



My name is Stephanie Knapke and I am a full time Registered Nurse at Our Lady of the Visitation School. I would like to welcome your child to Preschool, and I am excited to meet them and help make their days at school successful!

The required forms and required return dates are attached and include:

- **Emergency Medical Authorization and Health History Report** (This is a two sided document!) This is included in your digital preschool packet. **This must be returned on or before the first day of school.** You can also find a copy on the school website under [Visi Vitals>Nurse/Absences>Preschool](#)
- **Immunization Record (Provider to supply)** ***Most doctor's offices will fax the immunization records upon your request.* This can be done anytime between now and the first day of school. It must be received by Thursday, September 21, 2023 (within thirty days of the first day of attendance) or your child will be excluded from school.
- **Healthcare Provider Report (Attached)** All preschool students must have a current physical examination ([Healthcare Provider Report](#)) on file. This one page document must be received by Tuesday, September 24, 2024 (within thirty days of the first day of attendance). In addition, this form must have been completed within twelve months of the first day of attendance. This form expires annually. A reminder letter will be sent to you as the expiration date comes near. *Oftentimes, the pediatricians' offices can fax this back to me upon completion.*

Return the completed forms on the first day of school, or sooner via fax. Failure to provide an updated Healthcare Provider Report and immunization record, as mandated by state law, could result in the exclusion of your child from school.

Will your child require any medication during the day? Our Lady of the Visitation requires a doctor's order for both prescription and over the counter medications. Forms are available on the website under the [Nurse/Absences](#) tab or in the Nurse's office.

The required health and emergency information is in the best interest of every child attending the preschool program. Such requirements provide for the prevention and control of communicable diseases, appropriate management of children with special health needs, and access to parents/guardians or identified responsible adults in cases of emergency. If you have any questions or concerns or would like to discuss your child's special health needs, please feel free to contact me.

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