# Preschool Enrollment Forms TOC

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Student _			
	School Year		

#### PRESCHOOL PRE-REGISTRATION FAMILY QUESTIONNAIRE

Your child must be 3 or 4 years old before September 30<sup>th</sup>, and potty-trained to enter class. Classes will be filled on a FIRST COME BASIS, and you will receive a letter of notification. Please submit the registration form packet and fees to complete your student's enrollment.

Stude	ent Name: Date:
Careg	giver's Name(s):
1.	
2.	. ,
3.	Are you willing to work with your child and the teachers to ensure the best possible education?
	For example: Reading teachers letters in the communication folder, creating good communication with
	teachers and administration, getting to school on time, handling concerns kindly, with respect, and patience
	following the handbook rules and procedures. YES / NO
4.	What expectations do have for your child at Holy Trinity?
5.	What expectations do you have for our Principal and Teachers?
6.	We do not follow the Common Core Curriculum. We are a Classical school. We teach a Classical Curriculum
	We teach about Christ and His love for all of us, character building, seeing the beauty in the world, Ancien
	History, Arts, Language, Music, Science and more! Parents are expected to help nurture their child's education
	at Holy Trinity. Teachers are here to help but your child trust you the most and looks to you for understanding
	the world around them. Are you willing to cooperate with the teachers in your child's education? YES / NO
7.	We are fair, consistent, and loving in every learning experience especially because children display diverse
	behaviors based on their life experiences. We also follow through with our discipline policy where we expec
	students to be respectful to others and themselves. We will guide a child in learning how to build
	social/emotional skills, growth mindset, and Christ-like virtues in a classroom setting and beyond. With you
	help we will reinforce why education is important: nurturing a good work ethic by explaining one should alway
	try their best and finish what one starts, perseverance and optimism, getting to school on time, turning in
	homework, keeping open communication with teachers and administration, and really caring about one'
	community by participating in projects to help others in our community. Do you believe in and will reinforce
	our school standards and procedures?

Parent / Guardian Signature:

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



Student _			
	School Year		

## **PRESCHOOL REGISTRATION FORM - Student Information - PLEASE PRINT NEATLY**

Student Name:		,· ·		<i>u</i> )
Address: _	(Last)	(First)	(Midd	ile)
				Zip:
Lives with:	Both Parents	Mother	Father	Legal Guardian
Date of Birth:			Male	Female
Proposed entry	grade: <u>Preschool</u>		SSN (Last 4 o	digits):
Religion:				
Church/Parish: _				
Other children (	siblings): Name:			Age:
Name:				Age:
Name:				Age:
Father's Name /	(or Legal Guardian):			
				ne:
				<u>-</u>
				digits):
Mother's Name	(or Legal Guardian): _			
Employer:			Work Pho	ne:
Religion:		Ema	il:	
Marital Status:			SSN (Last 4	digits):
Address of each	n parent <i>if different</i> fro	om that of student :	address:	
riiolle: _			<u> </u>	



Student _		
_		•
	School Voor	

## **PRESCHOOL REGISTRATION FORM - Student Information - PLEASE PRINT NEATLY**

Previous School – For new students, please provide the name and address of the last school attended:
Name of School:
Address of School:
Grade at time of withdrawal:
Required Forms: Prior to the start of the school year, I (we) agree to provide updated copies of all required
Ohio Department of Education statistics forms, health forms, physical examination reports, and
immunization records.
I am (we are) the parents/guardians of the student named above and hereby consent to the student's
attendance at the HTOCA campus for this school year. I (we) acknowledge receipt of the student handbook
and agree with the purposes and conditions contained therein.
Parent / Guardian Signature: Date:
Parent / Guardian Signature: Date:

RACIAL NONDISCRIMINATORY POLICIES \* (3301-39-04 Sec. A [3] [5] AND Sec. B[1])

The governing board of the Holy Trinity Orthodox Christian Academy, Inc., located at 175 Laird Ave NE in Warren, Ohio has adopted the following racial nondiscriminatory policies:

Holy Trinity Orthodox Christian Academy, Inc. will not discriminate on the basis of race, color, biological sex, or ethnic origin.



Student _	
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## **PRESCHOOL REGISTRATION FORM - Information Regarding Legal Custody**

To be completed as part of the registration/re-registration application

Student Name:		Grade:	School Year:
Address of child's residence	e:		
Child lives with:	_ Both natural parents		
	_ Natural mother, step/	adoptive father	
	_ Natural father, step/a	doptive mother	
	Only mother		
	Only father		
	_ Grandparents (with le	gal custody)	
	_ Other relative (with le	egal custody) Relation	onship:
	_ Other - Please explain	:	
Decide at a December 1/0 and to	Na.		
Residential Parent/Guardia			
	Phone:		
	1 Hone.		
Is there a court order (or pe	ending order) affecting t	the custody? and/o	r residency of the child? YES / NO
Please attach a certified copy of	the page of the court decision	on bearing the case nur	nber and those sections referring to visitation
=	• =		ture and court seal. This copy should include
any and all modifications made a to inform the Principal of any sub	<del>-</del>		ool. It is also the responsibility of the parents the school.
Non-Residential Parent/Gu	ardian Name:		
,			
	Phone:		
Does the non-residential pa	arent have visitation ri	ghts? YES / NO	
Is there a court decision that	at states that the non-r	residential narent s	hould NOT receive school
information or attend scho			nould NOT receive school
information of attend seno	or decivities.	••	
Is the non-residential parer	nt responsible for payir	ng tuition? YES /	NO
A complete copy of the school	l's procedures dealing wit	h family custody situ	ations is included in the family handbook.
Signature:			Date:



Student	
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## PRESCHOOL REGISTRATION FORM - Individuals with Disabilities Education Act (IDEA)

The *Individuals with Disabilities Education Act (IDEA)* is a federal law that requires each state to ensure that a free appropriate public education (FAPE) is available to all eligible children with disabilities residing in that state.

Children with disabilities who are enrolled by their parents in private schools, including religious schools, the provision of FAPE is not at issue. In IDEA, these children are often referred to as "parentally placed private school children" with disabilities, and the benefits available to them differ from the benefits for children with disabilities in public schools.

As stated in the Ohio Nonpublic Guidelines, "Determination of Services. A child with a disability attending a nonpublic school does not have an individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school."

The local school's obligations to private school students with disabilities are different from its obligations to those students enrolled in public schools or to students with disabilities placed in a private school setting by a public agency (rather than by parents) by way of providing Free Appropriate Public Education. Students with disabilities whose parents enroll them in a private school are not individually entitled to services they would have if they were enrolled in a traditional public school.

Holy Trinity cannot provide accommodations for all students wanting to enroll with an existing IEP. If, under special circumstances a student is accepted for enrollment at Holy Trinity the parent/caregiver will be responsible in contacting their child's IEP Team and signing the appropriate documents, no longer excepting the public school's services: Understanding the public school services will cease at the time of enrollment at HTOCA. We require a copy of all current IEP documents.

Every applicant, on the HTOCA application, is required to answer the question:

Special Needs – Does this student have any special educational needs? YES / NO

If "YES" please provide a complete description on a separate sheet as well as a copy of the IEP if applicable. This includes any special testing results done at Cleveland Clinic, Akron Children's or likewise.

If the HTOCA application is falsified in any way or is misleading the child may be asked to leave during the current school year and will not be accepted the following year. If HTOCA is unaware of an existing IEP or any special needs including but not limited to social/emotional, behavioral and/or special physical needs and accommodations of a student, the parent will be responsible for any accommodation for the child's needs off site.

If a child has a special need arise during the school year due to an injury or unexpected event, we will make the parent aware of the child's needs and how we are able to accommodate those needs based on the current staff and funding. If we feel the child would not be given the best services possible under our care, we will then direct the parent to a school or facility that would give the child the best educational services to meet their needs.



Student	
	School Voor

## PRESCHOOL REGISTRATION FORM – Tuitions and Financial Responsibility

Annual Tuition: \$_	– May be paid in	_ – May be paid in 10-month equal installments August through May.	
<u>FUL</u>	L-Day Programs	HALF-Day Programs	
5 Full-day	\$380/month (+\$380 Deposit)	5 Half-day	\$209/month (+\$209 Deposit)
3 Full-day	\$247/month (+\$247 Deposit)	3 Half-day	\$136/month (+\$136 Deposit)
(3-Day programs are Tuesday through Thursday)		(3-Day programs a	re Tuesday through Thursday)

**Please note:** The above <u>preschool tuitions are based on full-year enrollment with a 10-month payment plan</u>. For mid-year enrollments, or month-to-month enrollments, a prorated monthly rate will apply.

**Deposit:** A one-month's earnest payment (deposit) is due at registration to hold your student's place in class. This deposit will be used as your last tuition payment in May and is not refundable in case of cancellation or withdrawal.

**Tuitions are due on the 1st of every month.** As a courtesy we provide a 15-day grace period. Accordingly, if payments are made on or after the 16th of the month a \$15 late fee is applied.

**Annual Registration Fee:** Due at time of registration, this fee covers the basic costs of administrative time to enroll and assess students. This fee is non-refundable.

**Preschool Student Registration Fee:** \$150.00

Miscellaneous Fees: Due at each occurrence, these fees cover the costs for extra wages and/or bank fees.

Late Pickup Fee: \$25.00 Returned Check Fee: \$35.00

**Financial Obligations** (*signed with Promissory Note*) – I/we agree to fulfill all financial obligations according to the Tuition Payment Schedule (above) and Promissory Note (below). This includes the annual, nonrefundable, registration fee, and a nonrefundable deposit to hold a place in the class. Tuition may be paid in full, or according to your Tuition Payment Schedule.

Checks may be payable to **Holy Trinity Orthodox Christian Academy, Inc.**, **Holy Trinity OCAAP**, **Holy Trinity**, or **HTOCA**. We accept cash and check. We also accept PayPal and most major credit cards via our website.

FOR OFFICE USE ONLY:		
Annual Registration Fee (Amount/Check #):		Date:
ONE-TIME Yearly Lunch Fee (Amount/Check #):		Date:
Excused (needs administrative approval): Registration Fee:	Lunch Fee:	Other:
* ONLY send applications to the treasurer once forms and payn	nents are complete.	



Student	

School Year \_\_\_\_\_

## ~ PROMISSORY NOTE ~

Date:	_			
I promise to pay for all owed Tuition	=	_		school year for the amount of to <i>Holy Trinity Orthodox Christian</i>
Academy, Inc.				
FOR EDUCATION and/or services of Orthodox Christian academy and F any applicable interest and/or late procedures, unless otherwise agre	Preschool (IRN 000204 fees as specified belo	4) the sum of owed tuitions, regardless of early w	on, and/or including including in the contraction of the contraction o	uding any damaged materials, and
Payment shall be made in monthly May) and continue until the princip				• • • • • •
If the Borrower fails to make an ins loan will be considered in default. inclusive of the late charges, intere	A late penalty charge	e of 1.5% per month will		
Borrower agrees that until the prinowned by the borrower.	ncipal and interest ow	ved under this note are p	paid in full, this	note will be secured by the assets
in part without premium or penalticanceled. The Borrower must proncollect on this note, Borrower will finds to be reasonable.  IN WITNESS WHEREOF, I set my h	nptly inform the Lend pay Lender's court co nand under seal this	ler of any change in nam osts, collection agency c	e or address. If costs, and attor	the Lender prevails in a lawsuit to ney's fees in an amount the court
completed copy of this instrumen	t.			,
(Borrower's Printed Name) Permanent Street Address:		(Borrower's Signature)		
City:	_ State:	Zip:		
Social Security #:	Driver's Li	icense #:		r
Phone:	E-mail:			Copy of driver's license
Employer's Name:				Or photo ID
Employer's Address:				
(Witness's Printed Name	) (1	Witness's Signature)		
(Witness's Printed Name	)	Witness's Signature)		e e e e e e e e e e e e e e e e e e e



Student			

School Year \_\_\_\_\_

## PRESCHOOL REGISTRATION FORM – Health & Medical

**Child's Immunization and Medical Statement** – (for physician)

Child's Name (please print):				Date of Birth:			
Parent	Parent/Guardian Name (please print): Date or						
	THIS CHILD HAS	HAD THE IMM	AMINED THIS CHI UNIZATIONS REQUII TO BE EXEMPTED FI	RED BY SECTION	3313.671 OF TH		
	VACCINE	DOSE1	DOSE 2	DOSE 3	DOSE 4	DOSE	E 5
	DTP (5)					(1)	
	IPV (4)				(1)		
	HBV (3)						
	MMR (2)		(1)				
	HIB (3)						
3. BASED UPON MEDICAL HISTORY AND PHYSICAL CONDITION AT THE TIME OF THIS EXAM, THIS CHILD IS FRE FROM APPARENT COMMUNICABLE DISEASES AND IS IN SUITABLE CONDITION TO BE AT SCHOOL.  LIST ANY HANDICAPS, ALLERGY, OR SPECIAL HEALTH CONDITION OF THE CHILD:							
			ICATIONS OF THE C			CHOOL ACTIV	TITIES OR ANY
Physic	ian's Name (pleas	se print):			F	PIN No.	
Physic	ian's Street Addre	ess:		City:	S	State:	Zip:
<b>Physic</b>	cian's Signature:					Date:	



Student _			
	School Year		

## PRESCHOOL REGISTRATION FORM – Health & Medical

	ent or Guardian Request to Administer Oral o	-	
	parent or legal guardian of ian Academy and Preschool, I request that my child be allowe		
	ibed by Dr		ust submit a revised signed
statem	nent by the physician if any of the information originally provide	ed by the physician changes.	
PHARN	MEDICATION MUST BE RECEIVED IN THE ORIGINAL PRESCRIPMACIST AS PRESCRIBED BY LAW. ALL MEDICATIONS MUST CATION, DOSE OR MEDICATION, AMOUNT OF MEDICATION N.	T BE LABELED WITH THE ST	JDENT'S NAME, NAME OF
Paren	nt / Guardian Signature:	c	Oate:
Physi	sician's Order for Prescribed Oral or Topical I	Medication	
Both s	state law and Holy Trinity Orthodox Christian Academy an	d Preschool require the follow	ving when children need
admin	nistration of prescription drugs. Please complete the follov	ving information and return t	o school.
1.	. Name of Student:		Age:
2.	. Address:		
3.	. School: Holy Trinity Orthodox Christian Academy, Inc.	1	
4.			
5.	. Times at which the medication is to be administered: _		
6.	. Administration of medication to <b>BEGIN</b> :		
7.	. Administration of medication to <b>END</b> :		
8.	. Significant Effects (Adverse Reaction) which should be	reported:	
9.	Additional special instructions for administration or car	e of the drug:	
Physic Physic	ician's Signature:	Phone:	Date:
Paren	nt / Guardian Signature:	0	Oate:

THERE MUST BE NOTIFICATION TO SCHOOL EMPLOYEES IF ANY INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.



Student			

School	Year	

## PRESCHOOL REGISTRATION FORM – Health & Medical

## **Health Record Questionnaire**

1.	Allergies (List all allergies affecting the child and any special precautions or treatments indicated for
the	se allergies):
2.	Medications or Food Supplements (List all medications or food supplements currently being
adn	ninistered to the child):
3.	Dietary Restrictions (List all modified dietary restrictions affecting the child):
4.	Chronic Physical Problems (List all chronic physical problems affecting this child):
5.	History of Hospitalizations (List dates or all hospitalizations of the child):
6.	Diseases (List all diseases that the child has had):
7.	Medical Treatment – Should the need arise to treat a cut or scrape on my child, I permit the use of
Nec	osporin: YES / NO
8.	Is your child Exempt from Immunizations? YES / NO Reason:
Par	ent / Guardian Signature: Date:



Student _			
	School Year		

## PRESCHOOL REGISTRATION FORM – Health & Medical

Child's Name	Mother's Name		Father's Name
Home Address	Home Address, City,	State, Zip	Home Address, City, State, Zip
City, State, Zip	Telephone Number		Telephone Number
City, State, Zip	( )		( )
Telephone Number	Employer Address		Employer Address
	Employer Telephone	Number	Employer Telephone Number ( )
f not at home or work, ple	ease give other telephone numbe	r where parents o	an be reached:
Father:	Mother:		
	<b>EVENT OF EMERGENCY</b> , if par	T	ontacted:
Name		Name	
Street Address		Street Address	
City, State, Zip	Telephone Number ( )	City, State, Zip	Telephone Number ( )
MEDICAL PROVIDERS:			
Name of Physician or Medi	cal Clinic	Name of Dentist	or Dental Clinic
Street Address		Street Address	
City, State, Zip	Telephone Number ( )	City, State, Zip	Telephone Number ( )
Part I - <u>PERMISSION</u> TO TR	ANSPORT CHILD (Fill in either PA	RT I or PART II, no	t both)
grant Holy Trinity Orthodo	ox Christian Academy permission	to transport my c	hild to:
Hospital / Clinic:		for emerge	ncy medical care,
or to Dentist / Dental Clinic	::	for emerge	ncy dental care or to the nearest
available source of assistar	ice.		
Parent / Guardian Signa	ture:		Date:
Part II - REFUSAL TO GRAN	T PERMISSION TO TRANSPORT (	CHILD	
			t my child,
			requires emergency medical or dental
• ,		• •	equires emergency medicar or denta
Damant / Consultant C	<b>.</b>		Dete
Parent / Guardian Signa	ture:		Date:



Student	

<b>School</b>	Year	

## **EMERGENCY CARD (PLEASE PRINT)**

Student:	Birtnday:
Student:	Birthday:
Student:	Birthday:
Student:	Birthday:
Address:	Home Phone:
City/State/Zip:	
Parent/Guardian:	
Daytime Phone:	Cell Phone:
Parent/Guardian:	
Daytime Phone:	Cell Phone:
1 <sup>st</sup> Emergency Contact:	
	Cell Phone:
2 <sup>nd</sup> Emergency Contact:	
Daytime Phone:	Cell Phone:
Comments:	
STUDENT R	ELEASE FORM (PLEASE PRINT)
	our child from school. Please let friends and relatives know we will
check for identification.	
1	
2	
3	
4	
5	
6	
7	



Student _	
	School Year

## PRESCHOOL REGISTRATION FORM – Agreements and Permissions

Please sign each section

Field Trips: My child (named below) has my permission to participate in any field trips made in conjunction	
with the school's program. This includes transportation of the st	udent. Parents will be advised of such trips
as they are planned. Modest fees may apply.	
Signature:	Date:
Field Trip Child Restraint Statement	
Ohio's Child passenger safety law requires:	
Every child under 8 years old must ride in a booster seat or oth	er appropriate child safety seat unless the child
is 4' 9" or taller.	
<ul> <li>Every child from 8-15 years old who is not secured in a car seat</li> </ul>	t must be secured in the vehicle's seat belt.
To be sure we are in compliance with the law, we are asking parts	rents to weight their children and fill in the
appropriate spaces on this form.	-
My child: is	years old,
And weighs: pounds, as of this date:	
Therefore (checkmark one):	
My child must ride in a booster seat or other appropriate	e child safety seat.
My child is 8 or is taller than 4' 9" and must be secured in	n a seat belt
I am providing information that is correct as of the date shown	above. If any of this information changes
during the school year I may request a new form to update the se	chool file.
Signature:	Date:



Student	
	School Vear

## PRESCHOOL REGISTRATION FORM – Agreements and Permissions

## Parental Permission for Release and Publication of Student Photograph/Image

Dear Parent/Guardian:

It is our practice to seek parental permission before including your child's photograph, videotape or otherwise record your child and his/her schoolwork on the School Web page or in any internal or external publications; or to release these images to the media in furtherance of the Board of Education Policy to encourage positive portrayals of the School in the media, through other educational institutions or distributed through a cable television station or network. In order to release or include your child's photograph in School or media projects, we must have your consent. Please review the information below. If you do not grant permission for any of the areas listed, please check the appropriate line(s), sign and return to school. Otherwise, your consent is given.

#### CHECK EACH SECTION BELOW, SIGN AND RETURN TO SCHOOL

Holy Trinity Orthodox Christian Academy, Inc. has my permission to publish a photograph/video of my child for the following:

Internal Building Use (check box below):
Student images/videos may be taken for internal use such as student recognition bulletin boards, school newspapers
and newsletter, classroom projects, etc.
I grant permission to use my child photograph as described above.
I <b>DO NOT</b> grant permission to use my child's picture as described above.
External Use (check box below):
Student images may be used for external publications such as press releases, billboards, print ads, and/or other School
publications related to my child's participation in school related and/or extra-curricular activities.
I grant permission to use my child photograph as described above.
I <b>DO NOT</b> grant permission to use my child's picture as described above.
Internet/Online Use (check box below):

Student images/videos may be used for district/building/teacher web sites with the understanding that the child's full name will not be published on the Internet when a photograph is posted. Last names of students **will not** be used on **web page projects**.

web page projects.	
I grant permission to use my child photograph as described above.	
I <b>DO NOT</b> grant permission to use my child's picture as described above.	
Signature:	Date:
Child's Name:	Grade:



Student	
_	
	School Voor

## PRESCHOOL REGISTRATION FORM – Agreements and Permissions

Book Agreement	
We understand that we are responsible for any	lost or damaged schoolbooks. (i.e. Text books, classroom
books, library books). We are aware that there	will be a charge for replacement of a book that is damaged
or lost. We agree to pay book fees should this or	ccur.
Signature:	Date:
Student Handbook Agreement	
Please sign to acknowledge you have read, ur	nderstand, and agree to the terms written in the student
handbook.	
Signature:	Date:

## **Annual Class Roster Agreement**

The Class Roster is helpful for students to know first names and such for days like St. Valentine's Day and Birthdays. It will include parent/guardian names, home address, email and phone number, unless specifically requested otherwise, and used only for this purpose.

Would you consent to being on the Class Roster? YES / NO

Signature:	Date:	



Student _	
	School Vear

## PRESCHOOL REGISTRATION FORM – Questionnaire/Statistics

## Ohio Department of Education Statistics Collection for the 20\_\_\_\_ - 20\_\_\_\_ School Year

The information you provide on this form is used solely for our Non-public Charter school report we are required to file with the Ohio Department of Education each October, and for notifying your Public School District of your child's attendance at Holy Trinity Orthodox Christian Academy. None of this information is used as a basis for admissions.

Current Grade	
Public School District *	
Public School/Building Name *	
Race	☐ Asian/Pacific Islander
	☐ Black/African
	☐ Eskimo/Aleut
	☐ Hispanic
	☐ Native American
	☐ White/Caucasian
	☐ Multi-cultural
Signature:	Date:

#### RACIAL NONDISCRIMINATORY POLICIES \* (3301-39-04 Sec. A [3] [5] AND Sec. B[1])

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Holy Trinity Orthodox Christian Academy, Inc. will not discriminate on the basis of race, color, biological sex, or ethnic origin.

<sup>\*</sup> You must provide the name of the Public School District in which you reside, whether or not your child has ever attended a school in that district or not. If you know it, please also provide the Name of the specific school/building where your child would attend within that district if he or she was enrolled this year.



Student _			
	School Year		

## PRESCHOOL REGISTRATION FORM – Questionnaire/Statistics

## **Family Questionnaire**

Ι.	in which ways would you be willing to volunteer?
	Teaching Art Fundraising Secretarial Classroom aide
	Cleanup and maintenance Other:
2.	Do you support the following aspects of the curriculum and school policies?
	Please check: Y=Yes N=No Q=Qualified Answer
	Discipline Policy Y N Q
	Classroom Philosophy Y N Q
	Grievance Policy Y N Q Q
3.	To the best of your knowledge, does your child have any language problems or learning disabilities?
4.	Does your child have any emotional disturbances or behavioral problems?
5.	Does your child have any physical handicaps?
6.	Are there any other problems or situations that we need to be aware of?
7.	Are there any recent major changes in your family such as divorce, death, new baby, illness, etc.?
8.	How do you reward your child for good behavior?
9.	Does your child like to talk?
10.	Is your child: Shy? Outgoing? Average?