



MT. VERNON  
COMMUNITY SCHOOL CORPORATION

# Mini-Marauder PRESCHOOL



## Early Learning Academy

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317-485-3100

## Parent Handbook



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**Mt. Vernon Community School Corporation will *Engage, Educate, and Empower* today's students to seize tomorrow's opportunities.**

**Early Learning Academy's Mission Statement**

To ensure that all children attending the Mini Marauder Preschool develop a positive self-concept, the ability to problem solve, the ability to negotiate with their peers, and engage in a variety of hands-on, language rich, learning experiences that will establish the foundation for lifelong learning.

**Beliefs**

- We believe that children learn best through play
- We believe that all children have the capacity to learn and grow as individuals
- We believe that young children learn best by doing
- We believe that children learn through active involvement with their environment
- We believe that each new experience adds to the learning process

**GOALS**

Social Emotional Development:

- Each child will develop a positive sense of self worth
- Each child will develop the confidence to challenge himself/herself
- Each child will develop an acceptance and appreciation of the similarities and differences among everyone

Cognitive Development:

- Each child will expand his/her play skills
- Each child will build upon his/her problem solving skills
- Each child will expand upon his/her curiosity of the environment and the events that occur in his/her environment
- Each child will acquire concepts and information that lead to a greater understanding of his/her world

Speech and Language Development:

- Each child will expand upon his/her ability to communicate with friends during play
- Each child will expand upon his/her ability to communicate wants, needs, ideas, and thoughts
- Each child will expand upon his/her understanding of language

Physical Development

- Each child will participate in a wide variety of games and activities with friends that incorporate both fine motor and gross motor skills

- Each child will expand upon his/her ability to explore and learn from the environment

## **Welcome**

We want to officially welcome your child and family to the Early Learning Academy at the Mini Marauder Preschool. The Early Learning Academy is your school. We are excited for your child to experience all of the fun and engaging learning opportunities that we have planned. Please know that you are always welcome here at the Early Learning Academy. We encourage you to participate in your child's learning experiences whenever possible. Monthly newsletters provide information about what is happening in the classroom as well as upcoming school activities or events. Periodically, throughout the year, special events or activities are planned for your child and family to participate in together. You will be notified of any special events or activities through the Parent Newsletter and/or note from your child's teacher.

## **Family Involvement**

Families are always welcome to visit and participate in their child's classroom. Additionally, we welcome family members who may be interested in volunteering at the preschool (regularly scheduled times). We ask parents, relatives, or other visitors to our school or classrooms to complete the following steps:

- Please communicate with the preschool receptionist and / or your child's classroom teacher that you plan to visit our school.
- Please sign-in at the preschool reception desk when you arrive.
- Swipe driver's license in our Lobby Guard system to obtain a visitor's badge. Preschool staff are available to assist you with this process.

## **Hours of Operation / Calendar**

Arrival / Breakfast is served during this time for students who need breakfast: 7:00 a.m.  
- 7:45 a.m.

AM Preschool: 7:45- 10:30

Lunch: 10:40-11:10

PM Preschool: 11:15-2:00

After School Care: 2:00 - 6:00 p.m.

At this time, the Mini Marauder preschool program will follow the Mt. Vernon Community School Corporation calendar. We will be open all days that Mt. Vernon is in session. Please see information regarding inclement weather on page 11.

## **Special Needs Programming**

The Mt. Vernon Community School Corporation provides services to students who are eligible for special education and related services as outlined in the Indiana State Board of Education Special Education Rules Title 511 Article 7, Rules 32-49. Parents with concerns about their child's development or learning should contact Laura Durig, Director of Special Education at 317-485-3100 ext. 5119 to initiate an evaluation. An individual will schedule a meeting with you to explain the evaluation process, gather information about your child's development, provide a copy and explanation of Procedural Safeguards (Parent Rights), and obtain your written permission to evaluate your child. Once the evaluation is completed, a case conference will be scheduled with you at a mutually agreed upon date and time to review the evaluation results and determine whether or not your child is eligible for early childhood special education services under Article 7. You, as parent, are an integral part of the case conference committee. If your child is determined eligible for early childhood special education services, the case conference committee will develop an Individualized Education Program (IEP) for your child. The case conference committee will develop goals and recommend services that will enable your child to meet his / her goals. All services outlined in your child's IEP are provided at no cost to your family.

## **Enrollment**

The Early Learning Academy at the Mini Marauder Preschool follows the Mt. Vernon Community School Corporation's approved calendar. Our doors open at 7:00 am. Enrollment is filled on a first come, first serve basis. Enrollment must be updated annually for returning students.

The following pieces of information are required for enrollment:

1. Agreement
2. Enrollment Application
3. Student Information Form
4. Home Language Survey
5. Permission for Student Pick-Up
6. Race/Ethnicity Data Questionnaire
7. Standard Photo/Video Release for Minor Children
8. Student Health Information
9. Behavior Support Form
10. Birth Certificate
11. Immunization Record / Medical or Religious exemption
12. Signed checklist with registration payment

## **Vaccines**

Indiana Code (IC 20-34-4-5) states that a child is not permitted to attend school beyond the first day without furnishing a written record, unless:

- The school gives a waiver (for a period not to exceed 20 days)
- The local health department or a physician determines that the child's immunizations have been delayed due to extreme circumstances and the required immunization will not be complete by the first day of school. The parent must furnish a written statement and a time schedule approved by a physician or health department.
- A medical or religious exemption is on file.

## Tuition

Families are responsible for submitting tuition every week that we are in session. The only weeks that families are not expected to pay tuition are as follows:

- Two week fall break
- Two week winter break
- Two week spring break
  
- *No credit is given for illness, vacation, or short school weeks (i.e. Thanksgiving break).*
- *There is a late fee for picking your child up after their scheduled program time. Late fees are assessed at \$1.00 per minute for every minute after scheduled pick up time.*

Tuition will be billed monthly and payment is expected no later than Tuesday of the service week. Accepted forms of payment include checks, cash, or credit card through the school pay link on our website. Payments can also be made via direct withdrawal from a bank account. There is a locked box for you to submit your tuition payment and / or your money for breakfast and lunch. Please write your child's name, date, and amount of money deposited. We ask that you use one envelope for tuition and another envelope for food service. Continued enrollment in the Early Learning Academy is contingent upon the parent's adherence to the policies and procedures as outlined in this handbook, including, but not limited to, timely payment of tuition.

If tuition payments become 4 weeks past due, consideration of pursuing collections will be given. Should tuition payments become 6 weeks past due, your balance will automatically be turned over collections and your child will not be permitted to attend until balance is paid in full. No child will be denied services outlined in his / her IEP, if your child receives special education services.

### **Registration Fee**

A \$50.00 registration fee is due with your completed enrollment pack. I understand that my child will be officially enrolled only upon receipt of the completed enrollment pack and \$50.00 registration fee. The \$50.00 registration fee covers snack for the year.

### **Material Fee**

The material fee for the school year is \$150. A \$75.00 material fee is required at the beginning of the first and second semesters. The material fee covers the following for your child: consumable art supplies, materials for science experiments, and materials used to create rotating pretend play centers. If your child qualifies for free or reduced lunch/textbooks, your *material fee* will be waived or reduced.

### **Supplies**

Upon enrollment, you will receive a supply list for your child's class. Additionally, please send a clean, dry change of clothes that is kept in your child's bag or backpack. If your child is not yet independent with toileting, please send diapers and wipes for your child. You can either send a bag of diapers labeled with your child's name or send a couple diapers on a daily basis in his/her backpack.

### **Withdrawal from the Program**

Two weeks written notice is required when withdrawing a child from the Early Learning Academy. If proper written notice is given, any prepaid fees will be refunded. If a child is withdrawn without giving the required written notification, the parent or guardian will be financially responsible to pay for an additional two weeks of preschool tuition. All unpaid tuition and material fee will be subject to collection via MVCSC's procedures for collections.



## **Student Drop Off and Pick Up**

### Drop Off Procedures:

- Preschool Entrance is Door #3 (North End of the building)
- Walk with your child into the building
- Walk your child to his or her classroom
- Sign your child into preschool

### Pick Up Procedures:

- Sign your child out of preschool at the reception desk
- Pick your child up in his or her classroom

### Procedures for picking your child up early:

- Sign your child out
- Pick your child up in his or her classroom

**Children are only released to adults designated on the child's Permission to Pick Up form. If, for some reason, someone other than a custodial parent or an individual designated on your enrollment needs to pick up your child, the parent must come to the office and add the person to the list of adults authorized to pick up the child. NO NOTES WILL BE ACCEPTED. The person picking up the child will be asked to show photo identification. If a person that is not listed as authorized comes to pick up your child, a call will be made to the custodial parent. For this reason, it is important to keep the list maintained in the office with updated and new information and contact numbers.**

## **What to Wear**

Please dress your child in comfortable, washable clothing that you are okay with your child wearing while he or she engages in fun messy activities. We spend significant amounts of time creating art, engaging in science experiments, and playing with materials such as sand and water. Your child's clothing may become soiled during hands on activities. We suggest that your child wear shoes that allow him or her to safely participate in any activity. Flip flops are discouraged.

## **Breakfast & Lunch**

### **Breakfast and Lunch Prices are available on the MVCSC website**

Please send in your child's cafeteria money on Mondays, if your child will be purchasing breakfast and / or lunch. Our computerized accounting system allows parents to pay as far in advance as they like. You will be notified when your account runs low. Our system (and the Indiana State Board of Accounts) will not allow students to charge for late payment. If a child's account has insufficient funds for the day, he or she will not be allowed to buy breakfast and they will be given a cheese sandwich for lunch. If you do not want your child to be able to use their account to purchase "extras," send a note stating this with your child. Please either send money to school in a sealed envelope with the child's name, teacher's name, and amount of check or cash inside, or enroll in Mt. Vernon Community Schools' internet-based cafeteria payment service called My School Bucks. Please drop your envelope in the locked box on the wall by the preschool receptionist. This service is a website where you can pay for your child's breakfast, lunch and snacks using your Visa, MasterCard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time. Also, please note that you will be charged a convenience fee of \$2.50 per transaction. Transactions made through My School Bucks before 10 a.m. should be available to students for that day's cafeteria purchases. Mt. Vernon Schools download payments from the My School Bucks website three times a day, so if you find that your payment isn't reflected in your student's balance update within 24 hours (during the normal school week), please contact the Food Service Director, Doris Johnson, at 485-3100 immediately. Students should NOT bring carbonated beverages or drinks in glass bottles in their lunches.

### **Snacks**

Snacks will be provided by the school during am and pm preschool sessions.

### **Birthdays**

Please talk to your child's teacher if you plan to bring a special snack or treat to celebrate your child's birthday. We welcome your family to take part in snack time on/near your child's birthday. Typically, birthday treats are shared during snack time.

All family members, relatives, and visitors must sign in at the preschool desk to receive a visitor's badge. Additionally, visitors will need to enter their driver's license into our Lobby at Fortville Elementary or MVMS prior to your visit. Please wear the sticker you receive from the Lobby Guard System while in the building. You will be required to sign out when you leave the building.

## **Outdoor Play**

Gross motor play is part of the daily preschool schedule. Gross motor activities such as running, climbing, pedaling a tricycle, swinging, and playing ball provide valued opportunities for overall development. Developing strength and coordination builds the necessary foundation for being able to use small muscles (i.e used for writing, cutting, etc.) effectively in the classroom. Additionally, these activities provide opportunities to engage socially with peers. On most days, the class goes outside. We go outside unless it is raining, snowing, or below **33** degrees. Please dress your child accordingly.

## **Questions & Concerns**

Should you have any questions or concerns regarding your child please don't hesitate to ask. Your first contact is always your child's teacher. If you have additional questions/concerns that your child's teacher may not be able to address, please talk to the Director.

## **Behavior Support**

The Early Learning Academy teaches and encourages positive, prosocial behaviors through a variety of methods. Typically, preschool children need to be taught and positively reinforced for demonstrating prosocial behaviors. Some examples of prosocial behaviors include: requesting to take a turn with a toy by verbally asking or using a “My Turn” card, inviting peers to play by asking, gesturing, or using visual supports, etc. Methods to teach pro-social behaviors are incorporated throughout the preschool curriculum. This includes establishing classroom rules and procedures at the beginning of the year. The rules are printed (pictures paired with words) and explicitly taught through modeling, role playing, and feedback. Children also learn how to express their emotions in a manner that is respectful to all.

When an inappropriate behavior occurs, staff addresses it immediately. Staff attempts to identify why the behavior occurred (i.e Does the child want a toy that another child is playing with? Does the child want to play with a group of peers but is unsure how to join?) Staff teaches children how to respond next time the situation arises.

When a child demonstrates physically aggressive behavior towards peers or staff, the staff attempts to determine what the child is communicating through his or her behavior. The child may be asked to sit for a couple minutes in order to calm himself or herself; however, more importantly, staff will teach the desired behavior so the child will be better able to respond next time. Sometimes pictures are paired with words so that the child better understands what to do next time. Additionally, teachers model appropriate behavior, role play, and provide positive feedback when the child demonstrates the desired behavior. Positive feedback includes verbal descriptive praise, smile, high five, positive attention, etc.

If inappropriate behavior occurs repeatedly, staff communicates with parents and develops a plan to support the child’s social emotional development.

## **Disaster Plans**

### **Severe Storm Drills**

The school has a disaster plan that will be implemented in case of severe storms, winds, or tornados. If alerted by authorities, children will be taken to their designated safe place until an all clear is received. We practice these drills while in preschool.

### **Fire Drills**

Fire drills are held once a month in accordance with state regulations. Maps of buildings escape routes are posted in each room.

## **Inclement Weather**

The Early Learning Academy follows the approved Mt. Vernon Community School Corporation Calendar. School closings and delays are communicated through the SkyAlert System, the Mt. Vernon Community School Corporation's website, twitter feed, as well as local television networks.

- E-Learning day (school closed due to inclement weather): Preschool is closed
- Two hour delay: Preschool will open at 9:00 am.
- Early Dismissal due to inclement weather: Preschool children will be dismissed per the Superintendent's decision.

## **CLINIC SERVICES**

This information gives a brief synopsis of services provided by your child's school nurse. Please use this as a quick reference for policies and illnesses.

### **Clinic Responsibilities:**

- Administration of long term prescription medication as ordered by a physician.
- Administration of over-the-counter with written instructions from a parent/guardian.
- The management of medical conditions that occur during the school day such as asthma, hyperactivity, diabetes, seizure disorders, and migraine headaches.
- Observation of potential abuse/neglect. Nurse is to report observations to principal and counselors.\*
- Assessment, care, and treatment of minor illness and injury that occur during the school day.
- Prevention and control of communicable diseases.
- Monitoring the immunization status of each student.

*\*Schools are required, by statute, to report suspected incidents. IC 31-6-11-3*

## **HEALTH SERVICES**

The school nurse is not in the preschool at all times, but can be contacted at anytime during the school day by our preschool staff.

When a child becomes ill but does not require immediate medical help, a determination must be made regarding whether the child should be sent home (i.e., should be temporarily "excluded" from school).\* Most illnesses do not require exclusion. The Mini-Marauder School Nurse will determine if the illness:

1. Prevents the child from participating comfortably in activities
2. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children
3. Poses a risk of spread of harmful diseases to others

*\* In the case the school nurse is not available the Preschool Director or Assistant Director will determine in the child requires exclusion.*

## **ABSENCE BECAUSE OF ILLNESS**

Please call the preschool in the morning hours if your child will be absent. Report the child's name, teacher, and illness. It is helpful for the school nurse to know the nature of illness in his/her school to identify symptoms in others seen in the clinic. A doctor's permission to return to school may be required dependent upon the length and type of illness the student is experiencing.

### **STUDENT FEVER**

A student with a temperature measuring 100° (Fahrenheit) or greater will be sent home from school. The student must remain fever free without the use of fever-reducing medication for (24) twenty-four hours in order to return to school.

### **STUDENT VOMITING**

Any student who has vomited due to illness must stay home from school. The student must be vomit free for 24 hours before returning to school. Any student who has vomited while at school or on a school sponsored field trip will be evaluated by the school nurse, or an accompanying teacher. If the student is believed to have an illness, that student will be required to leave school, or the school sponsored field trip.

### **STUDENT DIARRHEA**

Diarrhea is defined by watery stools or decreased form of stool that is not associated with changes of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or clothing. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two or more stools above normal for that child, because this may cause too much work for the caregivers/teachers. Readmission after diarrhea can occur 24 hours after the last episode.

### **STUDENT SKIN RASH**

Any skin rash of unidentified origin will require the student to be excluded from school. The student will be permitted to return to school if the rash is gone and/or a doctor's release is obtained stating the student is non-contagious and may return to school.

## **STUDENT EXCLUSION FOR ILLNESS**

A student who is sick will not be able to perform well in school and is likely to spread illness to other children and staff. If a student is excluded from school for an illness, he/she will be expected to be kept home for 24hrs after the last episode of illness.

Examples:

1. Student is sent home at 2pm without a fever they would not return until their temperature is under 100 degrees for 24hrs.
2. Student is sent home for vomiting at 10am and has no other episodes will be expected to not return for 24hrs.

Please make arrangements for childcare ahead of time so you will not be caught without a place for your child to stay if he/she is ill.

***If a student is returned school prior to the 24hr requested exclusion or medicated masking symptoms, the Preschool Director or Assistant Director will call the parent/guardian to come and take the student home from school.***

## **MEDICATION ADMINISTRATION**

The term “medication” is not limited to prescription medication, but includes over-the-counter (“OTC”) drugs, such as Tylenol and cough/cold medication. All medication should be kept in the clinic. In general, medication should be administered by the school nurse or a designated school employee. In rare cases, and when the proper form has been completed by the child’s physician, students may be allowed to self-administer emergency medication.

Before any ***prescribed or OTC medication*** may be administered, the parent/guardian must submit prior written consent by completing the Mt Vernon Community School Cooperation medication administration request form (found on Preschool home page under the parents tab) and file it in the schools health room. Forms must be renewed at the start of every school year. All medication brought to school must be turned in to the school nurse or designated alternate (front desk receptionist, Preschool Director or Assistant Director). At no time will the teacher accept medication from a parent.

***Over-the-counter*** medication has to be provided by the parent/guardian and will be given according to the directions on the bottle and the dosage needs that are appropriate for the age and size of the student. If the dosage exceeds the recommended dosage on the bottle, a note signed by the physician with the required dose must be submitted prior to administration of the medication.



***Physician prescribed*** medication must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. There will be no exceptions to this policy.

Non FDA approved homeopathic treatments, sample medication, and dietary supplements will be given by the school nurse only with a doctor's written authorization.

## **TRANSPORTING MEDICATIONS**

Medication that is possessed by a school for administration during the school hours or at school functions, for a student in preschool may be released **ONLY** to the student's parent/guardian or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent/guardian to receive the medication.

At the end of the school year parents are responsible for picking up any medications possessed by the school prior to the last day of student attendance. Medications will be disposed of the day after the last day of student attendance.

## **INJURY/PROLONGED ILLNESS/MEDICAL PROCEDURE**

When a child returns to school following a fracture, severe injury, prolonged illness, or medical procedure, parents must provide a doctor's note if activity restrictions apply. The doctor needs to also specify the dates that the restrictions apply (ie – start and stop dates).

## **FOOD ALLERGIES**

Mt. Vernon Community Schools Corporation recognizes the growing number of students enrolling in our schools with potentially life-threatening food and other allergies. As educators we recognize our responsibility to understand the emergency treatments needed while proactively addressing conditions to prevent exposure to specific allergens. We encourage the families to send in a supply of "safe snacks" for their student with allergies.

Any medication prescribed by a physician that the student would need should a reaction occur at school such as an Epi pen, must be provided by the parent/guardian. Prescribed and/or OTC medication will require the Mt Vernon Community School Corporation medication administration request form (see Appendix A) and medication must be in its original container, labeled with the student's name and the exact dosage (please refer to "Medication Administration").

We will do everything possible to educate the teachers of your student for the upcoming year of these allergies, but as a precaution we ask that you contact your teacher and nurse assigned to the preschool at the beginning of each school year.

## **MILK ALLERGIES**

All milk allergies must be reported to the school nurse. A written doctor's statement must be submitted every year.

## **LATEX PRECAUTIONS**

Mt. Vernon Community School Corporation will take precautions to protect known and unknown persons with latex allergies (NO known latex products in school, ex. balloons, gloves, bandages).

## **COMMUNICABLE DISEASES**

The Mt. Vernon Community School Corporation recognizes its responsibility in the control and spread of communicable disease. The Corporation has adopted as its standard, the protocol established for communicable disease control as stated in the Indiana State Department of Health in its Communicable Diseases Reference Guide for School Personnel.

## **CONTAGIOUS ILLNESS**

The following information was provided by the Indiana State Department of Health in its Communicable Diseases Reference Guide for School Personnel.

Healthy children perform at their best. After any illness, your child should be fever free (temp < 100) for twenty-four (24) hours before returning to school. Not all contagious illnesses are accompanied by fever; therefore, the child must also be symptom free for twenty-four (24) hours before returning to school in order to protect others from infection. (Symptom free would include fever, vomiting and diarrhea free for 24 hours.)

### **Chicken Pox**

**Symptoms:** slight fever, body aches, and red round spots becoming blisters and finally scabbing. Initially the lesion looks like a dew drop on a rose bud.

**Incubation period after exposure to chickenpox is 10 to 21 days.** The period of communicability for chicken pox is from forty-eight (48) hours prior to the rash appearing to six (6) days after the onset of the rash. Students with chickenpox will need to remain at home during the six (6) day period after the onset of the rash, or longer if vesicles have not formed scabs or crusts.

## **Scarlet Fever**

**Symptoms:** fever, sore throat, rash (fine red goose flesh on a red background) appearing on areas of warmth first. The rash often resembles sand paper.

**Incubation period is one (1) to three (3) days.** Students must remain out of school until fever free for twenty-four (24) hours and on an antibiotic for twenty- four (24) hours.

## **Fifths Disease**

**Symptoms:** appearance of three distinctive rashes: rash on cheeks which gives the appearance that the person has been slapped; raised red rash on forearms and legs; and lacy rash on forearms and trunk of body.

**Incubation period is six (6) to fourteen (14) days.** The period of communicability is prior to the outbreak of the rash.

## **Impetigo**

**Symptoms:** lesion is characterized by small yellow blistered area that soon becomes crusted. The lesion is usually caused by a strep or staph infection.

Spread can occur through direct contact with drainage. Children with draining lesions that cannot be covered at all times with a dressing should be excluded from school until they have received an appropriate antibiotic for at least twenty- four (24) hours.

## **Conjunctivitis (Pink Eye)**

**Symptoms:** pink eye usually begins with tearing, irritation and redness of the eye and the inner eyelids. Children may awaken with sticky “matter” in the eye and the eyelashes may stick together.

As the condition progresses the eyelids may swell and the eye may be sensitive to light. If your child exhibits symptoms, please contact your physician. Pink eye is contagious. Students are excluded from school and may return after 24 hours of prescribed eye antibiotic drops.

## **Strep Throat**

**Symptoms:** red, painful throat; headache; stomach ache; fever (not always); swollen and tender enlargement of tonsil beds and lymph nodes (this may cause pain the child misperceives as ear ache); and presence of fine, slightly raised rash.

**Incubation period is one (1) to three (3) days.** While not every sore throat is caused by a streptococcal infection, it is recommended that a child with any of the above symptoms be checked by a physician. A simple throat culture is done in the doctor's office to diagnose strep throat.

Once the diagnosis of strep is confirmed by the culture, the infected child is considered contagious until he/she has received an antibiotic for twenty-four (24) hours. To protect others from infection, a child with strep throat should not return to school until he/she is fever free, and has been on an antibiotic for twenty-four

(24) hours. It is important to complete the full course of antibiotic to prevent reoccurrence.

## **Scabies**

**Symptoms:** itching, particularly at night, and blister-like sores in the burrows of the skin.

Scabies is a skin infestation caused by the burrowing itch mite. These sores are found in the webs of the fingers, heels of the palms, wrists, armpits, buttocks, genitalia, and elbows. Scabies is transmitted by close contact with an infected individual. Students must remain out of school until treated by a doctor.

## **Head Lice**

**Symptoms:** itching, especially of the scalp.

White nits, or eggs of the louse insect, attach to the hair shaft most frequently at the nape of the neck and behind the ears. The eggs cement to the hair shaft close to the scalp. A shampoo treatment with an insecticide shampoo will generally kill most head lice. A second treatment is necessary ten (10) days later with some brands of insecticide shampoo. Manual nit removal and environmental clean up of the home by the parent is the key to successful head lice treatment. While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality of the student's identity, verify the presence of an active infestation, and bring it to the attention of the child's parent/guardian. The nurse will assess students for head lice who present with symptoms, notify the child's parents of a confirmed case, assist staff and parents with educational material, reassess a student with a confirmed case to monitor the effectiveness of treatment, and refer to a health care provider as needed. Students should not be excluded from school for having nits, as the management of

**(Head lice cont.)**

this condition should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case by case basis. This protocol is supported

by the National Pediculosis Association, the American Academy of Pediatrics, and the National Association of School Nurses. Please contact your school nurse if further information or resources are needed.

**Staph Infections and/or MRSA**

**Symptoms:** red, swollen, warm, and painful pimple, boil or blistered areas: especially pus or other drainage from a lesion.

Skin infection caused by a staph or resistant-type staph (MRSA) infection. Staph and MRSA infections are treated using antibiotics, draining the abscess or boil, or a combination of both of these treatments. Ways to prevent these infections are to practice good hygiene which includes: washing hands thoroughly, keeping cuts and scrapes clean and covered until healed, avoiding contact with other people's wounds or bandages, and avoiding sharing personal items such as towels or razors. Unless directed by a health care provider, students with MRSA and/or staph infections will not be excluded from attending school if they are under medical treatment and they are able to keep their lesions clean and covered.

However, students must be excluded from school, including athletic practices and competitions, if they have lesions that cannot be covered or if the student cannot maintain good personal hygiene.

**IMMUNIZATION POLICY**

At the time of enrollment, in any grade, it is the responsibility of the parent/guardian of a student to provide proof of proper immunizations in accordance with current Indiana law. On his/her first day of attendance, a student without proof of proper immunization is considered in violation of Indiana law (unless a waiver has been granted) and will not be allowed to attend. A waiver may be granted due to religious or medical reasons as allowed by law. Medical exemptions require that a healthcare provider documents that receiving the required immunizations would be detrimental to the student's health. Religious and/or medical exemptions must be completed annually. A student in the process of obtaining immunizations may attend school, but a statement from the physician or Health Department is required.

## **MENINGOCOCCAL ILLNESS**

An Indiana law requires each year that parents/guardians be informed about meningococcal disease and its vaccine. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person.

Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's healthcare provider about meningococcal disease and vaccination.

**\*\*PLEASE CALL YOUR CHILD'S SCHOOL NURSE IF YOU HAVE QUESTIONS ABOUT AN ILLNESS, OR SCHOOL POLICY RELATING TO ILLNESS.\*\***