

## THE CHILDREN'S HOUSE MONTESSORI SCHOOL

### DISCIPLINE POLICY

Montessori discipline is an inner discipline - control which the child develops over his own behavior, through his interest in the Montessori materials, positive social orientation and in caring for both materials and individuals.

However, in order to comply with regulations set by the Arkansas Department of Human Services/Division of Children & Family Services, we have set forth the following discipline guidelines:

- Rules are stated on the child's first day of school. Daily reminders are given to the group as a whole.
- Inappropriate behavior is stopped by teacher or assistant/aide.
- If possible, work/activity is offered as preferable to isolation if the child appears to be 'in control'. However, if the child needs to regain control, he is isolated from work/classroom activities for 'timeout'. When it is time to rejoin the class, the child is reminded of what behavior is expected of him. (The child may indicate to the teacher/aide when he feels he is back 'in control'.
- For continued misbehavior, the child is isolated from the class with adult supervision. The adult may need to keep the child with him for an extended period of time.
- Parent will be called to discuss child's continued unacceptable behavior.
- Parent will be called to take child home immediately.

**Policy on biting:** Biting is 'normal' behavior for some toddlers. Toddler bites are not intentional. Our staff supervises very closely at all times. Everything possible is done to keep all the children at our school safe and secure. Just as falls and other minor mishaps cannot be prevented, all bites cannot be prevented. Injury reports are completed on all bites that leave a mark. Comfort and attention is directed to the child who has been bitten. The parents of the children involved are informed of the incident. Parents who have further questions about biting are invited to discuss the matter with our Director.

Please sign where indicated, confirming you have read the above. This signed document will be kept in your child's file.

CHILD'S NAME: \_\_\_\_\_

Parent's/guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

**THE CHILDREN'S HOUSE MONTESSORI SCHOOL**  
**4023 Lee Avenue, Little Rock, AR 72205**

**PERSONAL HISTORY**

Name of child \_\_\_\_\_  
**LAST FIRST MIDDLE**

Date of birth \_\_\_\_\_ Sex \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
\_\_\_\_\_ ZIP CODE \_\_\_\_\_

Who should we contact in an emergency (other than parents)?

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ Business telephone \_\_\_\_\_

\_\_\_\_\_ Home telephone \_\_\_\_\_

Cell telephone \_\_\_\_\_

Other children in family - names and ages \_\_\_\_\_

Other members of household \_\_\_\_\_

Are both parents living in the household? \_\_\_\_\_

Is either parent deceased? \_\_\_\_\_ Is either parent away from home for long periods of  
time? \_\_\_\_\_

\_\_\_\_\_

How does your child relate to other family members?  
\_\_\_\_\_

Please describe any alienations/frictions in the family you think we should be aware of:  
\_\_\_\_\_  
\_\_\_\_\_

Describe any fears or anxieties your child may have/has had in the past. If possible, relate these to any significant events in his life, e.g. new baby, moving house, divorce, deaths, accidents or hospitalizations:  
\_\_\_\_\_

List other schools attended - please give names and dates attended:  
\_\_\_\_\_  
\_\_\_\_\_

Describe briefly your child's adjustment to school, Sunday School, camp or any other group activities, separate from family events. Include how he/she reacts to counselors, teachers, peers and their parents:

---

---

Does your child have a room alone at home? \_\_\_\_\_

If not, with whom does he share? \_\_\_\_\_

**DAILY ROUTINE:**

What time does your child get up? \_\_\_\_\_

Go to bed? \_\_\_\_\_

Does he sleep well during the day? \_\_\_\_\_

Does he sleep well at night? \_\_\_\_\_

Does he have a place to play outdoors? \_\_\_\_\_

Does he have any food dislikes? \_\_\_\_\_

Allergies? \_\_\_\_\_

Does your child have any special needs, limitations, allergies, or ongoing illness? **If "YES", Parents must provide and go over a care plan with staff and provide any medical intervention that may be required.**

Glasses \_\_\_\_\_ Hearing-aid \_\_\_\_\_ Orthopedic shoes/braces \_\_\_\_\_

Medication \_\_\_\_\_ Observation for seizures \_\_\_\_\_

Motor difficulties \_\_\_\_\_ Language problem \_\_\_\_\_ Learning disability \_\_\_\_\_

Were there any significant events of pregnancy or delivery? \_\_\_\_\_

**PERSONAL HISTORY**

Was your child adopted after age 6 weeks? \_\_\_ If so, at what age? \_\_\_ Are there any significant features of adoption that the school might need to be aware of i.e. emotional/medical?

When your child was very young, were you ever concerned about motor or language development?

\_\_\_\_\_ If so, please explain the area of concern (e.g. walked/talked late, wore braces for orthopedic reasons)

---

---

Is your child right handed \_\_\_\_ left handed \_\_\_\_ ambidextrous \_\_\_\_ don't know yet \_\_\_\_ Did he/she ever switch hands after 2 1/2 years? \_\_\_\_\_

**PERSON(S) FINANCIALLY RESPONSIBLE FOR THIS CHILD:**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

**ZIP CODE**

**WHO HAS CUSTODY OF THIS CHILD?**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

**ZIP CODE**

Are there any legal facts regarding a divorce, separation, custody, adoption etc. that the school should be made aware of?

---

---

---

---

---

---

---

---

---

---





Child's name \_\_\_\_\_

**\*\*THIS INFORMATION WILL BE AVAILABLE TO TEACHERS AND CHILD CARE STAFF\*\***

Please list persons other than custodial parent(s) who have permission to pick up your child from school:

*Please be aware that we will not allow anyone other than parents to pick up a child unless we have written or verbal permission from a parent and the pick-up person is listed below.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anyone who may **NOT** pick up your child from school?

\_\_\_\_\_

Parent's name \_\_\_\_\_

Business telephone \_\_\_\_\_

Home telephone \_\_\_\_\_

Cell phone \_\_\_\_\_

Work hours \_\_\_\_ am until \_\_\_\_ pm

Parent's name \_\_\_\_\_

Business telephone \_\_\_\_\_

Home telephone \_\_\_\_\_

Cell telephone \_\_\_\_\_

Work hours \_\_\_\_ am until \_\_\_\_ pm

**PLAN FOR CARE WHEN CHILD IS ILL:** \_\_\_\_\_

\_\_\_\_\_

Physician \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Information given by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Authorization for Emergency Care**

In the event of an accident The Children's House Montessori School requires a parent or guardians' authorization for their child to receive immediate medical care and/or transport to the nearest hospital.

By signing this document I give permission for my child/children to receive immediate medical care and/or transport to the nearest hospital in the event of an accident.

---

Child's Name/Children's names

---

Sign

---

Date



## **Photo consent**

I give permission to Children's House Montessori school to use my child's photo on closed Facebook pages and any other Advertising for the School.

I Don't give permission to Children's House Montessori school to use my child's photo on closed Facebook pages and any other Advertising for the School.

---

Parent's Name

Date

---

Child's Name

## **PARENTS SHALL BE INFORMED**

\*That children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent.)

\*All caregivers are mandated reporters under the Child Abuse Law. The caregiver/director shall notify the Child Maltreatment Hot Line Number at 1-800-482-5964 when there is a reason to believe that a child has been abused or neglected. (AR Code Annotated 12-12-501 et seq.)

\*A written daily schedule available for review by parents and licensing staff, which includes age-appropriate activities.

\*Children shall be protected from overexposure to the sun. Sunscreen shall be used if needed and as directed by the parent. Suntan lotions and/or sunscreens used for infant/toddlers and pre-school children shall be kept out of the children's reach and shall be administered only with written parental permission. (Blanket permission may be obtained annually.)

I have read and understand the above Minimum Licensing Requirements.

---

Parent's Signature

Date

---

Child's Name

**THE CHILDREN'S HOUSE MONTESSORI SCHOOL**  
**4023 Lee Avenue, Little Rock, AR 72205**  
**FEE SCHEDULE**  
**SCHOOL YEAR 2019-2020.**

The school hours for children who attend half-day (morning) classes are 8:30-11:30am. The full day class hours are 8:30am-2:30pm.

Child care is offered before and after school hours. The Children's House opens at 7:00am and closes at 6:00pm. Child care is available during the school year (September-May) and during summer school (June - August), with the following exceptions: Thanksgiving (3 days - W, TH, & Fri), Christmas Eve & Christmas Day, New Year's Eve & New Year's Day, Martin Luther King Day, Presidents Day\*, Good Friday, Memorial Day, Independence Day, Labor Day, and the 2<sup>nd</sup> Monday of November\*. The school is closed on these days and there are no classes and no child care. School is also closed for a staff work day on the Friday before Summer School starts (May/June) and the last Friday before the new school year begins (August/September). Classes are out during Christmas Holidays and Spring Break. We remain open for child care for those children regularly enrolled in the before and after class child care program. Children who attend classroom hours only DO NOT attend school during Christmas Holidays and Spring Break unless you have signed up for child care, at an extra charge.

Tuition is **DUE AND PAYABLE** on the first of each month - please refer to Financial Policies for details. A late charge of \$35.00 is added to ALL accounts not paid on the first of the month; a second late charge of \$35.00 is added to all accounts not paid by the 15<sup>th</sup> of the month.

**SCHOOL FEES** (non-refundable - see Financial Policies).

Application fee of \$75.00 for a new student.

Annual school fees of \$400.00 per child (pro-rated after school year commences).

Registration fee for summer school - \$100.00

Building fee of \$150 per child

Technology fee of \$50 per child (ONLY age 3 years +)

**TUITION** (non-refundable - see Financial Policies).

<b>Half-day (morning)</b>	8:30am - 11:30am	12mos.-3yrs.	\$475.00 per month
	8:30am - 11:30am	3 yrs.-5yrs.	\$460.00 per month
<b>Full day</b>	8:30am - 2:30pm	12mos.-3yrs.	\$560.00 per month
	8:30am - 2:30pm	3 yrs.-5yrs.	\$545.00 per month
	8:30am - 2:30pm	6yrs.-9yrs.	\$545.00 per month
<b>Child Care</b>	7-8:15am & 2:30-6pm	All Ages	\$175.00 per month

Tuition rate is for attendance 5 days per week. Tuition is not pro-rated for fewer days' attendance. When two or more children in a family are attending school FULL TIME the first child will pay full tuition; tuition for each subsequent child will be reduced by \$30.00 per month. Children who attend for school hours only should be picked up at 2:30pm; a charge of \$15.00 per hour or part thereof, will be charged for late pick up (i.e. after 2:45pm).

School lunch is provided upon request at a charge of \$60.00 per month. Milk is provided upon request at a charge of \$5.00 per month. Lunches and/or milk may not be purchased on a daily basis but must be purchased by the week or by the month.

We require notice in writing one month in advance if you plan to withdraw your child from school before the end of the school year.

\*New School Closings for 2019-2020: the 2<sup>nd</sup> Monday of November and Presidents. These days will be used for staff professional development and parent/teacher conferences. We will also be closed the Wednesday before Thanksgiving.

## THE CHILDREN'S HOUSE MONTESSORI SCHOOL

### FINANCIAL POLICIES

1. Tuition is due and payable on the first day of each month. A late charge of \$35.00 is added to all accounts not paid on the first day of the month. There are no exceptions. If your child is not in school on the first day of the month, or if you are on vacation etc. on the first of the month, your child's tuition is still due and payable on the first day of the month, and you should make the necessary arrangements to have the payment in the office on the first of the month if you wish to avoid the late charge. If your account is not paid on the first, you will receive a statement with the late charges shown as part of the payment due. A second late charge of \$35.00 will be added to all accounts not paid by the 15<sup>th</sup> of the month. Tuition is **non-refundable**. During the school year the entire monthly tuition amount is due regardless of any time your child is absent from school during that month. We require notice in writing one month in advance if you plan to withdraw your child from school before the end of the school year.
2. When tuition for the month remains unpaid at the end of that month, you will be asked to make other arrangements for your child's tuition until the account is made current.
3. Annual school fees apply to the school year (September – May). New students will pay the entire amount in August. Students who enroll after the school year has commenced will pay pro-rated fees at the time of enrollment. Annual fees cover a variety of things – computer, art, music, creative movement, and foreign language etc. which are part of our curriculum. Annual school fees are **non-refundable**.
4. The \$100.00 re-enrollment fee (for children presently in attendance) should be paid no later than January 31. Payment of this fee will be applied to the annual school fees (\$400.00) due in August. The re-enrollment fee is **non-refundable**.
5. The registration fee for summer school (June-August) is \$100.00 and is **non-refundable**.
6. Building fees cover building, property, and playground maintenance and repair and is **non-refundable**.
7. Technology fees are only payable for children ages 3-9 years and is **non-refundable**.
8. All payments – tuition & fees – must be current by the starting date of school in order for a child to begin class.
9. PTO membership fee is \$35.00 per family and is due at the start of the school year or at the time of enrollment.
10. Each family participates in the annual fund-raiser. Parents who choose to **NOT** participate, donate \$50.00 in lieu of participation. This does not apply to PTO fund-raisers which are a separate entity.

### PAYMENT SCHEDULE

AUGUST 15	pay annual fees - \$400 for new student; \$300 for re-enrolled student, building and technology fees.
SEPTEMBER 1	pay tuition for September and PTO fees
OCTOBER 1	pay tuition for October
NOVEMBER 1	pay tuition for November
MID NOVEMBER	ANNUAL FUND RAISER
DECEMBER 1	pay tuition for December
JANUARY 1	pay tuition for January
JANUARY 31	re-enrollment fees due
FEBRUARY 1	pay tuition for February
MARCH 1	pay tuition for March
APRIL 1	pay tuition for April
MAY 1	pay tuition for May
MAY 31	last day to pay summer school registration fee



**THE CHILDREN'S HOUSE MONTESSORI SCHOOL**  
4023 Lee Avenue  
Little Rock AR 72205

**ENROLLMENT & TUITION CONTRACT**

I hereby enroll my child \_\_\_\_\_ in The Children's House Montessori School from September 4<sup>th</sup>, 2018 through May 30, 2019 at the agreed monthly tuition of \$ \_\_\_\_\_

- No child will be admitted until all fees and tuition are paid and all necessary forms have been returned to school and approved by administration.
- The school requires notice in writing one month in advance if you plan to withdraw your child from school before the end of the school year. Please list the person financially responsible for tuition.
- There will be no refund of tuition or fees, as stated in Financial Policies.
- The school reserves the right to discharge at any time any child who, in the opinion of the school, is not benefiting from his instruction here, or whose presence is detrimental to the program of the school, or whose presence is detrimental to the other children enrolled in the program.
- The school will not make up any time it is forced to close due to circumstances beyond its control.

***I have read, and do subscribe to and accept, the aforementioned and all of the policies and regulations set forth by The Children's House Montessori School.***

Signed and accepted by \_\_\_\_\_

Date: \_\_\_\_\_

(parent/legal guardian)

Person financially responsible:

Please detach and return

**BEFORE SCHOOL STARTS** . . . . .

- Pay annua fees of \$400
- Pay annual building fee of \$150
- Pay tuition prior to or by the first day of each month
- Check that your child's immunizations are current
- Label all your child's clothing and personal items such as lunch box etc.
- Put together a set of spare clothing (labeled) in a **cloth drawstring bag** to be kept at school. Do not send spare clothing in plastic bags, back-packs etc.

## **SCHOOL POLICIES & PROCEDURES**

We are licensed by the State of Arkansas to provide child care. All children in our care may be subject to being interviewed by Child Care Licensing Division of Children & Family Services Special Investigations, and law enforcement, for investigative purposes and/or determining compliance with Licensing Requirements. Parental consent or notice is not required for child interviews. (Minimum Licensing Requirements 200.3).

### **SCHOOL HOURS/LATE ARRIVAL/LATE-PICK-UP**

The Elementary Juniors class starts at **8:00am**; pre-school/primary classes start at **8:30am**.

Please bring your child to school **ON TIME**. Being punctual is an important social characteristic of our school, and society in general. It is the responsibility of the parent/guardian to make sure ample time is available for punctual arrival at school. A child's whole day can get off to a bad start if he/she arrives after the other children are already busy, and valuable learning time will have been missed by that child.

If you **are** late bringing your child to school, please allow him/her to enter the classroom **QUIETLY**, on his/her own, and with as little fuss as possible. A parent's presence in the classroom can be disruptive to the activities of the children, and distracting for the teachers, and is not encouraged. We prefer that you not come into the school during class time, except by appointment. However, we acknowledge that parents (**only**) shall not be denied access to their child at any time during hours of operation. (Minimum Licensing Requirements 401.7). We therefore ask that you consider: (a) will your child be upset and confused if you suddenly drop in to visit him/her and then leave without taking him/her with you? (b) will your child be taking a nap when you decide to visit? (c) staff will **not** be available for a prolonged, impromptu conference with you when they are at work with your child's group.

'**DROP IN**' child care is **NOT** provided at Children's House. We do not accept children after 12:00 noon, except in the case of an emergency and **only if prior arrangements have been made**.

Each child should have on file an emergency information card, listing an emergency contact person who can be called if the parents cannot be reached, and their phone numbers.

**\*\*\* NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT IMMEDIATELY RECOGNIZED AS THE CHILD'S PARENT OR AS SOMEONE ON THE AUTHORIZED PICK-UP LIST. AN OFFICIAL PICTURE ID WILL BE REQUIRED AND THERE SHOULD BE WRITTEN PERMISSION FROM THE PARENT. NOTICE BY TELEPHONE WILL BE ACCEPTED ONLY IN EMERGENCIES. PERSONS OTHER THAN PARENTS WILL BE ASKED INITIALLY FOR SOME FORM OF IDENTIFICATION.\*\*\***

Children's House is open from 7:00am until 6:00pm. Our staff is paid through these hours only. If you arrive past 6:00pm you are preventing staff from leaving. A late pick-up charge of \$10.00 will be assessed for every five minutes or **PART THEREOF** past 6:00pm. This charge is payable to the person who had to remain behind to take care of your child.

**MORNING ARRIVAL** In order to avoid traffic congestion, please do not park in the driveway and do not get out of your car until you are first in line. Please make prolonged "good-byes" to your child **BEFORE** coming to the classroom door. A member of staff will greet you and your child – you will then be able to quickly return to your car and drive on through. This will alleviate the need for parents to enter the school, leaving cars parked in the driveway and playground, causing delays/traffic jams and cars backed out on to Lee Avenue. Children may not eat breakfast at school after 8:00am. A morning greeter will be in the Downstairs Classroom to accept children for class. After 8:00am children in the Outside Classroom may proceed directly to their class. Children for other classes may be brought to the Downstairs Classroom door and a member of staff will accompany them to class. Late arrivals (after 8:45am) for classes in the main building should enter via the kitchen door. The front entrance is not to be used for late arrivals. Parents of late arrivals should not attempt to enter the classroom and disrupt lessons already in progress. Teachers are not available for impromptu conferences with parents. If you wish to talk to a member of staff please call the office and leave a message.

**STUDENT PICK-UP** Do not leave your car unlocked/engine running when you arrive to pick up your child. Do not leave another child unattended in your car while you pick up a child from our school. Please stay in your car until you are at the head of the line. Children should be picked up promptly after class (2:30pm) if they are not enrolled in child care. If your child is not enrolled in child care and is left at school after 2:45pm you will be charged at the rate of \$5.00 per hour or part thereof.

## **HOLIDAYS & CLOSINGS**

In general, we observe the same holidays as the Little Rock Public Schools. Child care is available year-round, with the following exceptions: Thanksgiving (2 days), Christmas Eve & Christmas Day, New Year's Eve & New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, July 4<sup>th</sup> and Labor Day. In addition, we are closed for a staff work-day at the end of the school year (May) and prior to the start of the new school year in September. There are no classes during the Christmas Holidays and Spring Break. We remain open during these times for **child care only**, and **only** for those children who are regularly enrolled in child care. Children who attend for school hours only do not attend during these times unless arrangements have been made, at an extra charge.

**IN CASE OF SNOW OR ICE:** If conditions warrant the closing of Little Rock Public Schools, then our classes will also be out. Please check local television channels for lists of school closings .

**ABSENCES** Please notify us by 9:00am if your child will not be in school. Be sure to contact us promptly if your child has a communicable illness to which other children at school may therefore have been exposed.

## **LUNCHES & SNACKS**

We are required by DHHS to offer a school lunch program. However, it IS optional, and for that reason we ask that lunches be ordered by the month or by the week, and not randomly.

We do not offer school lunch on a daily basis except in the case of an emergency. An 'emergency lunch' will be nutritionally sound, but not necessarily what is on the menu for that day, as we purchase food for the number of lunches ordered beforehand. Box lunches brought from home must consist of nutritious food - **NO CANDY, NO SOFT-DRINKS AND NO HIGH-SUGAR FOODS.** Our staff is required by DHHS to check that children are bringing nutritionally sound lunches from home. Any of the above items will be removed from lunch-boxes. A monthly snack calendar will be sent home with your child. Each parent will supply morning snack for the class on an assigned day. The two afternoon snacks will be supplied by the school. .

**CLOTHING** Due to the wide range of activities, children should be dressed in comfortable, washable clothing. Children should be able to move with ease and explore their environment without undue concern for their clothing. All removable clothing should be marked with your child's name. Sturdy, protective footwear must be worn; no flip-flops, crocs, open-toed sandals or other types of footwear that could cause a child to trip and fall. Water & sand play and occasional bathroom accidents mean an extra set of clothing should be kept at school at all times for your child. Again, each item should be labeled with your child's name. **A CLOTH draw-string bag** is needed to hold spare clothing – no plastic grocery bags or bulky diaper bags/back-packs. If wet/soiled clothing is sent home, please return another set of clean clothes the next day. If your child has no spare clothing at school, you will be called to bring some. We do not borrow clothes from other children. Please be aware that your child will be taken outdoors daily, weather permitting (i.e. above freezing/not raining/not in the hottest part of the day during summer). Please dress your child accordingly.

**All clothing and personal items should be labeled with your child's name.**

## **TOYS ETC.**

Please do not allow your child to bring toys, candy, gum etc. to school. Incredible turmoil and ill-will can result from one child bringing to school a toy or object which he is either unable, or unwilling, to share with the other children, and which distracts from classroom activities. Items of interest to the entire class are always welcome, i.e. flowers, seeds, books, pictures, insects, rocks, shells, etc.

## **NEWSLETTER**

A weekly newsletter is put in your child's folder. Your child's teacher will show you where the folders are located in the classroom. Please check your child's folder frequently for anything to be taken home – newsletter, completed work, field trip permission slips, etc.

## **FIELD TRIPS**

The children may participate in field trips appropriate to their ages/behavior. Your child's teacher will organize any field trips and give out pertinent information and a permission slip. **You must sign the appropriate permission slip in order for your child to take part in any field trip.**

## **FINANCIAL POLICIES**

Please refer to the current **FEE SCHEDULE** for rates, and the **FINANCIAL POLICIES AND PAYMENT SCHEDULE.**

## HEALTH POLICIES

State regulations require us to maintain a current record of immunizations for each child enrolled. **Your child may not attend school without a record of current and up-to-date immunizations on file.**

The following symptoms are all reasons for a child to be excluded from school: an elevated temperature of 100 degrees and over; excessive mucus in the nose; persistent coughing, diarrhea, or vomiting. Should your child develop any symptoms of illness at school, you, or your emergency contact, will be called to take your child home immediately. Your child should be free of fever, **without medication**, for a **FULL 24 HOURS** before returning to school. **Do not send your child to school within 24 hours of having vomited, had a fever or had diarrhea.** Do not send your child to school when he is not well enough to participate in classroom and **outside** activities. If your child is too sick to go outside for recess, then he/she is too sick to be brought to school/child care.

If your child needs to take medication during the school day, a medication chart must be completed and signed. All medications must be in the original container, showing the type of medication and the dose. We will not accept telephone authorization for administration of medication. Medication should be handed to a member of staff, and not sent in a child's back-pack, lunch-box etc.

For the protection of **all** children in our care, a child should be kept at home (**AND WE WILL NOT ACCEPT HIM/HER FOR SCHOOL**) if the following symptoms are displayed:

elevated temperature	vomiting	diarrhea
stomach ache	skin rash	impetigo
sore throat	earache/discharge	red/discharging eyes/pink-eye
ring worm (tinea corpus)	pinworm	head lice/nits

Children excluded from school because of suspicion of disease, or actual disease, requiring isolation, may be re-admitted when a physician certifies that they are no longer suffering from such a disease. Some diseases need to be reported to DHHS. These include, but are not restricted to, Hepatitis A, B, Measles & Rubella, Whooping Cough, Meningitis, Shigellosis, TB, Mumps.

### **Communicable Diseases & Symptoms that exclude a child from school/child care:**

Chicken Pox	German Measles	Hib	Scabies
Mumps	Measles	Meningococcus	
Strep Throat	TB	Whooping Cough	
Giardia	Hepatitis A	Salmonella	
Shigella	Impetigo	Lice	

**Emergency Information Cards** are required for each child. There are two copies of the card, each to be completed and signed by the parent. It is the parent's responsibility to make sure all information (emergency contacts, telephone numbers, etc.) for the child is kept current.