

Our Lady of Victory Catholic School

2023-2024 Notification of Written Information

Packet/Licensing Notebook and Placement Contract

Notification of Written Information Packet/Licensing Notebook

I certify that Our Lady of Victory Catholic School has provided me with a written information packet/handbook that includes the following: Admission/Withdrawal Criteria, Daily Routine and Schedules, School Policies including fee, discipline, food service, and student absences/illnesses, Program Philosophy, and Parent Notification Plan for accidents, injuries, incidents, and illnesses. Furthermore, I am aware that the following information is posted on a parent information board in the classroom: State License, Discipline Policy, Accident/Injury, Emergency Procedures, Statement of Staff/Volunteer Clearances and Background Checks, Daily Routines, and Safety Recalls.

In addition, it was made known to me that I can access Our Lady of Victory Catholic School's licensing notebook in the preschool classroom during regular business hours. This notebook is complete with all licensing inspection reports, special investigation reports, and all related corrective action plans. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Community and Health Systems website.

Student Placement Contract

I am placing my child in Our Lady of Victory Catholic School's Preschool Program and therefore give permission for my child to be placed in the 3, 4, or 5-year-old class as developmentally and age-appropriate. Age-appropriate enrollment for each class will be met by turning 3 on or before September 1 of the current year to be placed in the 3-year-old class, by turning 4 on or before September 1 of the current year to be placed in the 4-year-old class, and by turning 5 on or before December 31 of the current year to be placed in the Young 5s class.

Parent Signature_____

Date_____