

Spring

Dear Parents,

Greetings from Baldwin's Wellness Center! We are writing to introduce ourselves and share important information. We are responsible for the health, safety and whereabouts of your daughters during the school day. Our office is on the first floor of the School House, Room 107.

We also do attendance for the whole school and need to know if your daughter will **not** be in school, if she is going to be late or if she has to leave early. You may either call the Wellness Center, 610.525.2700 ext. 280 or 288 or leave a message on the 24 hour attendance hotline at 610.525.9024.

There are several forms which **must** be returned to us before the beginning of the school.

1. **If** your daughter has a severe allergy or illness it is **imperative** for you to provide the following information **before** the beginning of school:
 - a letter from your daughter's physician stating the allergen or illness;
 - signs and symptoms of distress
 - a treatment protocol
 - medication form if your daughter takes prescribed medication at school; e.g. Epi-pen, asthma inhaler
2. **Certificate of Immunization**
3. **Current Physical Examination Form**
4. **Parent Contact form with emergency telephone numbers**
5. **Dentist Report** for grades K, or I, and III, VII

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We uphold the Pennsylvania Department of Health regulations and follow the guidelines of the Lower Merion School District and therefore your daughter may not be permitted to start school without these forms on file in the Wellness Center.

We require a **new Physical Exam every twelve months** on a rolling basis. A new **Parent Contact** form is needed at the start of **every school** year; these forms can be downloaded from the Baldwin Website. It is advisable to make a doctor's appointment as soon as possible to ensure these requirements can be fulfilled.

Please be aware that Baldwin is a peanut and tree nut free environment.

Yours truly,

Rosalind Price, RN
Angela Wilkinson, RN