



Glenwood Country Day School

Parent Handbook

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Philosophy and Curriculum

Mission Statement:

Glenwood Country Day School's mission is to motivate students to achieve to the best of their abilities while recognizing their individual talents and interests. We encourage strong school-family partnership, foster self-esteem among students and promote respect for each other. We are committed to creating an academically challenging curriculum in a secure environment while instilling a love of learning that will last a lifetime.

School Philosophy:

At Glenwood Country Day School we want each child to be prepared for, involved in, and excited about learning. Children gather in classes that are kept small so that the curriculum can be developed around the needs of each child. Opportunities for cross-grade experiences help children understand that we learn from all who touch our lives, no matter the age or ability. We believe in the inclusion of all children-no matter what their disability or special health needs.

Our teachers go beyond the requirements of state licensing regulations. All teachers meet the highest level of standards through the Maryland State Department of Education. Our challenging child-centered academic program emphasizes a strong foundation in the basics, the development of critical thinking skills and applied problem solving. The core curriculum is composed of language arts, math, science and social studies. These classes work in concert with art, music, technology and physical education. Traditional teaching methodology is mixed with the use of hands-on materials and manipulatives to make learning attainable for everyone. What your child learns along the way is a learning that lasts a lifetime!

Glenwood Country Day School (GCDS) promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community.

Honor Code

Glenwood Country Day School expects the behavior of all members of its community to be guided by the values of respect, cooperation, kindness, service, responsibility, initiative, perseverance, honesty, and courage. Glenwood's community members are expected to uphold to these values personally and help others to understand and achieve them. When these expectations are not met, the School will take appropriate action to sustain and promote its stated values.

Character Education

Trustworthiness

Be honest • don't deceive, cheat, or steal • be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • be loyal — stand by your family, friends, and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness

Play by the rules • Take turns and share • be open-minded; listen to others • don't take advantage of others • don't blame others carelessly • Treat all people fairly

Caring

Be kind • be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

Our Curriculum

Teachers and administrators work together to generate and develop curriculum, thoughtfully considering what is truly important for children to understand. At all grade levels, teachers meet to develop and refine ideas, discuss the specific needs of their groups, plan strategies, and find creative ways to use resources. Parents make valuable contributions by sharing their knowledge and resources about topics studied.

We offer Maryland State Department of Education approved and developmentally appropriate program for two- through five year-old children. GCDS has chosen to implement the multi sensory-based learning framework of Creative Curriculum® for Preschool, MacMillan McGraw-Hill's Little Treasures and Treasures curriculum. These curriculums are comprehensive systems of learning based on research and knowledge regarding all areas of child development – social/emotional, physical, cognitive, and language. The teachers use their own experiences, as well as the children's interests, to adapt the curriculum to be unique to each Glenwood Country Day School class. Classroom observations and assessments become important tools for the teachers to communicate with parents. Multi sensory exploration allows children to learn about the world and themselves. Throughout the day, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. These curriculums provide extensive guidance for teachers in the content areas of literacy, math, science, social skills, and the arts. As children make choices about where to play in the classroom, they are learning a variety of

skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas. Our multi-sensory-based curriculum offers children many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her value as an individual and as a unique member of the GCDS community.

Nondiscriminatory Policy

Glenwood Country Day School is a nonsectarian preschool. GCDS admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in the administration of its educational and admissions policies.

Staff Qualifications

All Glenwood Country Day School teachers meet or exceed the Maryland State Department of Education (MSDE) licensing requirements. All of the teachers hold a four-year college degree and have completed required basic coursework in early childhood education. Every year, the director and teachers must complete a required number of continued training hours. All of the staff have experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our multi sensory based philosophy.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. GCDS takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. GCDS recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the Glenwood community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

Communication

Communication between home and school is vital to a successful preschool program.

Glenwood Country Day School communicates with parents in a number of ways:

- o Email or Telephone
- o GCDS website
- o Parent orientation

- o Back-to-School Night

- o Notices sent home in children's backpacks

Classroom Information:

- Bi-Weekly newsletters and weekly recaps from each class are sent via email to parents. These newsletters will contain a Child Development section for your information!
- Each teacher will place weekly pictures on Facebook so that parents can see what we are learning about in our classes!
- Weekly lesson plans are posted in the classroom information binders.
- Please be sure to check the contents of your child's backpack each night so that you can find important notes, art projects, and so forth.

General Information:

- During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.
 - Parent-teacher conferences are held two times per school year (fall, winter). For conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress.
 - If, at any time, you have special concerns, please feel free to contact your child's teacher – use email, send a note, or call the school to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call the school or email. The teacher will respond as soon as possible.
 - If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
 - Please do not discuss problems or concerns in the presence of your child or other parents.
 - Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. GCDS will always respect your privacy.
- .If your child is going to be out of school for any reason, please let the school know. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

Admissions

Glenwood Country Day School admits students of any race, color, and national and ethnic origin. We will do a placement test for each child to ensure the best fit for the children. If parents have any major educational, social, or developmental concerns about their child entering GCDS, parents need to discuss these concerns with the director before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and because Glenwood Country Day School believes in teaching to each child, GCDS reserves the right to place children in classes by age, gender, and developmental level. ECC does not discriminate in administration of its educational and admission policies.

Enrollment:

Enrollment Agreement (contract)

In April re-enrollment contracts are sent to parents. Re-enrollment contracts need to be signed by the person(s) who will assume financial responsibility and returned to the school with a non-refundable re-enrollment deposit by June 1st to ensure a space for the following year. It is important for the school's effective planning that the June deadline be met. Re-enrollment contracts are binding for the entire year's tuition unless the student is withdrawn in writing before June 16th. This is necessary for the school in making its commitments for teacher salaries and programs. If the June 1st re-enrollment deadline cannot be met, the Head of the School must be notified in writing for consideration of an extension.

Tuition

Smart Tuition handles all tuition payments for the school. Once the school receives a signed tuition contract, then Smart Tuition sends them their tuition payment information.

Withdrawal

If a family is aware that they will be moving or for any other reason not re-enrolling for the next year, please notify the school immediately. Withdrawal or dismissal at any time for any reason does not release the signer from financial obligation to the school.

Return Check Policy

A \$35.00 processing fee will be charged for returned checks.

Late Pick-Up Fee

There is a late pick up fee of \$25 for the first 15 minutes or any portion thereof and \$1.50 per minute thereafter. The staff member who remains with the child is paid immediately in cash.

*If any parent has an extreme personal emergency and cannot pick up their child on time, please call the office as soon as you are aware of the problem.

Additional Fees

- 1.) **Activity and Supplies Fees**-A \$200 fee is added to your annual Smart Tuition bill. This fee goes towards your child's school supplies for an entire year and any special projects the teacher elects to do in her/his classroom.
- 2.) **Field Trips**-Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form is sent home. A student will be permitted to attend the trip ONLY if the permission slip is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. The teacher must be notified if a child will not participate in a field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/ Guardian(s) are encouraged to participate as chaperones. The field trip fee of \$250 is included in your Smart Tuition payments.

Required Forms for Enrollment

These forms must be on file before a child attends class.

1. Health Inventory
2. Emergency Form – It is an MSDE requirement that this Emergency Form be signed and dated by the parent annually.
3. GCDS Handbook Parent Signature Page
5. Tuition Fee Schedule
6. Smart Tuition Form
7. School's Contract
8. Medication Authorization Form (if applicable)
9. Release Form for medical and evacuation emergencies and the publicity release so we can post pictures on Facebook.
10. All About Me form

First Day of School Supplies:

- A labeled gallon zip-lock bag with a change of clothing for each child
- A labeled backpack-backpacks must be large enough to hold a binder and lunchbox. We encourage children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away his/her own things. The backpack needs to hold a take-home folder, any projects, and the lunch box.
- A labeled lunchbox
- Seven large canisters of antibacterial **hand** wipes.
- Three Packs of disposable spoons
- Three packs of disposable forks
- Four boxes of tissues
- A labeled Art Smock-this can be an old shirt

Preschool Academic Day

Full Academic Day: 9:30-3:00

Extended Day Program: 7 am to 9:30 and 3 pm to 6 pm.

Arrival Time

School begins promptly at 9:30 am. Please arrive at least 5 minutes prior to the time that class begins so your child can get situated. When you arrive, please help your child put their belongings away and don't linger. Linger around makes it difficult for your child and the other children. Always look in your parent folder for important notes and information.

Departure Time

Preschool students will be dismissed at 3 pm. A teacher will walk your child up the sidewalk to be dismissed. Please do not come inside the school at 3:00 unless it is inclement weather.

Late Policy

Any child picked up after departure time will be charged a \$1.50 per minute late fee. This fee must be paid upon entering the school the next day.

Attendance Policies

Regular attendance has a marked influence upon scholastic achievement. In accordance with Maryland law, parents are responsible for their child's attendance and punctuality. When possible, appointments that cannot be considered emergencies should be made for after school, on weekends, holidays or early dismissal days. Vacations and sports are not considered legitimate reasons for missing school. This is strongly discouraged. We strongly recommend that the parents consult the school calendar for scheduled holidays when planning your vacations.

Absence

When a student is absent from school, a parent must telephone the school between 7 am and 8:30 am. The school's phone number is 410-489-5203. Maryland State Law requires that students absent for 5 consecutive days must obtain a doctor's release and present it to their teacher. A child may not be permitted to return to school until he/she is well enough to participate in all school activities.

Early Pick-Up

If parents need to pick up their child prior to school dismissal due to a doctor's appointment or other emergency, a note, NOT A PHONE CALL, must be sent first thing in the morning. This note must contain the reason, time of dismissal and the name of the person who will pick up the student. The person picking up the child must have their name and information on the child's emergency card.

GCDS School Calendar

Each family will receive a copy of our school calendar. This calendar will also be located on our website. This is an easy way for our families to be aware of special events and closings in advance. It also informs you of when we are closed for our winter and spring breaks and teacher in-service days.

Family Directory

The Family Directory of GCDS is the proprietary information and property of GCDS. In exchange for receiving a copy of the Family Directory, you agree to keep the Family Directory confidential and not to disseminate the Family Directory or any information contained herein to any other persons, businesses, or other third parties without the express written permission of Glenwood Country Day School. The unauthorized disseminations of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or civil action against you.

Academic Policies:

Student Records

Student records will be maintained in the school office. Records will be handled with utmost confidentiality and professional ethics. Teachers and other school officials, who have legitimate educational interests, have access to student education records. Parents may contact the Director to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed. These records consist of:

- Registration form
- Cumulative record of each student's scholastic achievement
- Record of daily attendance (required by law for a period of five years)
- Individual progress sheets
- Health records

Evaluation of Student Progress

Daily evaluation is essential to planning an optimal program for each child. Teachers take daily notes, use curriculum check lists and tests, etc, to evaluate your child and make sure that they are placed in the correct small learning group. These groups may change as each child develops. Individual learning also takes place based on these daily assessments. Student evaluation also takes place in the form of parent conferences, quarterly report cards, and testing. Parent conferences are held in November, February, and April but may be arranged at any other time at the initiation of parents or teacher.

Academic Expectations

The administration and faculty set the following academic goals for each student:

- That each student will accept the challenge to work to his/her potential
- That each student is encouraged to achieve to the best of his/her ability
- That homework will be completed as follow-up to daily class preparation
- That leadership opportunities be open to all
- That positive self-esteem is a product of responsibility and accountability
- That promotion is determined by academic progress, maturity level, and attendance
- That violations of the school conduct code is not acceptable.

Report Cards

Report cards are distributed 4 times a year; November, February, April and June to all students. The report cards must be signed by a parent or guardian and returned within a week. At the beginning of summer a final report card is sent home.

Parent/Teacher Conferences

A Parent/ Teacher conference will be held in November and February. Conferences for all parents/guardians will be scheduled through the school office and notification will be sent home through email. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose.

Therefore, the parents should first contact the teacher involved and then, if necessary, contact the director.

PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS EITHER BEFORE SCHOOL OR DURING CLASS HOURS.

Teachers should be seen by appointment only. If a conference with the director or teacher is needed, please call the office or write a note at least two days in advance of the conference date. Should a written request sent to the teacher be unanswered after allowing sufficient time, the parents are requested to call the office and leave a message with the director. In the best interest of the students, the school welcomes and encourages verbal communication between parents and teachers.

Homework and Learning Bags

The purpose of learning bags is to extend and reinforce classroom learning and excite students about what they can learn. It also lets them share what they have learned with you. Please open the learning bag with your child and do the project. When finished, put the homework back into the bag and return it to school when the teacher says that it is due.

All students are asked to read daily at home. Young children should have a story read to them. Those who can read independently are expected to read 10-15 minutes daily. Daily reading can foster fluency, expand horizons and, hopefully, nurture lifelong pleasure in reading.

DRESS CODE

All children enrolled at Glenwood Country Day School are required to purchase their entire uniform through Flynn & O'Hara, flynnohara.com. This is the only company you can purchase your uniforms from. The uniform is not worn on "daycare days".

Tops:

Short/long sleeve Polo in green with school name

Turtleneck in green with school name

Short/long sleeve Oxford or blouse with Peter Pan collar in white with school name

Sweater/Sweater Vest in navy with school name

Bottoms:

Khaki pants, shorts, skirts, skorts

Plaid Jumper

Shoes/Socks:

White socks

White, navy or black tights or leggings

White/navy/brown/black closed-toe shoes (no sandals)

On Fridays, "**Spirit Wear**" is worn: GCDS t-shirt worn with khakis, GCDS gym shorts or GCDS sweat suits.

Volunteers

Parent volunteers spend many hours contributing to our community by planning and carrying out a variety of projects and special events. An active Parent Association reaches out to new parents, demonstrates appreciation for teachers, and provides a rich array of educational programs and networking opportunities for all parents. Parents and grandparents are encouraged to help in classrooms in ways appropriate to given grade levels. They often accompany groups on field trips or share special skills or interests with groups in class. They attend assembly programs and classroom productions. At evening meetings, they meet with teachers, administrators, and/or outside professionals to discuss issues relating to child development and curriculum.

Parents work with our PTO Team to carry out all fund-raising activities. These funds need to be raised to help close the gap between tuition revenue and actual costs of operating the school. An enthusiastic group of parent volunteers, working together with staff, creates many outstanding social events. Also, parents and our PTO conduct campaigns to raise money for specific capital needs. We are currently raising money for technology.

The practical, visible hand-on participation by parents at GCDS reinforces our children's sense of how much everyone cares for and values the GCDS experience. Please take the time to volunteer to support our school.

Fundraising Policy

GCDS recognizes the need for fundraising activities to help defray the significant expense associated with the school's operating budget, as well as the intention to keep the cost of tuition as low as possible. GCDS holds several fundraisers each year. The profits from these go directly back to the school and towards the PTO fund. The PTO's focus is also on having a major fundraiser to develop our staff's continuing education program.

Inclusion, Tutors and Specialists

At GCDS, we understand the individual needs of all children; value and appreciate individual differences; assist in providing experiences that build skills and confidence; understand, utilize and share community resources; provide equal opportunities and rights for all; and build partnerships through collaboration. We will happily work with the specialists that you may have in place and our school can make referrals to outside professionals and specialists as necessary and appropriate, including speech and language evaluations, occupational therapist evaluations, tutoring, academic and psychological evaluations, counseling, and so on. Glenwood Country Day School will strive to accommodate a child with disabilities or special health care needs and ensure his or her success in all areas of the program. Please inform GCDS if your child has an IFSP or IEP. Children will be assessed prior to admission to determine the best academic placement for them in our program. Every child at GCDS is assessed daily so that we are able to best meet all of the needs of the children. We will work with the parents and specialists to make individual accommodations, and enhance our program to suit each child's needs. All therapists listed below are available for services at the school. The family is responsible for arranging and financing these services.

Specialists:

Dr. Cindy Sandler, Licensed Psychologist-410-290-6996

Nicole Orellana, Speech and Language Pathologist, The Children's Spot-301-509-3419

Dr. Edward Cahill, Pediatrician-410-465-7550

Fran Bowman, Educational Consultant, Bowman Educational Services-410-715-0915 or 410-290-5955

Cheryl Stradling, Reading Specialist-410-489-6959

Angela Liston, Occupational Therapist, The Children's Spot-443-677-0211

Closings and Late Opening

Closing notifications due to emergencies or inclement weather normally will be emailed to you. Changes in the normal school starting time and bus schedule due to inclement weather will be emailed to you as well.

- When Howard County Schools are closed, we are open for day care at 7 am (no academic day,) unless the weather is really bad.
- When Howard County Schools are delayed, we are open at 7 am for day care and the academic day is delayed 1 or 2 hours, depending on how many hours Howard County is delayed.
- When the federal government is closed, we are closed.
- When the federal government is delayed, we will make an independent decision.

Emergency Plans

Staff members are informed of procedures for emergency situations including injuries, fire, and tornados. GCDS has a “shelter in place” and “Code Blue” drills are practiced throughout the year. Fire drills conducted monthly during the school day follow Howard County Fire Regulations. Fire exit notices are posted in every room. Students and adults leave the building quickly and silently to a pre-designated area.

All school doors remain locked during our school day and parents are given the code to the entrance door at the beginning of the school year.

If there are extreme weather conditions at the time of dismissal, the students will remain in our shelter place area until it is safe to commence the dismissal procedure. **All staff is CPR and First Aid trained.

If we are asked to evacuate our school, all children will be placed into staff vehicles and our school van and transported to Glenwood Academy or to Glenwood Library. The director will notify all parents and staff will insure the safety of each child until they are picked up.

Discipline Policy

The purpose of this policy is to be able to work as a team to provide the best care for the children and a safe place for everyone. A consistent, proactive discipline policy is the best for everyone. Parent involvement at GCDS is essential for a successful “Discipline Policy”.

Children learn by example. Adults will serve as positive role models. Adults will develop positive relationships with children by expressing interest in each child and the activities. Children will then want to model adult behaviors.

The staff will “catch the children being good”, encouragement and praise will be the basis of our discipline policy. Teachers will ignore behavior that can be tolerated. Please note that tolerance will be based on age as well as the behavior. For example, a three year olds choice to throw a toy or grab a toy from a friend is different than an older child’s decision to make the same choice. The older child has more knowledge, experience, and ability to retain information than the young child regarding appropriate behavior.

When a child misbehaves, the teacher will first redirect the child to another activity and will talk quietly with the child to explain why the behavior was inappropriate. The teacher will give an example of the appropriate behavior. Limits will be consistent but firm. The rules will not change from day to day.

If a child continues to display an inappropriate behavior judged unsafe by the teacher, the child will be separated from the group. The teacher will explain to the child that he or she needs some time to “think about” why he or she had to be removed. The teacher will write a report of the incident and put it in the parent’s folder.

If a third serious incident occurs, it will again be reported and a conference will be held with the child. In addition, a conference is then held with the parents. This time, the Director will prepare a written warning to the child and parents.

If a fourth incident occurs, a suspension is needed. The decision to exclude a student temporarily or permanently from school is made by the Director, usually in consultation with one or more staff members who have worked with the student.

The school reserves the unconditional right to suspend or expel at any time any student for behavioral or attitudinal reasons. It is recognized that specific circumstances may warrant some variation from the steps above.

Health Policies

The regulations that define age appropriate immunizations for children in school can change. For questions about immunizations, call the MD Department of Health and Mental Hygiene Center for Immunization at 410-767-6679. IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.

24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.

- Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine. Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to school. We strictly observe this health department regulation for children (and staff) to protect the health of everyone at our school.
- Parent must notify the office immediately if a child:
 - Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that GCDS can inform the parents within your child’s classroom to be on the lookout for symptoms. Please remember that GCDS will not release the name of the child or family involved. We simply post “There has been a case of _____ reported”
- Has any allergies or if you have any concerns about any aspect of your child's health.
- Is taking medication, as medicine may affect your child's behavior.
- If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.

Some important signs of illness are:

- 1.) Temperature of more than 100. Degrees
- 2.) Nausea or vomiting
- 3.) Diarrhea
- 4.) Severe headache
- 5.) Persistent cough
- 6.) Earache
- 7.) Severe sore throat
- 8.) Rash or infection of the skin
- 9.) Red or pink eyes or excess discharge from eyes

If your child becomes ill at school you will be called, the child will be isolated and the parent must pick their child up within one hour.

Hand Washing

GCDS has an aggressive hand washing policy in order to minimize the spread of infectious diseases in the school environment and to promote the health of our students. The teachers will provide education for students regarding the importance of hand washing and the appropriate techniques and times for hand washing. **Each child is required to wash his/her hands with soap and water with parent supervision upon entering the school.** This policy has been in place at our school for the past few years and has significantly reduced absenteeism related to illness.

Glenwood Country Day School Medication Procedure Information

Glenwood Country Day School's requirement for medication administration must be followed in order for students to take medication during school hours and school sponsored events.

1. Parents must provide a written authorization for **any** medicine to be administered. This includes over-the-counter medicine (including medicated cough drops), homeopathic medicine, and prescription medicine.
2. **The first dose of any new prescription must be given at home.**
3. The parent/guardian is responsible for obtaining a written the medication order. The attached medication form/physician's order is preferred. An authorized prescriber (physician, dentist, physician's assistant, nurse practitioner) may use office stationary or a prescription pad instead of completing the attached form. The authorized health care provider must sign the order form. Necessary information includes:

- Name of student
- Date order expires (Check box if order valid for summer school.)
- Authorized health care provider
- Name of medication
- Dose and strength of medication
- Time
- Date of medication order
- Doctor's signature
- Name of medication
- Dosage and strength
- Time and frequency of medication
- Diagnosis
- Reason for administration of medication
- Special instructions
- Route of administration

Note: PRN medications should have the **frequency** of repeat doses clearly indicated on the order.

A new medication order is required for each new school year dated on or after July 1.

The medication should be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. Students should not transport medication to or from school.

All medication must be properly labeled and consistent with the medication order. Pharmacy containers and labeling are preferred; ***a second labeled container can be obtained by asking the pharmacist.*** Parents should label over-the-counter medication. Physician samples must be appropriately labeled by the physician or parent/guardian. The following information must be on the label:

- Name of the student •
- Name of the Medication •
- Dosage and strength of the medication
- order Date of the medication •
- Route, time, and frequency of the medication •
- Authorized health care provider name

4. Over the counter medications must be received in new, unopened containers and be clearly labeled with the student's name.
5. The school nurse must approve the medication order before the first dose of medication can be administered at school.
6. The parent/guardian is responsible for submitting a new medication order form to the school each time there is a change of dose or time of administration or route of administration.
7. The parent must provide medication for as long as it is prescribed. All medication kept in the school will be stored in a locked area accessible only to authorized personnel.

8. Within one week after expiration of the effective date on physician's order, the parent/guardian must personally collect any unused portion of the medication. Medication not claimed within that period will be destroyed.
9. Expired medication cannot be given. The effective expiration date of a medication is the earlier of either the pharmacy labeled expiration date or the manufacturer's expiration date.
10. Each student's confidentiality will be maintained to the extent possible by school staff. At times, school personnel outside of the health services program may need to be made aware by health services staff that a student is receiving medication in order to monitor effectiveness, side effects, adverse reactions, or in response to other legitimate school related issues or responsibilities. Information will be shared on a need-to-know basis only.

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11. Under no circumstances may any school staff administer **any** medication outside the procedures outlined in the Health Services Medication Administration Procedure.
12. The Glenwood Country Day School does not assume responsibility for medication administered outside of the Health Services Medication Administration Procedure.

Lunches and Snacks

There are several students at GCDS who have a severe, life-threatening allergy to peanuts and all foods containing peanut/nut products. These students are in danger of experiencing a life-threatening reaction if they ingest even a minute amount of food containing peanuts, or if they come into physical contact with peanuts/ nut products. The most effective way to protect a student with a peanut allergy from the possibility of a life threatening reaction is to eliminate the threat. We can accomplish this only with the cooperation of the entire GCDS community. We ask that parents **DO NOT** pack lunches with peanut butter or foods that contain nuts or peanut butter so that we can minimize the possibility of exposure for the children with allergies.

Lunchtime is an opportunity to develop healthful eating and living habits, as well as, social interactions. Parents should pack foods high in nutritional value and avoid sweets and juices. Hot lunches are served everyday to students who order it through our hot lunch program provided by our Parent Teacher Organization. *Please note: Hot lunch is only served on formal school days and not on daycare days. Hot lunch money cannot be refunded.

Because children often eat at least half of their meals and snacks in a school setting, careful planning of nutritious meals and snacks are essential to healthy growth and development. GCDS strives to make sure that the children eat healthily. Please pack a nonperishable lunch that are nut free, includes fresh fruits and vegetables and limit sweets. A metal, insulated thermos style bottle keeps soups and other foods hot the best.

Glenwood Country Day School:

- Provides a morning and afternoon snack. The snack menu is always posted on the refrigerator.
- Provides fresh fruits and/or vegetables for snack at least twice a week;
- Monitors meals provided from home; and
- Supplements, as necessary, to ensure that children are receiving nutritious, balanced meals and snacks.

Please be mindful of the foods placed in your child's lunches.

Milk will be delivered every day. Your child can choose from 1% milk or 1% chocolate milk. Complete the order form on the website and make checks payable to Glenwood Country Day School.

Birthday Policy

"A birthday is a special day, celebrated in a special way." Whenever possible we try to celebrate a child's birthday on the actual day. If that's not possible, the child can celebrate a "pretend" birthday. Although it is not necessary, should you desire to send in a special snack for your child's birthday, please send a note to your child's teacher AT LEAST ONE WEEK IN ADVANCE indicating your intentions.

13 30 379

Glenwood Academy

EpiPen Order Form/Care Plan

Medication Form for Students with Allergic Reactions - To be completed by physician/authorized prescriber

Name: _____ Gender: M F School/Grade: _____ DOB: _____

Student Allergies: _____

Known Triggers: Ingestion Touch Sting Other (list): _____

Date of Order: _____ Order Expires: End of School Year OR (list date): _____

Order Valid for Current Year including Summer School (check box if applies)

Physician/Prescriber Signature: _____ Phone: _____

Parent/Guardian Signature: _____ Phone: _____

EpiPen Order

EpiPen Dose: (Circle one) 15mg 30mg YES NO

Student is able to self-administer: YES NO

Student may carry EpiPen on self: YES NO

(A back-up EpiPen must be kept in Health Room)

Date EpiPen Expires: _____

Possible Side Effects: _____

Oral Medication Order

Medication: _____

Dose: _____ Strength: _____

Frequency: _____

Date Medication Expires: _____

Possible Side Effects: _____

Student Photo

Administration Choices (please check all that apply):

Administer: _____ of _____ for known or possible ingestion/touch/sting/other (list): _____

Prior to onset of symptoms

If student develops hives, rash, itchy mouth or other symptom(s) (list): _____

After EpiPen is given

Give EpiPen for known or possible ingestion/touch/sting/other _____ of _____

Prior to onset of symptoms

At first sign of any symptoms (see back for list)

Only if student develops throat/tongue/heart symptoms or if two or more body systems are involved (see back for list)

Other Instructions: _____

Glenwood Academy

EpiPen Order Form/Care Plan

Medication Form for Students with Allergic Reactions - To be completed by physician/authorized prescriber

13.30.375

Name: _____ Gender: M F School/Grade: _____ DOB: _____

Student Allergies: _____

Known Triggers: Ingestion Touch Sting Other (list) _____

Date of Order: _____ Order Expires: End of School Year OR (list date): _____

Order Valid for Current Year including Summer School (check box if applies)

Physician/Prescriber Signature: _____ Phone: _____

Parent/Guardian Signature: _____ Phone: _____

EpiPen Order:

EpiPen Dose: (Circle one) 15mg 30mg YES NO

Student is able to self-administer: YES NO

Student may carry EpiPen on self: YES NO

(A back-up EpiPen must be kept in Health Room)

Date EpiPen Expires: _____

Possible Side Effects: _____

Oral Medication Order

Medication: _____

Dose: _____ Strength: _____

Frequency: _____

Date Medication Expires: _____

Possible Side Effects: _____

Student Photo

Administration Choices (please check all that apply):

Administer _____ of _____ for known or possible ingestion/touch/sting/other (list) _____

Prior to onset of symptoms

If student develops hives, rash, itchy mouth or other symptom(s) (list) _____

After EpiPen is given

Give EpiPen for known or possible ingestion/touch/sting/other _____ of _____

Prior to onset of symptoms

At first sign of any symptoms (see back for list)

Only if student develops throat/tongue/heart symptoms or if two or more body systems are involved (see back for list)

Other Instructions: _____

- Can't talk well
- Getting nervous

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✓ Make an appointment with your primary care provider within **two days** of an **emergency visit, hospitalization**, or anytime for **ANY** problem or question with asthma

School Nurse: Call provider for control concerns or if rescue medication is used more than 2 times/week for asthma symptoms
Parents: Call your doctor for control concerns or if rescue medication is used more than 2 times/week for asthma symptoms

HEALTHCARE PROVIDER SCHOOL MEDICATION AUTHORIZATION REQUIRED FOR _____ as stated

Self-Administration:

This student is capable to safely and properly self-administer this medication

OR

This student is not approved to self-administer this medication

Signature: _____

Provider Printed Name: _____ **Date:** _____
For use from _____ **to** _____

Parent/Guardian Consent: REQUIRED

I authorize this medication to be administered by school personnel

OR

I authorize the student to possess and self-administer medication.

I also authorize communication between the prescribing health care provider, the school nurse, the school medical advisor

and school-based clinic providers necessary for asthma management and administration of this medication.

Parent/Guardian Signature: _____ **Date:** _____

Glenwood Country Day School
HANDBOOK RECEIPT ACKNOWLEDGEMENT
Please sign and return this acknowledgement on the first day
of school.

I/We have read the Glenwood Country Day School 2015-16 Parent-Student Handbook. I/We have carefully read and understand the policies, procedures and regulations of this school, including tuition charges, parent responsibilities, dress and disciplinary regulations, and accept them as conditions for the enrollment of our child/children in this school.

I hereby express acknowledgement of these policies, procedures, and regulations, and I understand that I will be accountable for adhering to them.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Student(s) Name(s) (print): _____

