



2019-2020 Child Enrollment Forms

– DUE JULY 1, 2019 –

Important information: Texas Health and Human 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.

Complete and return the following mandatory forms in a 9 x 12 envelope with your child’s name in the upper right hand corner. Two copies needed where indicated.

- Medical Information Form (see notes below) – 2 copies per child
- Authorization to Pick Up – 2 copies per child
- Introduce Us to Your Child – 2 copies per child
- Parent Agreement Form – 1 copy per child
- Discipline and Guidance Policy – 1 copy per child
- Family Photo Request Form – 1 per family

***Medical Form Notes:**

1. **Medical Form is due by July 1 regardless of your child’s birthday or scheduled appointments. Attach the most recent immunization record.** If your child has a well-check scheduled in July or August, please complete a Medical Information Update form and return to DS office within one week of appointment.
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. **Medical insurance information** is required, as well as **parent’s signature** under “authorization for emergency medical treatment.”
5. Licensing requires children receive regular well checks on the following schedule: 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, and annually age 2 and up.
6. Children must be up-to-date on immunizations to attend St. Luke’s Day School.

COMPLETED FORMS ARE DUE IN THE DAY SCHOOL OFFICE

NO LATER THAN MONDAY, JULY 1, 2019.

PENALTY FEE FOR LATE OR INCOMPLETE FORMS IS \$50.

Note: If late forms are not turned in by August 1, your child may be dropped from the program.