Luke School Student Emergency and Health Form.” You may add additional people authorized to pick up your child any time during the year. **We cannot legally release a child to an unauthorized individual.**

School doors open at 8:20am. **Please do not arrive before this time.**

School begins at 8:30am, please arrive between 8:20am - 8:30am. Parents should call or email before 8:30am if their child will be arriving late or will not be attending that day. Please call 206-542-1133 or email Mrs. Max ([mmax@stlukeshoreline.org](mailto:mmax@stlukeshoreline.org)) in the front office as well as your child’s teacher. The P3 Preschool teachers are Mrs. Halvorson ([mhalvorson@stlukeshoreline.org](mailto:mhalvorson@stlukeshoreline.org)) and Mrs. Short ([dshort@stlukeshoreline.org](mailto:dshort@stlukeshoreline.org)) and the P4 Preschool teachers are Mrs. Lutovsky ([clutovsky@stlukeshoreline.org](mailto:clutovsky@stlukeshoreline.org)) and Mrs. Blume ([cblume@stlukeshoreline.org](mailto:cblume@stlukeshoreline.org)).

**The P3 Morning Preschool Program runs from 8:30am-11:30am Monday through Friday**, with the option to attend 2 (T, TH), 3(M,W,F), or 5 days per week (please see the St. Luke calendar for early release and non-school days). Any guardian arriving later than 11:40am is subject to a late fee of \$5 for the first five minutes after 11:40am and then \$5 for every minute after 11:45am. There is an option to add on a Lunch Bunch hour from 11:30am-12:30am where the children eat lunch and have another recess. Lunch Bunch is \$11/per day. Families must select days in advance. No drop in attendance. If staying for Lunch Bunch, any guardian arriving later than 12:35pm will need to pick up their child from the front office due to the other children needing to start nap/quiet time and the same fee structure stated above applies.

**The P3 Full Day Preschool Program runs from 8:30am-3:00pm on Monday, Wednesday, Thursday, Friday and from 8:30am-2:00pm on Tuesday** (please see the St. Luke calendar for all other early release and non-school days). Any parent arriving ten minutes late is subject to a late fee of \$5 for the first five minutes after 2:10pm/3:10pm and then \$5 for every minute after 2:15pm/3:15pm.

**The P4 Morning Preschool Program runs from 8:30am-11:30am Monday through Friday** (please see the St. Luke calendar for early release and non-school days). The P4 Morning Program dismisses at 11:30am. Any guardian arriving later than 11:40am is subject to a late fee of \$5 for the first five minutes after 11:40am and then \$5 for every minute after 11:45am. There is also an option to add on a Lunch Bunch hour from 11:30am-12:30pm where the children eat lunch and have another recess. Lunch Bunch is \$11/per day. Families must select days in advance. No drop in attendance. If staying for Lunch Bunch, any guardian arriving later than 12:35pm will need to pick up their child from the front office due to the other children needing to start nap/quiet time and the same fee structure stated above applies.

**The P4 Full Day Preschool Program runs from 8:30am-3:00pm on Monday, Wednesday, Thursday, Friday and from 8:30am-2:00pm on Tuesday** (please see the St. Luke calendar for all other early release and non-school days). Any parent arriving ten minutes late is subject to a late fee of \$5 for the first five minutes after 2:10pm/3:10pm and then \$5 for every minute after 2:15pm/3:15pm.

The P3 and P4 Preschool Programs follow the St. Luke calendar for all early release and non-school days.

**\*\*\*\*LATE START** If St. Luke has a late start then there will be **no P3 or P4 Morning Preschool Program**. The Full Day Preschool Programs will begin at the same start time as St. Luke School.



### **After School Care - Preschool Extension Program:**

The Preschool After School Care (Extension) Program begins at the end of the school day and runs until 6pm. *Child must be pre-registered for this program, and is only available to those enrolled in the P3 or P4 Full Day Preschool Program.* For the occasional After School Care need, please request information from our Business Manager, Jennifer Roben ([jroben@stlukeshoreline.org](mailto:jroben@stlukeshoreline.org)). After school care ends promptly at 6pm. Parents who have not picked up their children by 6:00pm will be charged \$5 for the first five minutes after 6:00pm and \$5 per minute thereafter.

**There is no after school care the day St. Luke releases for Christmas and Easter break, as well as, on the last day of school.** If school is closed, After School Care is closed.

Please note: **In the event of inclement weather**, stay tuned to receive an update via St Luke's alerting system. If early dismissal is due to inclement weather there will be no after school care. Children will never be left unattended, but also for the safety of our staff and their families please make every effort to pick up your child(ren) early.



### **Behavior Management:**

We have a few guidelines when dealing with behavior management:

We use indirect guidance techniques:

- Advance notice: "There are 5 more minutes of play before cleanup."
- Choices: "You may play with this group or sit quietly and look at a book."
- Routine: We always wash our hands before snack and lunch etc.
- Consistency: We try to do the same things every day so children know what to expect.

We use direct guidance techniques:

- Positive statement: "Please use your walking feet indoors" instead of "DON'T RUN."
- Talk at eye level: To get the child's attention we get down to their eye level and make eye contact.
- Try to be fair: We make sure our expectations are age appropriate.
- We avoid arguments by following through with solutions that address the problem and offer the child a way to solve the issue.

Some classrooms use a classroom reward system for following directions, making positive choices, going above and beyond what is asked of them, demonstrating the IB Learner Attributes, etc.

If a child is unable to demonstrate self-controlling behavior, a brief time out may result. Time out occurs only when other measures fail and is used as an opportunity for the child to regain self-control, not as punishment.

By law, and by program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling, or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we will need to contact a parent. A child requiring one-to-one attention may have to leave the center temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of attendance. Examples of repeated uncontrollable behavior are: biting, hitting that leaves a mark, or repetitive hurtful behavior towards another child.



### **Child Abuse:**

By law we are required to report suspected child abuse, neglect or exploitation to Child Protective Services (CPS) or local law enforcement immediately.



### **Clothing:**

Proper uniform is to be worn at all times except on free dress days (see St. Luke School calendar). On free dress days please wear appropriate attire.

No sandals or flip-flops are allowed. Rain boots are allowed to and from school, however, please pack another pair of shoes for during the day.

Please send your child to school with shoes that they are able to put on and take off independently. Please avoid shoes with laces if your child is not able to tie their own shoes since we strive for independence for all our students. Velcro shoes are easiest for children to put on independently.

All students in P3 and P4 need a separate pair of soft soled shoes for PE to be left at school.

**WEATHER:** Dress for the weather. We go outside every day regardless of weather and temperature so please send your child to school with proper outdoor clothing.

As the weather becomes colder, please practice with your child how to put on and zip up their coats and put on mittens. We strive for independence in everything we do in our class.

***Please make sure your child's coat and any free dress clothes have no drawstrings in the hoods.***



### **Communicable Disease Reporting:**

Licensed facilities are required to report communicable diseases to their local health department. For a complete list of reportable diseases please refer to the handout included in this packet.



### **Conferences:**

We will hold conferences in the fall and spring. During conferences we will look at collected work, review progress, and discuss the readiness and how to prepare your child for transition to the next grade level. If you

would like to set up a conference, beyond the regularly scheduled school conferences, please email the lead teacher so one can be set up.



### **COVID-19:**

Please refer to the 'Preschool 2021-2022 COVID-19 Policies' included in this packet for more information.



### **Cultural Awareness:**

We welcome the learning of all cultures and traditions. Children thrive when they have the opportunity to learn about how others live. If you or someone in your family has experience to bolster our teaching on tradition, cultures, holidays, or about our role as global citizens, please contact us as we would love to make time for a classroom visit. Due to COVID-19, all classroom visits will be held via Zoom until it is safe to have visitors in the classroom.



### **Disaster Plan:**

We will practice fire drills monthly and a minimum of one lockdown drill and one earthquake drill during the school year. In the event of an actual emergency we will follow St. Luke School procedures. During fire drills, the lead teacher and aide will lead the students out of the building promptly and silently and line up on our identified line in our school parking lot. We will stay there until advised it is safe to enter the school. During lock down drills we will follow instructions directed to the lead teacher and aide via intercom or email. We will remain in our classroom with blinds closed, lights off, and remain quiet until we are advised it is safe to resume. During earthquake drills we will drop and get under a table holding onto a table leg to ensure the table stays put and remain there until shaking has stopped.

During all drills and actual emergencies the teacher and aide will have an emergency backpack with them that contains a first aid kit, emergency contact information for your child so we may contact you, and attendance will be taken within our class and submitted to the school principal for a full school count. Our school alerting system will alert you of drills and/or actual emergencies when appropriate.



### **Field Trips:**

There are no offsite field trips. We will have field trips within the school to see an assembly, attend church, or do an arts/crafts activity with older students. Ideally, we bring special guests into our classrooms to teach to our current IB unit concepts or content. We will be asking for guest speakers as we move through the school year. Due to COVID-19 all guest speakers will be met with over Zoom until it is safe to have visitors in the classroom.



### **First Aid:**

When children are in our care, staff members with current training in CPR and first aid are with each group. Our first aid kits are inaccessible to children and located in a cabinet behind the teacher's desk and in our Grab and Go backpack.



### **Forms:**

All forms must be completed prior to the first day of school. If we are missing any forms we cannot care for your child until those forms are turned in.

#### **This is our form checklist:**

St. Luke School Application for Admission Form

**St. Luke School Preschool Registration Form for 3yr Old & 4yr Old Preschool Programs**

Certificate of Immunization Status (CIS) (*must be on the enclosed State form. Cannot be a printout from the Dr.*)

St. Luke School Student Emergency and Health Form

All About Me Form

Signed and dated last page of Parent Policy Handbook

Health Care Provider's Allergy / Intolerance Report (if applicable)



### **Immunizations:**

To protect all children in our care, our staff, and to meet state health requirements, we only accept children fully immunized for their age\*. We keep your child's Certificate of Immunization Status (CIS) on file to show the Washington State Department of Children, Youth, and Families (DCYF) that we are in compliance with licensing standards.

Your child's Certificate of Immunization (CIS) card must be turned in prior to school starting.

\*Children may attend school without an immunization:

- When a health care provider signs the back of the CIS form stating that the child is medically exempted.

*Children who are not immunized will not be accepted for care during an outbreak for diseases that can be prevented by immunization. This is for the un-immunized child's protection and to reduce the spread of the disease. Examples are a measles or mumps outbreak.*



### **International Baccalaureate (IB) Primary Years Programme (PYP):**

St Luke School is a candidate school for the International Baccalaureate (IB) Primary Years Programme (PYP). The IB Primary Years Programme (PYP) offered at over 900 authorized schools worldwide, is a guided inquiry-based teaching method that centers on student questions.



For the PYP in the early early years (3-6 years old) the PYP transdisciplinary framework offers young students authentic opportunities to focus on key developmental abilities. The learning community values the early years as a time in which play is the primary driver for inquiry. Play involves choice, promotes agency, and provides opportunities to inquire into important concepts and personal interests. Play, relationships, learning spaces, symbolic exploration, and expression are all central to learning in the early years.



## Meals and Snacks

**Each snack** your child eats at school must include at least two of the following four components:

- A milk product (such as milk, cottage cheese, yogurt, cheese)
- A meat or meat alternative (such as meat, legumes, beans, egg)
- A grain product (such as cereal, bagel, rice cake or bread)
- Fruit or vegetable

Also, each snack or meal must include a liquid to drink. The drink could be water or one of the required components such as milk, fruit or vegetable juice.

### **ALL P3 & P4 Morning Preschool students:**

Please supply a daily morning snack for your child that fulfills the requirements listed above.

### **P3 and P4 Full Day Preschool and P3 and P4 After School Care Program students:**

Please send in a:

- Morning snack (*clearly labeled with student's name*)
- Lunch (*clearly labeled with student's name*)
- An afternoon snack for your child (*clearly labeled with student's name*)
- After school snack for your child (*for those staying for the After School Care Program, label with student's name*)

Please be sure your child's lunch box is clearly labeled on the outside with their name. Be sure to provide a balanced meal (protein, fruit, and vegetable).

Food brought from home for your child's lunch and snack(s) must meet USDA food guidelines found here: <http://health.gov/dietaryguidelines/2015/guidelines/chapter-1/a-closer-look-inside-healthy-eating-patterns/>.

There is the option of buying hot lunch through St. Luke's hot lunch program. Information can be found on the St. Luke website. You may also order milk through the St. Luke Milk Program. Order forms for milk will be sent home in the St. Luke beginning of school year packet.

\*If St. Luke K-8 students are learning virtually due to COVID-19 precautions, hot lunch will not be available for preschool students.

**Birthday treats:** You may bring in birthday treats. **All food brought to the classroom must be store bought and prepackaged in original manufacturer's containers.** Healthy snacks are strongly encouraged. Non-edible birthday treats are also a preferred option.



### **Media:**

We will occasionally see a show that is educational and relates to what we are learning. All shows viewed are 'G' rated only (DVD format). We cannot and will not show anything rated 'PG' or higher.



### **Medical Emergencies:**

If your child has a medical emergency at school, depending on the severity, we will contact you and 911. An injury report form will be filled out for your review and signature and will then be filed in your child's folder. We ask that you give us any updates to your child's condition as soon as possible like: Did you take your child to the doctor and what the result of that visit was, or did your child not need to go to the doctor because s/he felt better, etc.



### **Medication:**

If you have the option please opt for medication to be given once or twice daily so it may be given at home by a parent. Young children are often more comfortable taking medicine from mom and dad or their guardian.

Prior to administering prescription medication, please have your child's doctor fill out the 'Medication Authorization Form'. We must have written permission and instructions for each medication. Medicine must be in its original container with the child's name with clearly labeled instructions.

Prior to administering non-prescription medication, please fill out the 'Non-Prescription Medication Form'. Non-prescription medications include lotion, chapstick, cough drops, sunscreen and/or hand soap. Non-prescription medications will be administered with parental permission according to the manufacturer's instructions unless written instructions are from a licensed physician on their letterhead. Parents must fill out a separate permission form for each medicine.

All medication brought in must correctly match what is on the 'Medication Authorization Form' filled out by your doctor or the 'Non-Prescription Medication Form' filled out by you. For example, if the form says Benadryl, you must bring in a bottle of Benadryl brand medicine, not the generic version of the same medication or if the form says 'Safeway Generic' the medication must be 'Safeway Generic'.

If your child is uncooperative when receiving medication from us we may ask you to come in and show us how you give the medication, ask you to come in and give the medication to your child, and/or discuss other possibilities to give the medication so your child is not uncomfortable and is able to receive their medication.



### **Nondiscrimination:**

We will not discriminate in relation to admission of any child on the basis of race, creed, color, national origin, religion, sex, or disability.



### Parents:

Parents are welcome anytime during school hours. Due to COVID-19 precautions however, we cannot have visitors in the classroom until we notify you that it is safe to do so. No alcohol, firearms, or tobacco are allowed on the premises.



### Religion:

We are a parochial preschool that values and teaches about our Catholic faith. We use the curriculum “God Made Me” in P3 and “God Made The World” in P4.



### Rest Time:

If a child is attending our Full Day Preschool Program, s(he) will be provided with a safe comfortable resting space with separate bedding (provided by you). Each Monday please provide a ***small***, clean blanket and ***small*** pillow to use during rest time. The blanket and pillow ***must*** be taken home at the end of the week, washed, and returned on Monday. Please send your child’s pillow and blanket to school in a reusable bag.



### Safety:

Your child’s safety is paramount. Our classroom has been inspected and approved by The Washington State Department of Children, Youth, and Families (DCYF). The staff has taken child CPR and First Aid and AED (Automatic External Defibrillator) classes. Our Health, Disaster, and Pesticide Policy Handbooks are available in our rooms as well as on the classroom webpages.



### Schedule:

We have a current daily schedule of activities and lesson plans that are designed to meet the children's developmental, cultural, and individual needs. We include child initiated activity (free play), staff initiated activity (organized play), individual choices for play, creative expression, group activity, quiet activity, active activity, large and small muscle activities, and indoor and outdoor play.

We work to ensure that the daily schedule of events contain a range of learning experiences to allow each child the opportunity to gain self esteem, self awareness, self control, and decision making abilities. Our priority is to have each child develop socially, emotionally, intellectually, spiritually, and physically. We provide opportunities to learn about nutrition, health, personal safety and use Head Start standards guide our International Baccalaureate unit planning.

We believe that play is the primary driver for inquiry and allow children to experiment, create, and explore. A detailed daily schedule is posted in our classroom as well as on our classroom webpage.



### Shoes:

Please send your child to school with shoes that they are able to put on and take off independently. Please avoid shoes with laces if your child is not able to tie their own shoes since we strive for independence for all our students. Velcro shoes are easiest for children to put on independently. No sandals or flip-flops are allowed. All students in P3 and P4 need a pair of PE shoes.



### Sickness:

In addition to our COVID-19 Preschool 2020-2021 COVID-19 Policy and daily health screening, the following health and safety rules apply to our preschool classrooms.

Do not send your child to school with a fever. If your child has had a fever in the last 24 hrs, keep them home.

If there is fever, vomiting or diarrhea, keep your child at home for 24hrs **AFTER** the last episode.

A rash should be evaluated by a physician before attending school.

Communicable disease: if contracted, a notice of possible exposure will be posted and sent home. The ill child will not be allowed to return until the contagion period has passed.

### **Students with any of the following symptoms will not be permitted to remain in care:**

1. **Fever** of at least 100F **AND** who also have one or more of the following:
  - a. Diarrhea or vomiting
  - b. Earache or sore throat
  - c. Headache
  - d. Signs of irritability or confusion
  - e. Rash
  - f. Fatigue that limits participation in daily activities
2. **Vomiting:** 2 or more occasions within the past 24 hours.
3. **Diarrhea:** 3 or more watery stools within a 24 hour period or any bloody stool
4. **Rash:** especially with fever or itching
5. **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24hrs of antibiotic treatment as occurred
6. **Sick appearance, not feeling well and/or not able to keep up with the program activities.**
7. **Open or oozing sores,** unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
8. **Lice or Scabies.** For head lice, children and staff may return to class after treatment and no nits. For scabies, return after treatment.

If your child gets sick during school hours s/he will be separated from the rest of the class and allowed to rest quietly while waiting for your arrival. If your child has Covid-19 symptoms then they will rest in the school Isolation Room. We will notify you immediately to pick up your child. We ask that you try to arrive within 1 hour of our phone call. If we are unable to get a hold of you, we will begin to contact those on your St. Luke School Student Emergency and Health Form.



### **Sign-in and Sign-out:**

A person on the authorization sheet must sign your child in and out of preschool daily. You take the responsibility for your child being in the custody of the individuals you have listed on the St. Luke School Student Emergency and Health Form. This includes any minors you have authorized to pick up your child.



### **Supplies:**

All P3 and P4 Preschool students: Please bring the supplies listed on the school supply list during our **Meet and Greet**. Meet and Greet day and times were emailed to you as a Sign up Genius by your homeroom teacher.

Full Day P3 and P4 students only: In addition to the supplies on the supply list, please bring in one **small** blanket to be used during rest time. You may also provide a **small** pillow if you think that would make your child more comfortable. Please bring your child's pillow and blanket to school in a reusable bag.



### **Toilet Training:**

All children must be potty trained and "potty confident" by the time they begin both the P3 and P4 Preschool Programs.



### **Transportation:**

Transportation is provided by parents and those individuals appointed by parents on their St. Luke School Student Emergency and Health Form. We do not provide any transportation.



### **Tuition and Fees:**

Tuition will be collected via FACTS. You will set up your FACTS account upon registration with St. Luke School. For specific tuition costs, please visit our school webpage (<https://www.stlukeshoreline.net/>) for the most up to date information.

The undersigned have read, discussed, and agree to abide by our policies:

WAC 2080

COVID-19 Preschool 2020-2021 COVID-19 Policy

The centers policies and procedures, parent handbook

Discussed the centers philosophy, program and facilities;

Advised the parent of the child's progress and issues relating to the child's care and individual

Practices concerning the child's special needs (conferences)

Encouraged parent participation in center activities via Zoom

Enrollment and admission requirements

The fee and payment plan

Typical activity schedule, including hours of operation

Meals and snacks served, including guidelines on food brought from the child's home

Permission for free access by the child's parent to all center areas used by the child

Signing in and signing out requirements

Child abuse reporting law requirements

Behavior management and discipline

Nondiscrimination statement

Religious and cultural activities, if any

Transportation and field trip arrangements

Practices concerning an ill child

Medication management

Medical emergencies

Disaster preparedness plans

Pesticide Policy

*\*\* All information provided by parent(s) to any preschool staff member or written on any form may be shared among the entire staff and principal of St. Luke School to best serve the well-being, health, and safety of the child.*

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

(Optional) 2nd Printed Parent Name: \_\_\_\_\_

2nd Parent Signature: \_\_\_\_\_

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