

**St. Mary's Preschool**  
**HEALTH & SAFETY POLICIES**  
**2019-2020**

**Pre-Enrollment Requirements:**

Each child is required to have a complete up to date immunization record on file or religious exemption certificate. Not all children follow the same immunization schedule. This is per licensing regulations. Each child is required to have a physical examination form filled out by a licensed medical professional and the form must be on file in the preschool office. Health/Physical forms are good for 2 years. The immunization forms have an expiration date located at the bottom of the form. **There is NO grace period for these forms expiring.** I must have current, up to date forms on file at all times per Department of Children and Families licensing regulations.

**Severe Allergies:**

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, form which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completed by the child's physician and parents/ legal guardians, and must be updated every 6 months, or more frequently as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases St. Mary's Preschool from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided St. Mary's Preschool exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

**Communicable Diseases:**

St. Mary's Preschool follows all health/ communicable disease policies as outlined by the Department of Children and Families.

Parents are required to pick up an ill child within 30 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 30 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no

longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note state they are no longer contagious and can return to the program if they miss 3 or more days. St. Mary's Preschool reserves the right to refuse to allow a child to return in the preschool director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, with fever reducing medication, for a full 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hour period of time. Children may not return to the program when normal bowel movement resume.

If your child will be absent due to illness, we request that you notify the preschool director. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with the staff on a need to know basis. If your child has a communicable disease, we ask that you share the diagnosis with the preschool director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. Mary's Preschool will take all measures to protect your child's confidentiality.

### **Dispensing Medication:**

St. Mary's Preschool will only dispense over-the-counter and / or prescribed medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. St. Mary's Preschool will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a medication form for the medication to be dispensed. Medication Forms can be found in the director's office.

### **Head Lice:**

Many schools at one time or another will have a problem with head lice. If your child gets head lice we ask that you please let the school know. At St. Mary's Preschool we will have regular head checks of all children. This is the best way to keep our school and the children here safe from the problem. Parents should make it a habit to have regular head checks at home as part of your child's routine.

We have a **nit-free** policy. If your child has head lice they must be **nit free** before they return to school. When they return to school their head will be checked thoroughly before they return to class. If your child has had head lice he/she (and family members) must be on treatment for a minimum of 24 hours before returning to school to help ensure your child is nit free.

**Fire/ Emergency Drills:**

St. Mary's conduct monthly fire/ emergency drills. Parents, staff and children will not be made aware of the drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/ evacuation plans.

During fire/ emergency drill or real fire/ emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents are required to participate in the evacuation if present at the time of a drill or real situation.

In the event of a real fire/ emergency situation, the director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the campus with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be pick up within 30 minutes of the call.

Parents wishing to sign their child out of the program during a fire/ emergency drill or real situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation.

**Alternate Safe Location:**

Should the administration of St. Mary's Preschool or any emergency personnel determine the building to be dangerous to be occupied, the staff and children will be taken to Cornerstone Charter Academy located on Orange Ave. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 30 minutes of the telephone call.

**Incident/ Accident Reports:**

Should your child be involved in an incident/ accident during the course of the school day, a staff member will complete an Incident/ Accident Report. The incident/ accident report will be placed on the clipboard folded over with only your child's name showing and/ or emailed to you for an E-signature.

Parents or persons designated to pick up the child are required to sign any reports from the day at pick up. If you feel it is necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a date because the teacher is responsible for supervising the remaining children in the classroom. Failure to sign the report can result in your child's exclusion from the program until such time as the report is signed. If you would like a copy of the report, we are happy to give you a copy but the original must be kept in your child's folder. Please allow 24 hours for a copy to be sent home, as teachers are in class and may not be able to make a copy of the report immediately.

**Peanut Free Policy:**

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in the some children, St. Mary's Preschool will make decisions annually as to classrooms that may be peanut free. Extreme peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanuts oil residue left on a counter top, not only from consuming peanuts or peanut products.

If your child's classroom is designated as peanut free you are responsible for providing foods that are peanut and product free for the child's lunch/ snack. We have included for your reference a list of acceptable food items that are peanut, and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut, peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, plain chocolate M&M's have this statement of the label.

**Other Allergies:**

**Please be sure to check with your child's teacher in case there are other severe allergies in the class. A list of approved snacks will be given to you to help with planning snacks.**

**Firearms and Weapons:**

At no time is any person permitted to carry any type of firearm, ammunitions, and/ or weapon on campus for any reason. Violation of this policy will result in immediate dismissal from the program.

## **Health & Safety Policy Agreement**

I have read, had the opportunity to ask questions and understand the Preschool Health & Safety Policies. I agree to comply with all policies.

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Print Parent/ Guardian Name

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Parent/ Guardian Signature

Date

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Print Child's Name

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Preschool Director Signature