

# St. Jude Preschool Family Handbook 2018-2019

**“Going Above and Beyond in  
Learning and Serving”**



August 2018



**“GOING ABOVE AND BEYOND  
IN LEARNING AND SERVING”**

At St. Jude School & Preschool,  
we go above and beyond in fostering the  
educational potential of individual students  
while preparing them for lifelong  
service to God and others.

**AT ST. JUDE SCHOOL & PRESCHOOL, WE:**

**COLLABORATE**

with parents, parishioners, and neighbors to  
create a community of faith

**EDUCATE**

students to become lifelong learners, critical  
thinkers, and good citizens

**CULTIVATE**

an environment that promotes empathy,  
compassion, and kindness to all

**SERVE**

as witnesses of the Catholic faith and infuse  
Gospel values in all aspects of school life

## **Philosophy and Objectives**

Parents are the first and most important teachers for their children. At St. Jude Preschool, we place great value on the presence, support, and encouragement that each parent provides for their children. Knowing that parents want what is best for their children, we strive to work in respectful collaboration with them to provide a preschool education that is based on our shared belief in Jesus and the best educational practices.

The St. Jude Preschool program is a kindergarten-readiness program that is designed to meet the needs of the whole child. In addition to preparing the child academically, the program is also designed to meet the social, physical, and emotional needs of the child. Our school provides a happy, creative atmosphere where a child can develop to his or her fullest potential. Our program is based on the philosophy that each child is unique with strengths and needs that are specific to him or her. The differences and developmental rates of each child are seriously considered as we help them begin their school career.

Based on this philosophy, the objectives of the St. Jude Preschool are:

- ♥ To aid parents in early childhood education in a Catholic setting,
- ♥ To give the children experiences that will help prepare them for entrance into formal school life so that this adjustment will be happy and wholesome,
- ♥ To provide the children with the opportunity to learn social skills and develop relationships with other children,
- ♥ To help the children develop a sense of independence, a sense of responsibility, and to become more self-reliant,
- ♥ To share with parents the responsibility of providing Christian education and training.

## **Non Discrimination Policy**

St. Jude Preschool admits students of any race, color, religion, sex, and national origin to all rights, privileges, programs, and activities.

## **Faculty and Staff**

Directors/Teachers and Teacher's Aides staff St. Jude Preschool. All positions consist of qualified individuals and are certified according to the State of Ohio standards.

## **Parental Responsibilities**

The conscientious parent will try to plan thoughtfully not only for the child's first entrance into school life, but also for his/her continued success in school.

**As your child's prime educator, we appreciate your cooperation with:**

- ♥ Building religious celebrations and family prayer into your lifestyle.
- ♥ Maintaining an open line of communication with the school.

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- ♥ Encouraging development of your child's individual talents and interests.

With this spirit of cooperation, parents will ease their child's entrance into school life now as well as ensure their success in the future.

## **Admission Policy**

Children who enter our preschool must be three-years-old on or before September 30<sup>th</sup> and four-years-old on or before September 30<sup>th</sup>.

All registration and medical forms must be fully completed and submitted to the school office before a child may attend class. The medical statement must be properly completed and promptly submitted to the school after the date of the doctor's appointment. This policy will be strictly enforced. Students who do not have the completed medical forms on file will not be permitted to attend class.

Admission to St. Jude Preschool is rendered on a yearly basis. We provide the opportunity for entrance to our preschool as enrollment numbers allow using the following criteria as a guideline:

- ♥ Siblings of current students at St. Jude School,
- ♥ Members of St. Jude Parish,
- ♥ Members of neighboring parishes
- ♥ Those of other faiths.

When a parent elects to withdraw a child, written notification stating the reason for withdrawal must be submitted to the school office.

## **Finance Policy**

A registration fee of \$120.00 per child is required when your child is enrolled in class. This registration fee is nonrefundable. It covers all expenses for the year for each child including such things as a preschool tote bag, curriculum supplies, a daily snack, and field trips. Occasionally, there may be money collected for a special art project or special days.

The two options for tuition payment are:

- Full year's tuition payment made prior to the start of the school year, which will include a discount if paid by a pre-set date per the tuition and registration agreement; or
- Automatic bank withdrawals from a designated account. This can be done on a mutually agreed upon date, on a monthly (beginning in July and ending in April) or quarterly basis (July, October, January, and April). Agreement of the auto withdrawal method is considered a contract to pay. The responsible person(s) must ensure proper funds are maintained for the full and timely tuition payment.
- Checks that are returned for insufficient funds will be charged \$10 in addition to the bank fee.
- If a family is behind on their tuition, they will not be allowed to register for the upcoming school year until the account balance has been paid.

## **Bathroom Policy**

All children entering preschool must be trained to use the bathroom independently. Please choose clothing that your child can easily pull up and down. Pull-ups are not acceptable. We do understand that your child may have an occasional accident in school. However, if your child experiences accidents on a daily basis for up to three days, they are not trained and your child would then be removed from the preschool roster. It is important to also note that if your child has a bowel movement in their clothing, you will be called to get your child from school. We are not licensed for that type of care.

## **Extended Day Policy**

Delinquent balances for extended day will no longer be accepted. Any extended day balance must be paid within ten calendar days from receipt of the billing statement. A delinquent balance will preclude the child(ren) from the extended day program until the account is paid in full. At that time you may also be required to maintain a prepaid account for extended day usage.

## **Dress Policy**

Children attending preschool should be dressed in casual, comfortable clothing suitable for PLAY. Be prepared for your child to be sitting and playing on the floor. Your child may wear shorts during warmer weather and tennis shoes are always encouraged for our daily large muscle activities. Please put your child's name on book bags and all miscellaneous clothing such as hats, coats, scarves, mittens, boots, and sweaters.

## **Licensing Policy**

St. Jude Preschool is licensed by the State Department of Human Services and the Ohio Department of Education. A current license is posted at all times. A copy of the law and rules governing child care in the state of Ohio is available for your review online at [education.ohio.gov](http://education.ohio.gov), keyword search: preschool licensing. The Ohio Department of Education website can also be used to issue a complaint or review any inspection report.

## **Emergency Plan**

In the case of an emergency and/or accident, St. Jude School would follow the posted medical and dental emergency plan and complete an incident report form. The school will administer first aid, summon emergency transportation, and contact the parents or guardians.

## **School and Office Hours**

Morning preschool hours are from 8:30 a.m. until 12:00 p.m. Early care is available for preschool children beginning at 7:30 a.m. There is an extra charge for this service. Full-day preschool hours are from 8:30 a.m. until 2:15 p.m. Extended day is available from 2:15 p.m. to 6:00 p.m.

The school office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. Voice mail will pick up calls made before and after these times. Classes for grades K-8 are held 7:50 a.m. until 2:30 p.m.

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## Safety Policy

- ♥ No child shall be left alone or unsupervised.
- ♥ To insure that each staff member is aware of each child's presence at our preschool, children are to be dropped off in the DROP-OFF line or walked into the school through the main building entrance. Older siblings may accompany the preschooler into the building and drop them off at their classroom. Teachers must be notified ahead of time if this procedure will be utilized. Children CANNOT be dropped off outside of the school building and enter the school by themselves.
  
- ♥ All preschool staff members have access at all times to a working telephone.
- ♥ Fire and tornado drills will be held monthly at varying times. A record of these drills is available at the school.
- ♥ The preschool has a fire emergency and weather alert plan posted in the classroom which explains action to be taken and staff responsibilities in case of a fire emergency or weather alerts. In addition, a diagram showing evacuation routes is also posted in the classroom.
- ♥ In the event that a child needs emergency transportation, arrangements will be made through the 911 emergency system.
- ♥ When an accident or injury occurs, or when any other incident necessitates administration of serum of ipecac, the staff will complete an incident report and give the parent a copy of it the day of the incident. A copy of the incident report will also be kept on file at the school.
- ♥ The use of spray aerosols is prohibited when children are in attendance at the preschool.
- ♥ The school shall immediately notify the local public children's services when any staff member suspects that a child has been abused or neglected.;
- ♥ An updated first aid box shall be available at all times in the classroom.
- ♥ A medical and dental emergency plan shall be posted in plain view in the classroom.
- ♥ A list of the children enrolled, their addresses, home phone numbers, and emergency numbers is readily accessible to the preschool staff.
- ♥ Equipment shall be inspected at regular intervals, repaired, cleaned, and/or discarded so as to prevent injury to the children

## Emergency Closing

Official announcements of school closings are made on television and on local AM and FM radio stations.

If there is doubt as to whether the classes will be in session, parents should listen to television or radio. **Please do not call the rectory or school.**

The following television and radio stations will announce school closings:

**WEOL - AM 930 on dial**  
**Television channels 3, 5, 8, and 19**

A parent email will be sent if school must be closed for any emergency other than weather.

## **Important Dates**

### 4-5 Year-Old Classes

Preschool Orientation for all 4-5 year-old classes is held on Tuesday, September 4<sup>th</sup>. This is an opportunity for preschoolers to visit their classrooms with their parents for a brief period between the hours of 9:00 a.m. and 11:00 a.m. Preschool for 4-5 year-old classes begins on Wednesday, September 5<sup>th</sup>.

### 3-4 Year-Old Class

Preschool Orientation for the 3-4 year-old class is Wednesday, September 5<sup>th</sup>. The “A” class orientation is 9:00 a.m.-10:00 a.m. and the “B” class is 10:30 a.m.-11:30 a.m. This is an opportunity for the preschoolers to visit their classrooms with their parents. Preschool for the Thursday and Friday 3-4 year-old class begins on Thursday, September 6<sup>th</sup>. Preschool for the Monday and Tuesday 3-4 year-old class begins on Monday, September 10<sup>th</sup>.

Conferences:           3-4 year-old conferences: Wednesday, January 30<sup>th</sup> and Wednesday February 6<sup>th</sup>  
                              4-5 year-old conferences: Sunday, November 11<sup>th</sup> and Thursday, April 4<sup>th</sup>

Last day of Preschool Extended Day:           Wednesday, May 22, 2019  
Last day of Preschool for 3-4 year-olds:       Tuesday, May 21<sup>st</sup> or Friday, May 23<sup>rd</sup>  
Last day of Preschool for 4-5 year-olds:       Thursday, May 23<sup>rd</sup>, 2019  
Graduation:   Thursday, May 23<sup>rd</sup>, 2019 at 6:30 p.m.

## **Curriculum**

The St. Jude Preschool Program is a kindergarten-readiness program that is designed to meet the needs of the whole child. In addition to preparing the child academically, the program is also designed to meet the social, physical, and emotional needs of the child. Our school provides a happy, creative atmosphere where a child can develop to his or her fullest potential. Our program is based on the philosophy that each child is unique with his or her own strengths and needs. The differences and developmental rates of each child are seriously considered as we help them begin their school career. All St. Jude Preschool faculty members are certified childhood educators. Children must be 3 by September 30<sup>th</sup> to attend 3-4 year-old preschool. In addition, all children must be completely potty-trained.

As children become preschoolers, their social and emotional skills need the guidance of a nurturing teacher. The St. Jude Preschool Program is designed to foster a child’s independence. Teachers guide the children to become more confident in their abilities and prompt them to take a responsible role in their classroom community.

Communication involves expressing thoughts, wants, and needs. Communication also involves listening to and understanding what others are saying. The St. Jude three-four year-old program offers children many opportunities to express their thoughts and opinions with their friends and teachers. Teachers model taking turns, cooperative play, and good listening skills with our students.

The St. Jude 4-5 year-old program is designed to increase a child’s independence, further developing their

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confidence and abilities. The 4-5 year old children assume more responsibility in the classroom and are assigned daily tasks such as leading the daily prayer and participating in calendar activities. Since children are more developmentally ready to work together at this age, activities are presented that require cooperation and problem-solving in small group settings.

Cognitive skills are the foundation of learning and knowledge. St. Jude preschoolers are encouraged to use problem-solving skills when they make predictions, retell stories in their own words, compare and contrast, and explore and make discoveries. In the 4-5 year-old preschool program, children practice classifying, identifying numbers 1-20, one-to-one correspondences, time and money. Children explore weather, plants, animals, sounds, textures, and increase their science vocabulary through simple science experiments. The St. Jude 4-5 year-old preschool program utilizes The Letter People Program, a comprehensive literacy program that promotes early literacy skills including alphabet letter recognition, phonics, and comprehension. Each week children are introduced to a new letter with a series of hands-on activities which are integrated throughout all subject areas and learning centers.

St. Jude School recognizes the importance of physical development. Preschool students attend a physical education class weekly where they strengthen their large muscle groups. Activities focus on the development of gross motor skills such as skipping, hopping and galloping. In the classroom, students strengthen their fine motor skills by cutting, lacing, horizontal writing, and the use of OT-based manipulatives.

The St. Jude Preschool religion program utilizes stories of God's love by Benzinger.

### **Arrival and Dismissal**

Children may arrive as early as 7:30 a.m. each morning. If arriving between 7:30 a.m. and 8:25 a.m., the children are to be brought to their preschool classroom via the Family Center entrance. (See **Early Care** below). At 8:25 a.m. parents may pull their car up to the preschool entrance where the aide will greet the children and then send them to their classroom.

### **Tardy Policy**

Those arriving after 8:40 a.m. are considered tardy. St. Jude Preschool is a Kindergarten readiness program, not a day care facility. Late arrivals are disruptive to the classroom.

Upon the third tardy during a quarter, a parent or guardian will be notified by the teacher.

Dismissal is at 12:00 p.m. or 2:15 p.m. Parents are to line up at the preschool entrance door. Children will be dismissed by the teacher one at a time. Children will only be released to their parents or other adults whose names appear on the parent permission form turned in at the beginning of the year.

### **Early Arrival**

Parents will be able to bring students into the school from 7:30 a.m. to 8:25 a.m. on an as-needed basis. This allows the parents some flexibility when dropping off older siblings or meeting work demands. There is a fee of \$4.00 each day for this service. Parents should leave soon after the child is acknowledged by their



teacher. This helps to avoid separation issues which make the beginning of the school day difficult for the children. The students will remain in the classroom and cared for by an adult until the start of the day.

## **Snacks**

A nutritional snack prepared by the staff will be served daily. The snack will contain a food from two of the basic food groups. Snacks will also be occasionally coordinated with holidays or particular areas of study. Please let us know if your child has any food allergies so we can meet their needs.

## **Birthdays**

Each child's birthday is remembered at preschool with a special celebration held on or before the child's birthday. On this special day, parents are requested to send in a special treat to be shared with all of the children at snack time. Teachers will notify the parents at the beginning of the year if any of the children have food allergies (such as to peanuts or chocolate).

## **Interruptions in the School Day**

Custodial parents wishing to visit the preschool during preschool hours should report first to the main office. A child will not be released from the school to any person other than the custodial parent or guardian unless a letter is filed with the school. The letter must name each person permitted to pick up the child and must be signed and dated by the custodial parent or guardian. The child will only be released to persons listed on this letter.

## **Field Trip Safety**

Whenever children are transported for preschool field trips or special outings, the following safety requirements are required:

- ♥ A person trained in first aid and a first aid kit shall be available on all field trips and outings.
- ♥ Each child shall wear identification containing the preschool's name, address, and contact telephone number in the event they become lost.
- ♥ An emergency transportation authorization form and health record for each child shall be taken on all outings.
- ♥ Written permission is required from the custodial parent or guardian for each child participating in the field trip or special outing, including the child's name, field trip or outing, signature and date the parent signed, and the date of the event.
- ♥ Parents who are transporting children on field trips or special outings must meet and maintain the child restraint system requirements. All preschool students **MUST** be properly secured in car seats that meet Federal regulations.

## **Field Trips**

During the school year there may be opportunities for the children to attend field trips, weather permitting. A permission slip must be signed and dated by the parents for each field trip and returned to the

preschool before the child can go on the trip. Parents will be asked to accompany the teacher on such field trips to insure the safety of the children.

### **Parent Roster Information**

The preschool will prepare a custodial parent roster for each child's class. Individuals will have the option of omitting their name and phone number from this list. This roster will be available upon request.

### **Parent-Teacher Communication**

Preschool teachers will conduct home visits during the latter part of the summer. Each teacher will schedule a home visit for families that are new to the respective classroom. These visits last approximately 30 minutes and afford the children the opportunity to meet their teacher in a comfortable setting, parents the opportunity to meet with the teacher on a one to one basis to ask any questions, and turn in necessary paperwork prior to the first day of school.

There is also a school Orientation Day the day before actual classes begin. This day enables the children to come with parents to meet the teachers and see their rooms so they can feel comfortable on the first day.

Custodial parents or guardians of a child enrolled in the preschool are welcome to visit the school at any time. Please stop in the front office to obtain a visitor's pass upon entering the school

The 3-4 preschool class will have one individual conferences in January and the 4-5 preschool class will have 2 conferences in November and March or as the teacher or parents feel necessary. The parents should feel free to contact the teacher at any time with their concerns or for additional help.

### **Placement of Students**

It is the policy of St. Jude School to place students with the teacher that will best meet the needs of the individual student.

Parents requesting a specific preschool teacher must email the principal with their request and attend a meeting with the principal and the respective level leader. Final decisions will be made after that meeting.

Any preschool student repeating the 4-5 year old class for a second year will be placed in the alternate 4-5 year old teacher's classroom.

### **Procedure for Concerns**

In the event that a parent or guardian should have a concern or an issue, the St. Jude Preschool's policy is to handle these concerns promptly and directly. Parents who have concerns or issues should first arrange a conference with their child's teacher. Please send a note to the teacher requesting a conference. The teacher will contact parents to set up a meeting at a time that is convenient for them. Parents should not come to the preschool classroom before or after school and attempt to have a conference with the teacher at that time. The teacher's primary responsibility is to monitor the students during these times. If the parent or guardian still has concerns or questions after the parent-teacher meeting, then the parent should contact the school administration.

## Code of Conduct

In all areas of Christian formation and learning at St. Jude Preschool, the infusion of Gospel values into the school environment is a priority. With the Gospel as a guideline, the school community will strive to instill in the children:

- ♥ A respect for God
- ♥ A respect for God's creation
- ♥ A respect for self
- ♥ A respect for others through words and actions
- ♥ A respect for teachers

## Discipline Policy

### 3301-37-10: Behavior Management/Discipline

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  - (2) No discipline shall be delegated to any other child.
  - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
  - (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family, or other verbal abuse.
  - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
  - (8) Discipline shall not include withholding food, rest, or toilet use.
  - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
  - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

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Our discipline policy is primarily one of being firm, but gentle, and one of guidance. The teacher or aide will follow the procedure below:

- ♥ Evaluate the situation.
- ♥ Talk to the child or children.
- ♥ Offer redirection to the child or children involved.
- ♥ Talk to the child or children again.
- ♥ Offer a brief time-out session (2-3 minutes) at another area in the room.
- ♥ The child or children will be supervised during this time-out period.
- ♥ The child will be talked to again following this time-out period and re-introduced to the group.
- ♥ If the above procedures do not solve the problem or problems, a staff-parent conference will be scheduled. Professional consultation may be recommended.
- ♥ The child may be withdrawn if the above policies and procedures are not followed.

### **Health Policy**

Each child is required to have a physical examination by his or her doctor before entering school. A health form must be completed in full and signed by a doctor as required **BY STATE LAW**. No child will be permitted to begin preschool until this health form has been completed and turned in. For those children whose medical forms expire during the school year, a new exam will be required (date of physical is used to determine this). Parents will receive a reminder a month in advance. By state law, children may not remain in school if their medicals have expired.

### **Illness Policy**

To maintain an illness-free environment, children must be kept home if showing any of the following symptoms:

- ♥ vomiting, 24 hours from the last incident
- ♥ elevated temperature of 100 degrees F or more (taken by the auxiliary method)
- ♥ diarrhea, more than one in a 24 hour period
- ♥ severe coughing, causing the child's face to become red or blue, and/or a whooping sound
- ♥ yellowish color to skin or eyes
- ♥ conjunctivitis
- ♥ difficulty breathing or rapid breathing
- ♥ untreated skin infections
- ♥ dark urine/gray or white stool
- ♥ stiff neck
- ♥ unusual spots or rashes
- ♥ sore throat or difficult swallowing
- ♥ lice, scabies or other parasites

A staff member will observe the condition of all children entering the preschool. Any child showing any of the above symptoms will be isolated from the other children with an adult and the custodial parent contacted. The child will be re-admitted to school 24 hours after the symptoms are no longer prevalent.

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A mildly ill child who is showing minor cold symptoms or not feeling well enough to participate will be observed by the staff for worsening conditions. The decision to discharge a child due to illness will be made by the director and custodial parent. No child is permitted to leave the school grounds at any time until the parent has been contacted. Only an authorized adult (**18 or older**) may sign the child out.

We do not and will not administer medications, vitamins, cough drops or modified or fluoride supplement diets to any child in the preschool.

## **AIDS Policy**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment shall be permitted to attend school in a regular classroom setting provided:

- ♥ The health of the child as documented by his or her physician allows participation in regular preschool activities.
- ♥ The child behaves acceptably, in a manner that would not cause spread of the disease or in any way that put others at risk;
- ♥ The child does not have open sores, skin eruptions, or any other condition which prevents his or her control of bodily secretions;
- ♥ There are periodic evaluations of the child's physical condition with written certification from his or her physician allowing continuing participation in regular school activities.

The Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome; ARC AIDS Related Complex) or other illness caused by HIV (Human Immune Deficiency virus that causes AIDS, also known as HTL VIII or LAV).

Based on the condition of the child and the expected type of interaction with others, the Principal may consult with proper authorities and limit the child's participation in school activities.

A student with AIDS who is excluded from school shall be provided with an alternative means of catechetical instruction.

## **Medicaid Information**

Healthchek services are available for families that are eligible for Medicaid. Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than 21 who are enrolled on Ohio Medicaid.

### **Medicaid Information Cont.**

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

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Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Medical History
- Complete unclothed exam (with parent approval)
- Developmental Screening (to assess if child's physical and mental abilities are age appropriate)
- Vision Screening
- Dental Screening
- Hearing Assessment
- Immunization Assessment (making sure child receives them on time)
- Lead Screening
- Other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services too.

If you are interested in more information about this service, please visit:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>