

St. Luke's Episcopal Student Health Information

Grade _____

Carpool # _____

Teacher _____

Last name		First name		Middle	Gender
Address			Zip	Home Telephone	
DOB			SSN		
Father/ Stepfather=s full name			Mother/ Stepmother=s full name		
Father/Stepfather's work #	Father/Stepfather=s cell #	Mother/ Stepmother=s work #	Mother/Stepmother=s cell #		
Father/Stepfather's Place of Employment			Mother/Stepmother's Place of Employment		
Emergency Contact				Phone #	
Emergency Contact				Phone #	
Medical Insurance Carrier			Policy #		
Pediatrician's name & number				Hospital of choice	
Publicity Release: I give permission for my child's photograph or videotape to be used for St. Luke's School promotional purposes.					
Handbook Agreement: I have read the St. Luke's Episcopal Day School handbook and agree to follow its policies.					
Emergency Medical Care: In the event I cannot be reached to make arrangements for emergency care, I hereby authorize the Head of School, Teacher, or Care giver of St. Luke's Episcopal to provide transportation and give consent for any necessary emergency care for my child.					

Signature of Parent or Guardian _____

_____ Date

Allergies

Allergy Type:

- Food (list foods) _____
- Insect Sting (list insect(s)) _____
- Medication (list medication(s)) _____
- Other (list) _____

Reactions: (Date of last occurrence if yes.)

- Coughing (Date: _____)
- Hives (Date: _____)
- Rash (Date: _____)
- Difficulty Breathing (Date: _____)
- Local Swelling (Date: _____)
- Wheezing (Date: _____)
- Generalized Swelling (Date: _____)
- Nausea (Date: _____)
- Other _____ (Date: _____)

Currently Prescribed medications and treatments:

- Oral antihistamine (Benadryl, etc.)
- Epi-Pen
- Other _____

Asthma

Triggers: Environmental (i.e., tobacco, dust, pets, pollen, etc.) (list) _____ Other (list) _____

Does your child experience asthma symptoms with exercise? No Yes

Symptoms:

- Chest tightness, discomfort, or pain
- Difficulty breathing
- Coughing
- Wheezing
- Other _____

Currently prescribed medications and treatments : _____

Date of last hospitalization related to asthma _____ Date of last emergency room visit related to asthma _____

Does your child have a written asthma management plan? No Yes

Diabetes

Currently prescribed medications and treatments:

- Insulin: Syringe Pen Pump
- Blood sugar testing
- Glucose
- Oral Medication(s) List Medication(s) _____

OVER



School Correspondence

- Which parent do you wish contacted first for sickness or emergency? _____
- Parent Alert:** Phone number you would like to be contacted: _____ Do you have texting: yes
 no
- Email addresses you wish used for school, Parent Alert and Parent Guild correspondence:
1. _____ 2. _____

Grandparent Information

Maternal Grandparents: Name _____
Address _____
Phone _____ Email _____

Paternal Grandparents: Name _____
Address _____
Phone _____ Email _____

Seizure Disorder

Type of seizure :

- Absence (staring, unresponsive) Complex Partial Generalized Tonic-Chronic (Grand Mal/Convulsive)
- Other (explain) _____

Physical Education Restrictions: No Yes

Medication(s) : No Yes List medication(s) _____

Date of last seizure _____ Length of seizure _____

Other Health Conditions

- Anemia ADD/ADHD Cancer Cerebral Palsy Chicken Pox Cystic Fibrosis
- Depression Digestive disorders Emotion/Psychological Juvenile Rheumatoid Arthritis
- Hemophilia Heat Condition Physical disability Sickle Cell Disease Skin disorders
- Speech Problems Other (explain) _____

Physical Education Restrictions: No Yes (explain): _____

Medication(s) : No Yes List Medication(s) _____

Special diet required _____

Are there anticipated frequent absences or hospitalizations? No Yes

(explain): _____

Vision Conditions

- Contacts/glasses
- Other _____

Any special attention required regarding classroom seating _____

Hearing Conditions

- Hearing aid(s)
- Other _____

MEET OUR DIRECTOR

Deborah Walker has a Bachelor of Science in Elementary Education from Freed-Hardeman University. She has previously taught first and second grade and is looking forward to her third year as Director of St. Luke's School Extended Care program. Please stop by her office in the Noland Building any afternoon for a visit.

Extended Care Information and Registration



St. Luke's Episcopal Day School

8833 Goodwood Blvd
Baton Rouge, LA

School Office : 225-927-8601
Extensions: Extended Care Receptionist #260
Extended Care Director #238
Extended Care Direct Line: 927-8622
E-mail: dwalker@stlukesbrschool.org

When you need more than a
7:45 to 3:25 school day

EXTENDED CARE

In this day and time many families need more than a 7:45 to 3:25 school day for their child. Our extended care programs are a way to make your child's morning transition from home to school and afternoon transition from classroom to after school activities smooth and enjoyable when you are at work or they need extra time to play.

Our Early Care program provides a breakfast snack and activities to wake up your child's mind in preparation for the school day.

Our After Care program provides a snack, time for homework and studying, free play with outside and inside activities to choose from, and an opportunity to participate in the numerous after school activities here at St. Luke's School.

Our Holiday Care camps provide all day care during many of our school holidays. Children participate in planned and free play activities. Everyone must bring a bag lunch to be enjoyed picnic style.

EARLY CARE

Children attending the Early Care program may arrive as early as 7:25 a.m. Parents are to escort children to Witter Hall, and ensure that a staff member has acknowledged their arrival. A carpool drop off is available by using the driveway area in front of Witter Hall under the canopy. Children will be released to their classrooms at 7:45 a.m. for Middle School and 7:55 a.m. for Lower School.

AFTER CARE

Our After Care program is available from 3:20 to 6:00 p.m. The children are supervised in small groups allowing personal attention during snack and homework time. Large group activities, including mixed grade levels, are conducted on the playground and classrooms. Many of our children participate in numerous St. Luke's School sponsored after school activities on campus which allows the children a fun filled afternoon. It is not uncommon to hear a child tell their parent, "Can you come back later. It's my turn to _____." (fill in the blank with "pitch in the game", "play on the computer", or "finish watching the movie").

HOLIDAY CARE

All St. Luke's School students are invited to participate; however, priority registration will be given to enrolled full time after care families. The Holiday Care program maintains a minimum and maximum number of students for enrollment in the holiday camps.

Individual camp sign-ups are required.



EXTENDED CARE REGISTRATION 2011-2012

\$35 REGISTRATION FEE PER CHILD

<input type="checkbox"/> FULL TIME EARLY CARE Payment Options <input type="checkbox"/> Annual \$200 <input type="checkbox"/> Semi Annual \$100 Aug/Jan Method of Payment <input type="checkbox"/> Check <input type="checkbox"/> Renweb Credit Card Payment <input type="checkbox"/> Auto Draft	<input type="checkbox"/> DROP IN EARLY CARE \$5 a day Billed Monthly
<input type="checkbox"/> FULL TIME AFTER CARE Payment Options <input type="checkbox"/> Annual \$1125 <input type="checkbox"/> Monthly \$125 Sept. thru May Method of Payment <input type="checkbox"/> Check <input type="checkbox"/> Renweb Credit Card Payment <input type="checkbox"/> Auto Draft	<input type="checkbox"/> DROP IN AFTER CARE \$5 an hour Billed Monthly

HOLIDAY CARE

Please send me Holiday Care Camp Registrations

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

All of the following areas of information on RenWeb have been reviewed and updated: Parent Information, Emergency Contacts, allowed Transportation Pick-ups, and Medical (including allergies, insurance, physician, and hospital of choice).

_____ Initials

In the event I cannot be reached to make arrangements for emergency care, I hereby authorize the Extended Care staff of St. Luke's Episcopal Day School to provide transportation and give consent for any necessary emergency care for my child.

Signature

Date

AUTOMATIC BANK DRAFT AUTHORIZATION
Full Time Monthly Extended Care Payment

All individuals choosing full time extended care have the option this year to participate in the bank draft plan. You will no longer need to write monthly checks for payments. On or about the 15th of the month, your authorized checking account will be drafted for the registered extended care amount. This amount will be shown as a debit on your monthly bank statement.

Withdrawals will begin in September, 2011 and continue through May, 2012 or as registered after September 1, 2011. As stated in the school contract, you are responsible for all charges incurred for the set up and distribution of the monthly draft, including, but not limited to, charges for returned items. Please remember, this is our fee and does not include any fees issued by your bank for set up or returned items. The school must be notified, immediately, of any changes or closure to the authorized account. Please maintain this portion of the authorization for your records and return the completed bottom portion with a voided check from your account, along with the \$5.00 set up fee. Please note: a separate draft must be sent per student; therefore, if you have more than one child, you must complete separate authorization forms. In this case, one voided check is required and the total of the set up fees may be paid in one payment.

Bank Draft Fees for 2011-12

Set up fee per account	\$ 5.00	Return item fee	current bank charge
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I authorize St. Luke's Episcopal Day School to initiate a debit entry against my checking account in payment of my monthly extended care fees. This authority will remain in effect through May, 2012, or until which time I notify St. Luke's Episcopal Day School in writing to cancel it in such time as to afford St. Luke's a reasonable opportunity to act on it.

Responsible Party's Signature

Date

Responsible Party's Name (Please Print)

Student's Name

Name of Financial Institution

Location (City & State)

Financial Institution Routing Number

Checking Account Number

Return this completed portion with a voided check from your account and the \$5.00 fee.

St. Luke's Internet Acceptable Use Policy

The Internet provides great educational benefits to students of St. Luke's Episcopal Day School. Access to the internet is given as a privilege to students who agree to act in a considerate and responsible manner. The following written agreement describes acceptable uses of the internet and our school network, access privileges, and rules and responsibilities for acceptable on-line behavior. We require that students read and sign the following rules for use of the school's information technology resources.

1. **Acceptable Use**-All use of the Internet and the school network must be in support of education and research and be consistent with the educational objectives of St. Luke's Episcopal Day School. All materials, music, language, movies, pictures, and words should be appropriate in a classroom setting.
2. **Privileges**-The use of the Internet is a privilege, not a right. Any inappropriate use will result in the cancellation of those privileges. As with any other serious violation of school rules and regulations, consequences of violations include the possibility of suspension or expulsion from school.
3. **Unacceptable Uses**-The following behaviors are not permitted:
 1. Distributing photos or personal/private information about others or themselves through words or photos (including no photos of students wearing school uniforms or photos identifying the school, i.e., students near the school sign or logo) including such items as names, addresses, phone numbers, email addresses or personal websites and blogs.
 2. Sharing confidential information about a student or employee. Invading the privacy of an individual by using electronic means to ascertain confidential information, even if the individual or network inadvertently allows access, is prohibited
 3. Copying or accessing another user's software, folder or folder contents, or data without permission of the owner, even if it is readily accessible by electronic means
 4. Sending or displaying offensive messages or pictures.
 5. Engaging in commercial activities.
 6. Campaigning or lobbying for political candidates, parties, or ballot initiatives
 7. Using references to St. Luke's Episcopal Day School on any unauthorized web pages, blogs, or social networking sites is prohibited.
 8. Using obscene, threatening, indecent, harassing, insulting, bullying words, attacks or behaviors
 9. Sending chain letters or spam
 10. Intentionally wasting network resources
 11. Do not infringe copyrights (no illegal copies of movies, software, photos, words, music or games) . This is illegal. The school is not liable for any violations of copyright laws by a student or staff member.

12. Do not plagiarize. Always cite your sources.
 13. Students must have teacher permission before loading programs or applications to and from a school computer, the school website, and the network or when taking work from a school computer as when using a jump drive, flash drive, or PDA's (personal digital assistants-smart phones, etc.)
 14. Students must not use email, chat rooms, instant messaging, net meeting rooms, or social networking sites and other forms of direct electronic communications unless authorized and supervised by a teacher
 15. Accessing or processing materials or files dangerous to the integrity of the local system
 16. Using, viewing, or copying another person's password
 17. Visiting websites not a part of the classroom lesson or listening to music on music sites or with a personal music player during class is prohibited
4. **Network Etiquette**-The teacher or system administrator may scrutinize communication on the Internet. Each internet and network user is expected to abide by the following generally accepted rules of user etiquette:
18. Be polite-communicate with kindness and respect
 19. Use appropriate language
 20. Use resources and equipment appropriately
 21. Students who accidentally find inappropriate material should close it and report it to a teacher
5. **Security**-Security on any computer system is a high priority, especially when the system involves many users. Passwords are confidential and accounts should only be used by the person assigned to it. Any attempt to log on as a system administrator will result in cancellation of user privileges and disciplinary actions.
6. **Vandalism**-Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet system, or any other agencies or other networks connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.

I agree to the above terms and conditions and understand my obligations:

Student

Date

Parent/Guardian

Date

**2ND SEMESTER (January 5-May 21)
HOT LUNCH PROGRAM**

CHILD'S NAME: _____ TEACHER: _____

CHILD'S NAME: _____ TEACHER: _____

CHILD'S NAME: _____ TEACHER: _____

Lunch is a semester commitment:	Preschool -5th Grade	1 payment	3 payments
	6th-7th Grade	\$310.26	\$103.42
	8th Grade	\$331.50	\$110.50
		\$327.60	\$109.20

A portion of this amount allows St. Luke's to maintain miscellaneous kitchen equipment. Remember drink cost is included in this price. There is no need to complete a drink order if your child is buying a hot lunch.

Payment Option: _____ **One Payment** OR _____ **Three payments**
(due Jan. 5th) (due 5th of Jan., Feb. & Mar.)

Payment Type: _____ **Check attached** OR _____ **Charge to RenWeb Pay Now**
(Payable to St. Luke's Episcopal Day School)

**2ND SEMESTER (January 5-May 21)
DRINK FOR LUNCH BOX CHILDREN**

CHILD'S NAME: _____ TEACHER: _____

CHILD'S NAME: _____ TEACHER: _____

CHILD'S NAME: _____ TEACHER: _____

Amount per semester: **Preschool – 7th** **\$63.75**
8th Grade **\$63.00**

_____ **Check attached** _____ **Charge to RenWeb Pay Now**
(Payable to St. Luke's Episcopal Day School)

Cell Phone Policy

There is a telephone in the Middle School office that is available during the school day for emergency use. Students may bring cell phones to school for use after 3:45 p.m. Cell phones must be kept in student lockers and will be turned **off** during the school day and in Extended Care. Students carrying cell phones will submit a permission note from their parents to the Middle School Office. Any students who are discovered using the cell phones during the school day will have their phone confiscated and turned in to the Head of School.

As technology improves, the capabilities of cell phones increase. A number of our students now own phones with photo, video & internet capabilities. Photo, video & internet capabilities of cell phones increase the potential for inappropriate technology use on campus ranging from academic dishonesty to embarrassment of students who are photographed without their permission. Digital cameras are available at school for legitimate photography needs; therefore, students may not use their cell phones for taking photographs or recording video. Students must be aware that taking photographs or recording video **of any kind** with cell phones is strictly prohibited on our campus.

St. Luke's Middle School Cell Phone Permission Note

My child, _____, has permission to carry a cell phone to and from school each day. I have discussed the school policy with my child and he/she knows that the phone must be turned off and stored in his/her locker during the school day. The phone is for use **during extra-curricular activities only**. Taking pictures or recording video at school with cell phones is prohibited at all times.

Parent's signature

Date

Middle School Locker Information

Student's Name: _____

Homeroom Teacher: _____

Combination to Lock: _____

Locker Number (will be assigned at Orientation): _____

Please fill out the first three lines of this form and bring it to your homeroom teacher on Orientation Day.

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