

Montrose Early Childhood Center Family Handbook & Guide



SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD
Mrs. Bonita Samuels, Principal

*SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD
356 Clark Street, South Orange, New Jersey 07079
973.378.2086*

Dear Montrose and Marshall Preschool Families,

This guide has been prepared to give you information regarding procedures and guidelines for the successful daily operation of our school. It provides a quick reference and contains essential information about our school, as well as important Board of Education policies. Additional information and updates are available on our District's website www.somds.k12.nj.us and on the PTA website, <http://www.montrosepta.com/>

One of the most important keys to a successful partnership is open and ongoing communication between families and school. This will help your child experience success. Ask questions, seek guidance, offer assistance, attend regular PTA meetings and stay involved. Together, we will create the most wonderful environment and experiences. If you have questions or concerns about your child's physical, academic, social emotional or behavioral progress please reach out to your child's teachers, the School Nurse or me.

Please take the time to read this entire handbook carefully and reference it often throughout the school year.

In Partnership,
Bonita Samuels, Principal
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Absences not relating to illness

Parents who choose to take their child out of school for personal reasons should advise the Main Office prior to the absence. A note must be sent to the teacher and the Main Office in advance of the planned absence advising us of the dates and reason.

Attendance

In the event that your child will be absent, kindly telephone the school, 973.378.2086, ext 1, and leave a message on the Absence Line before 8:00am. Please note that you will receive an automated phone call at 8:50 a.m. if your child is absent and you have not notified the school in a timely manner. A pattern of absence or frequent absences will require a conference with the Principal.

Any child who arrives after 8:30 a.m. must be escorted into the Main Office to be signed in. As the child is being signed in, school staff will assist in getting them to class.

When your child returns to school from any absence, you must send or email a note explaining the absence. A physician's note, as well as a conversation with our school nurse, is required for any extended absence (of 3 or more days) due to illness.

Backpacks

Please check your child's backpack daily. By doing so, you increase your child's level of responsibility and reinforce the value of the home/school partnership.

Bathroom Etiquette

1. Students will use a calm, indoor voice when entering and exiting the bathroom.
2. Students will knock before entering a bathroom if the door is not open.
3. Students will flush the toilet after each use.
4. Students will wash hands with soap and water then dry them.
5. Students will report problems that occur in the bathroom to an adult.

Toilet training is supported in the classroom. Please contact your child's teacher to make arrangements when the time is right.

Before and After School Program

The South Mountain YMCA offers before school and after-school childcare on site at Montrose. For details, contact the South Mountain YMCA at 973.762.4145.

Birthday Acknowledgements

Birthdays are a very special time for many of our students and conversely not celebrated by other students. As a result, the school environment must stay neutral and any school-based acknowledgement of a birthday is to blend as much as possible into the daily activities of the classroom. To that end, birthday acknowledgements often occur during snack time. All celebrations are confined to your child's classroom and are not to be shared with others outside of the classroom.

Per [SOMSD Regulation 5331](#),

- *Sharing of food is forbidden in all Pre K-5 grade-levels*
- *Any food that is served as part of a classroom event or celebration must be store bought, with a label that shows ingredients and nutritional facts, and consumed in the classroom.*
- *No homemade food will be served as part of classroom events or celebrations. No food should leave the classroom to be consumed in unsupervised or less closely supervised situations, such as in hallways or at recess.*
- *In addition, distribution of “goodie bags” i.e., candy intended to leave the classroom or be consumed on holidays (Halloween, Winter Holiday, Valentine’s Day, etc.) is not permitted.*
- *Discourage the use of food items for all classroom events/classroom celebrations, etc.*

Bus Service and Safety

Bus service is provided to students receiving Special Services as written in their IEP. Transportation is arranged through the Child Study Team.

Students must adhere to safety rules while riding a bus to and from school. Adults may not delay the departure of the bus at a stop. The Transportation Department’s phone number is 973.378.9617. Please contact that office regarding transportation concerns.

Child Study Team

In conjunction with families, teachers and staff, the Child Study Team uses assessments to determine whether students are eligible for special education and/or related services. The CST works through the Department of Special Services and serves as an invaluable resource to our school community. If you have a question or concern after speaking with your child’s teacher and/or the Principal, CST can be reached at 973.378.2086, ext. 7606 or 7608.

Classes

All classes, but one, are General Education classrooms with a combination of General Education students and those receiving Special Education Services. Class size maximum is 15 students. One of our classrooms is self-contained, and educates students who require a smaller, more specialized setting. The maximum self -contained class size is 12 students. All of our classes are multi-age (ages 3,4 and 5).

Curriculum

The Tools of the Mind curriculum is used by all teachers, support staff and therapists. Children engage in activities designed to support the development of literacy, math and science skills at the same time as self-regulation and executive function skills are developed. Most learning takes place in small groups and partnered activities, engaging children in interacting with one another to learn, build social relationships and create a

positive classroom culture. For detailed info on Tools of the Mind visit www.toolsofthemind.org.

Delayed Opening

A delayed opening is announced through the district's SchoolMessenger phone system. In this instance, the Preschool day begins at the time determined by the district.

Delays will also be posted on the district website www.somds.k12.nj.us. Any meetings or events scheduled during a delayed opening window will be postponed.

Dressing for School

Students are expected to wear clean, weather-appropriate clothing. Please have your child dress in layers of clothing that are clearly labeled with his or their full name. In wet or very cold weather, a change of footwear may be needed.

Early School Closings

If school must close early, alerts will be sent through our phone and email systems. If necessary, we will make additional phone calls to you or anyone you have listed as emergency contacts. Please discuss your emergency plans with your child as appropriate, and update the Main Office in writing or in person as changes occur.

Emergency Relocations

In the case of an evacuation that requires relocation, the school and/or district will notify you directly. This communication can include phone calls to you and all emergency contacts, as well as an email. You will be advised of the nature of the evacuation and where your child can be picked up, if necessary. If we are relocated, we will be escorted to our primary relocation site, Temple Sharey Tefilo-Israel, 432 Scotland Road, South Orange. Please be sure that your emergency information is always updated with the Main Office. Emergency contacts must be updated in writing or in person as changes occur.

Extreme Weather

School administration will determine when an extreme weather condition exists and will adjust normal routines as necessary. Extreme weather includes but is not limited to icy sidewalks, torrential rain, high winds and frigid temperatures.

Field Trips

Field trips are designed to stimulate pupil interests and promote inquiry. These experiences provide opportunities for social growth and development and are appropriate extensions of classroom experiences.

You must sign a permission slip for each trip in order for your child to participate. It is the responsibility of the parent/guardian to ensure that a signed "Field Trip Permission

Slip" is returned to school by the date determined on the form. Participation in a class trip must be denied without a signed permission slip.

At the beginning of the year, you will be asked to sign a permission slip that allows for neighborhood walking trips. This enables teachers to take a spontaneous walk that enriches students' daily activities.

When needed, we will ask family members to act as chaperones.

Fire, Safety and Security Procedures

Teachers and staff will familiarize students with procedures as well as room and building exits from the very beginning of the school year.

A fire alarm is a special signal. Students and visitors are to follow the direction of school staff and exit the building quickly and quietly.

For other safety exercises, either an announcement is made or a special alarm (different from fire) will sound. Students and visitors are to follow the direction of school staff.

Safety exercises are mandated and must be conducted several times throughout the school year. If you are in the building during a safety exercise, you are expected to follow the explicit directions of staff. Please be aware that if we are in the midst of a safety exercise, we will not be able to respond to the doorbell or phone calls during that time.

Guidelines for Outdoor Recess in the Elementary Schools

Part of our healthy daily routine includes outdoor recess. We use the following guidelines to determine whether it is appropriate for students to go outdoors:

- Students have the appropriate clothing
- The temperature, including the wind-chill, is no lower than 20° F.
- It is not raining heavily or excessively windy
- There are no icy conditions on the play surfaces
- Steps and walkways are cleared of snow
- There is no heavy ice on branches or power lines in or near the play area
- Metallic playground equipment is not too hot to the touch
- There are a sufficient number of staff members to supervise children both indoors and on the playground in the event it is necessary that a group of children need to remain indoors.

To ensure that children have a safe and fun winter at school, dressing in layers helps to keep children comfortable during fluctuations in the temperature both indoors and outdoors.

Since children who have recess behave better and are likely to learn more, they should not be excused from outdoor recess without a written medical reason from a physician.

Important Dates and Information Dissemination

Back-to-School Night

On one evening in September, administration, teachers and staff will meet with families to give them an overview of the program and expectations for the school year.

Fall and Spring Conferences

An individual meeting will give you and your child's teachers the opportunity to discuss your child's progress as a learner and member of their class. On these days, Montrose students will be dismissed at 11:30 am Marshall student dismissed at 11:50 am. No lunch will be served on these days.

Progress Reports

The progress of our students is shared with parents several times during the year based on the District Progress Report schedule:

Date	Description
12/2, 12/5, 12/6	Parent/teacher conferences - progress reports handed to conference attendees
3/11, 3/12, 3/13	Parent/teacher conferences - progress reports handed to conference attendees
6/23	Progress reports sent home with students

Individual Student Early Dismissal:

- Families are expected to send a note to the teacher and email the school secretary if any child is being picked up before dismissal. Emails to the school secretary act as a backup in case of a lost note or teacher absence.
- If you have sent in a note, you will not need to call the Main Office to advise us of early dismissal.
- If you have not sent in a note, you must call the Main Office at least 30 minutes ahead of time to advise us of your planned arrival time and the reason for pickup.
- If you receive a call from the School Nurse that your child must be picked up, you or your designee must follow the "Gaining Access" protocol below.
- When arriving or designating someone to pick your child up from school for any reason, office staff will verify identity by using our PowerSchool database and may ask for identification. Please be reminded and advise emergency contacts to have identification available when coming for pickup.
- Emergency contacts must be current at all times. If the person you send is not listed, your child will not be permitted to leave with that person until we make contact with you while your child waits.
- Updates to emergency contacts can be done at any time, but must be made in person at the school or in writing.

Lost and Found

If your child has lost any items, please check the classroom and the Lost and Found area near the Main Entrance. We urge you to place identifying labels (first initial and entire last name) on all removable clothing such as hats, jackets/sweaters, coats and gloves as well as lunch containers and backpacks. This will greatly assist us in returning lost items to their owners. The Lost and Found area will be purged:

- After Fall and Spring Teacher Conferences
- During Winter Holiday Break and Spring Break
- On the last day of school

All usable unclaimed items will be donated.

Lunch and Food Services

Students have the option to bring lunch from home or purchase hot/cold lunch. Cash is not accepted on-site to purchase lunch, but students use their pre-paid MealpayPlus accounts. Call the Montrose Main Office to receive a free or reduced-price meal application.

Visit www.mealpayplus.com or call the Food Service Office at 973-762-5600 ext. 1001 for additional information on online accounts.

For those who have a lunch account, Food Services sends reminder notices home with students whose account balance is low or negative. No student will be denied lunch at any time.

Management of Life Threatening Allergies in Schools

The risk of accidental exposure to foods can be reduced in the school setting if schools, students, parent(s) or legal guardian(s), and physicians work together to minimize risks of exposure to allergens and provide a safe educational environment for food-allergic students.

Family's Role

- Notify the school of the student's allergies.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Work with the school team to develop a plan (IHP, IEHP, and/or Section 504) that accommodates the student's needs throughout the school, including the classroom, the cafeteria, before and after-care programs, during school-sponsored activities, and on the school bus.
- Provide properly labeled medications and promptly replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including: safe and unsafe foods; strategies for avoiding exposure to unsafe foods; symptoms of

allergic reactions; how and when to tell an adult they may be having an allergy-related problem; and how to read food labels (as age appropriate).

- Provide current emergency contact information and update regularly.

School's Role

- Review the health records submitted by parent(s) or legal guardian(s) and physicians.
- Identify a core team including the school nurse, teacher, and Principal to work with families to establish an Individualized Emergency Health Plan (IEHP).
- Assure that all staff and contractors who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Coordinate with the school nurse to ensure medications are appropriately stored and ensure an emergency kit is available that contains a physician's standing order for epinephrine. Epinephrine should be kept in a secure but unlocked location that is easily accessible to delegated school personnel.
- Designate school personnel who volunteer to administer epinephrine in an emergency and ensure the presence of a designee at all times.
Be prepared to handle a reaction and ensure there is a staff member available who is properly trained to administer emergency medications during the school day, regardless of time or location.
- Review policies and prevention plans with the core team members, parent(s) or legal guardian(s), student (age appropriate), and physician after a reaction has occurred.
- Work with the transportation administrator to ensure that school bus drivers receive training that includes symptom awareness and what to do if a reaction occurs and assess the means by which a bus driver can communicate during an emergency, including proper devices and equipment.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow Federal and/or State laws and regulations regarding sharing medical information about the student.

Student's Role

- Be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Do not trade or share food with others.
- Do not eat anything with unknown ingredients or known to contain any allergens.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

- Self-administer medication (as appropriate), which requires that the student keep up to date medications and supplies with him/he/them, and requires parental authorization.

Find more information on the District's Food Allergy Policy [here](#).

Moving or Changing Emergency Contact Information

If, at any point in the year, you change your address, phone number (work, home, or cell), or the person(s) to be notified in case of emergency, you must notify the Main Office immediately in person or in writing. We must maintain current contact information for all students.

Occupational Therapy

School occupational therapists are key contributors within the education team. They support a student's ability to participate in desired daily school activities or "occupations." OT's support academic and non-academic outcomes, including social skills, behavior management, self-help skills, and more. Additionally, they play a critical role in educating parents and guardians, educators, administrators and other staff members. Their services are provided through a student's IEP by way of the Department of Special Services or through a Section 504 Plan. OTs can serve individual students, groups of students, whole classrooms, and whole school initiatives. In this way, occupational therapy practitioners can contribute within both general and special education.

Paraprofessionals

All classes have paraprofessional support. Their roles include:

- providing instructional support in small groups under the direction of the teacher
- monitoring recess
- supporting the implementation of specialized plans
- providing personal care assistance

In some cases, there may be an additional paraprofessional for students whose needs and/or Plans require that level of support.

Parking

At Montrose, parking is available on both Clark Street and Meeker Street. If you park on Clark Street, please be mindful of school buses as they enter and depart from the parking lot during school start and end times. If your child is assigned to the classroom at Marshall, parking is available on surrounding streets.

In both locations, you must adhere to posted signage. Adults will not be permitted to drive into or out of any school parking lot. We appreciate your adherence to these rules, as student safety is our number one priority.

Physical Therapy

The main goals of school-based physical therapy are to improve strength, balance, coordination, and/or mobility. PT services are provided through a student's IEP by way of the Department of Special Services or through a Section 504 Plan.

In addition to direct services, the physical therapist may also provide consultation to the student's educational team of teachers, paras, other therapists, administrators and parents/guardians. These consultations are designed to help students meet their individual goals.

Pickup

It is important that you or a trusted adult on your contact list picks your child up on time every day. When the school day ends, you must be available at the school or bus stop to meet your child. If you have an emergency, please call the main office in a timely manner. Chronic late pickups will require a conference with the Principal or her designee.

PIRT

The preschool intervention and referral team (PIRT) helps school district preschool staff modify children's challenging behaviors (i.e. physical, social, language, emotional) that block successful participation in a general preschool classroom through development and implementation of intervention plans. Intervention plans will address a variety of behaviors. The primary role of the PIRT is to provide support and suggested interventions to teachers so that all children can succeed within the general education classroom.

PTA

The Montrose PTA is an organization made up of parents and guardians working with administrators, teachers and our community to support the creation of an outstanding learning environment for our children. The PTA keeps you abreast of important events, district and school happenings and other matters. The PTA creates a sense of community by bringing Montrose families together through free or low-cost events throughout the year. Marshall preschool families are part of the MECC PTA.

The MECC PTA enriches learning experiences by supporting initiatives, school trips and Cultural Arts programs. It also helps coordinate volunteer efforts and provides supplies and resources for students both in and out of the classroom. PTA fundraising also supports various building improvements. We urge you to get involved. Contact any member of the PTA board or visit www.montrosepta.com for more information.

Recess Etiquette

1. Students will be expected to be kind to self and others by using good manners.
2. Students will be expected to follow the directions of the adults in charge.
3. Students will be expected to take care of the equipment.

4. Students will be expected to follow the rules of the game and the area.
5. Students will be expected to ask an adult for permission to enter the building for water, to use the bathroom, or to see the nurse.

SEPAC (Special Education Parent Advisory Committee)

SEPAC is a representative body that provides input to the district on issues concerning students with disabilities. It meets once a month during the school year. For more info on SEPAC contact Montrose's Special Ed Liaisons, Alex Dubin: alexdubin@gmail.com. Lindsey Stone: lindseystone1@gmail.com

School Hours

Daily Schedule

Montrose:

Full Day 8:30 a.m. - 2:30 p.m.

Half Day 8:30 a.m. - 11:30 a.m.

Marshall:

Full Day 8:50 a.m. - 2:50 p.m.

Half Day 8:50 a.m. - 11:50 a.m.

Children may not be left unattended on school grounds at any time. The YMCA provides an Early Morning Program from 7:15 a.m. until 8:30 a.m. at Montrose. If interested, please call 973-762-4145. YMCA staff and operations are separate from Montrose and SOMSD.

Half days are set aside for Back to School Night, Teacher conferences and Professional Development as well as the days prior to Thanksgiving and December holiday recess. Lunch is not provided on these days.

School Closings

When school is closed because of inclement weather or other unforeseen circumstances, families are notified through the district's automated phone system. Closings will also be posted on the district website www.somds.k12.nj.us.

School Conduct

To promote the intellectual, social, emotional and physical growth of all students, we are committed to providing a safe, secure and well-managed learning environment. Staff, parents/guardians and students are all expected to model appropriate behaviors. Our emphasis is to prevent problems by helping students to understand each other, work well together, and develop responsibility for their own actions.

The [Code of Conduct](#) is used to assist students, staff, and parents/guardians in understanding the expectations for acceptable conduct while in school. It is the collective responsibility of students, staff, and parents/guardians to see that the

expectations set forth in developmentally and appropriate responses the Code of Conduct are supported.

School Spirit

Colors: Blue and Yellow

Mascot: Giraffe

Montrose School Spirit gear can be purchased through the PTA.

School Visitor Policy

Gaining Access:

- All visitors - anyone not on staff - must use the Main entrance at the rear of the building at Montrose. At Marshall, the main entrance is on Grove Road. Upon arrival you will be greeted by the Main Office, asked to face the camera, state the reason for your visit, and, if warranted, allowed entry into the vestibule.
- Once inside, visitors must report **ONLY** to the Main Office.
 - Visitors are not permitted to open or hold doors for other visitors
 - Visitors should not expect staff who are walking past to open doors to allow access
 - Visitors must be prepared to show identification, if asked

Signing In and Out:

- Once in the Main Office, visitors must sign in, retrieve a visitor's badge and follow the directions of the staff.
 - Visitor's badges must be worn visibly at all times while in the building
 - Return badges and sign out prior to leaving the school building through the Main entrance
 - If you leave the building and return, these procedures must be followed again

Snacks/Nutrition

Teachers provide guidance on healthy snack options in their classrooms. The school stresses good nutrition as part of the CATCH (Coordinated Approach to Child Health) Initiative. When providing snacks, please adhere to the allergy guidelines for your child's classroom and [Policy 5331](#).

Special Services Department

All special education programs are under the direction of the Department of Special Services, which can be reached at 973.762.5600, ext. 1840. The district provides Special Education Programs, Speech/Language Therapy, Occupational and Physical Therapy Services for eligible students.

Speech-Language Therapy

A school-based speech-language therapist's goal is to help our students work to his/her/their potential, be effective communicators within the classroom, and socialize

appropriately with his/her/their peers. The therapist provides push-in therapeutic services in the classroom and pull out therapy services in the therapy room. They also conducts evaluations, provides consultations to staff and families, completes observations in order to provide insight and offers suggestions for staff and administration.

Teacher and Staff Communication

Families are encouraged to contact their child's teacher and/or related service providers whenever they have questions, concerns or kudos. Please contact the main office by phone to communicate emergency messages, as teachers and providers are with students throughout the day and cannot readily access their email.

Teachers and staff are scheduled to be in the building from 8:15 am until 3:30 pm. After the students arrive, most staff will be unavailable for unscheduled conversations or meetings as they are directly responsible for engaging students in learning. They may call or email you during a prep time, or before or after school.

Unless there is an extenuating circumstance, once you make contact, school staff members are expected to respond to you within 48 hours (weekends and non-school days excluded). If attempts to communicate are unsuccessful, please contact the Principal.

Toilet Training

Toilet training is supported in the classroom. Please contact your child's teacher to make arrangements when the time is right.

Medical and Health Information

School Nurse

The Certified School Nurse serves students in a variety of ways including, but not limited to, providing basic emergency care, caring for minor injuries, teaching health classes, screening students for various health conditions, communicating children's health needs to teachers and staff, providing health counseling, and administering medications. Height, weight, hearing and vision are also assessed during the school year. Please do not hesitate to contact the school Nurse at 973-378-2086, ext. 7502, if you have any questions, concerns or updates regarding your child's health and wellness.

Guidelines for Sending Your Healthy Children To School

These guidelines do not constitute medical advice.

For medical advice, please contact your family's Health Care Provider

SOUTH ORANGE MAPLEWOOD SCHOOL DISTRICT
Department of Nursing Services
<https://www.somds.k12.nj.us/Page/177>

According to the American Academy of Pediatrics (AAP), three key criteria for keeping children who are ill home from school are: (1) illness prevents children from participating comfortably in activities; (2) illness results in need for care that is greater than the staff can provide without compromising the health and safety of other children; and (3) illness poses a risk of spread of harmful disease to others (AAP, 2009).

According to the National Association of School Nurses (NASN), the school nurse will request an evaluation of an ill child by the **Health Care Provider (HCP)** where indicated; also, the school nurse will request written follow-up and directions or guidance from the HCP where indicated (Selekman, 2006).

Each day, many parents are faced with the decision: Should we keep our not-so-well children home or send them to school and see what happens? Often, the way children look and act can inform the best decision. Please review the following common conditions and consider their guidelines before sending your children to school:

- **Allergy symptoms (seasonal)** – red, tearing, itchy eyes, runny and itchy nose, sneezing, clear mucus.
 - Consider calling HCP for advice.
 - Keep home if illness prevents children from participating comfortably in activities.
- **Antibiotics** – any condition that requires application of antibiotics or taking antibiotics by mouth
 - Keep home during the period of treatment to reduce the risk of spread to others - usually 24 hours.
- **Cold symptoms** – runny or stuffy nose, scratchy throat, coughing, sneezing, watery eyes, usually no fever
 - Keep home if children feel too ill or uncomfortable to adequately function in the classroom, or have rapid or difficult breathing - including wheezing - or severe cough, or sore throat causing inability to swallow, or excessive drooling.
 - Children may return to school when they are able to swallow, able to participate, on medication for 24 hours (if indicated for bacterial infection), and are fever free (see **Fever**).

- **Conjunctivitis (commonly called “pink eye”)** – pink color instead of whites of eyes and/or thick yellow/green discharge. May be irritated, swollen, or crusted in the morning.
 - Keep home and call your HCP. Antibiotics may or may not be prescribed.
 - Children may return to school when eyes are clear, and are able to participate comfortably in activities.
 - Communicate with school nurse via HCP note, parent note, or phone call.
- **Diarrhea** – loose or watery stools
 - Keep home.
 - Children may return to school 24 hours after their last episode of diarrhea, when they are not having toileting accidents, and are able to participate comfortably in activities.
- **Earache**
 - Keep home and call HCP if earache comes with fever and/or behavior change.
 - Children may return to school when able to participate comfortably in activities.
- **Fever** – defined by the Centers for Disease Control and Prevention (CDC) as 100°F [37.8°C]. Often accompanied by flushing, tiredness, irritability, decreased activity, and general change in behavior
 - Keep home.
 - We encourage the use of oral electronic thermometers at home to measure body temperature accurately (Selekman, 2006).
 - Children may return to school after they have been fever-free for 24 hours without fever-reducing medicine such as Acetaminophen and Ibuprofen (i.e., Tylenol and Motrin).
- **Headache**
 - Keep home if accompanied by a change in behavior.
 - Seek emergency medical attention if headache is sudden and severe with vomiting or stiff neck, or if headache follows a head injury.
 - Children may return to school when able to participate comfortably in activities.
 - Please report all head injuries to the school nurse. Please communicate with school nurse via HCP note, parent notes, or phone call.
- **Impetigo** – areas of crusting, yellow, oozing sores, often around the mouth and nasal openings
 - Keep home and call HCP for direction.
 - Children may return to school when antibiotics are started, and if the sores are dry and can be covered.

- **Rash** - an area of irritated or swollen skin that might be red and itchy, bumpy, scaly, crusty, blistered, or oozing
 - Keep home and call HCP.
 - Seek emergency medical attention if a child has a suddenly spreading purple or red rash.
 - Children may return to school when they have started antibiotic medication (if indicated by HCP) and are able to participate comfortably in activities, and if the open areas can be covered and kept dry.
- **Ringworm** – itchy ring-shaped patches on skin or bald patches on scalp
 - Keep home and call HCP to recommend medication or treatment.
 - Children may return to school when patches can be covered and treatment started.
- **Scarlet Fever** – a fine red rash that makes skin feel like sandpaper caused by a strep infection of the throat or another area of the body
 - Keep home and call HCP for direction.
 - Children may return to school when they have been on antibiotic medication for 24 hours, are able to participate comfortably in activities, and are fever free (see **Fever**).
- **Strep Throat** – bacterial infection of the throat causing sore throat and painful swallowing, often accompanied by fever
 - Keep home and call HCP for direction.
 - Children may return to school when they have been on antibiotic medication for 24 hours, are able to participate comfortably in activities, able to swallow, and are fever free (see **Fever**).
- **Vomiting** – throwing up
 - Keep home and call HCP if child shows signs of dehydration.
 - Call HCP immediately if vomiting accompanies headache followed by a head injury.
 - Children may return to school 24 hours after the last episode of vomiting and when they are able to participate comfortably in activities.

REFERENCES

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Guidelines for Returning Your Children to School After Extended Illness, Orthopedic Injury, Surgery, and/or Stitches

SOUTH ORANGE MAPLEWOOD SCHOOL DISTRICT
Department of Nursing Services

According to the American Academy of Pediatrics (AAP), two criteria warrant a note from your Healthcare Provider (HCP) when your children return to school following extended illness, orthopedic injury, surgery, and/or stitches: (1) when there is a question about the implication of a diagnosis for the others in school, and (2) when there is a question about a care plan for a child who may require special accommodations such as an excuse from Physical Education / recess (AAP, 2009).

- **Extended Illness**
 - The school nurse will ask for a note from your HCP when there is a question about: (1) the implication of a diagnosis for the others in school (for example, is the child contagious?) and/or (2) a care plan for a child who may require special accommodations.
- **Orthopedic Injuries and Orthopedic Devices** (including, but not limited to, casts, braces, splints, crutches)
 - A note from your HCP is required.
 - The HCP's note will advise the school nurse as to the progression of activity allowed after an orthopedic injury.
 - Carefully monitoring physical activity lessens the chance of re-injury and assures that your children will be able to perform at their best when they return to full activity (AAOS, 2007).
 - The cast/splint must be protected from damage so it can hold injured bones in place during healing (AAOS, 2011). For this reason, students who are wearing casts or splints will be excused from Physical Education.
- **Surgery and/or Stitches**
 - A note from your HCP is warranted.
 - Students with stitches will be excused from Physical Education / recess until the stitches are removed.
 - Limiting movement of the area around the incision improves healing. Carefully monitoring physical activity after surgery reduces the chance of pulling apart stitches (AAFP, 2010).

REFERENCES

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*These guidelines do not constitute medical advice.
For medical advice, please contact your family's Health Care Provider.*

Influenza Fact Sheet

<https://www.nj.gov/education/ece/psguide/Influenza.pdf>

Is the seasonal influenza vaccine a requirement for child care and preschool?

Yes. Children six months through 59 months of age attending any child-care center or preschool facility on or after September 1, 2008, shall annually receive at least one dose of influenza vaccine between September 1 and December 31 of each year.

Who is exempt from receiving the influenza vaccine?

New Jersey allows for 2 types of exemptions for Influenza vaccination, religious or medical. All children six months of age and older are required to receive the influenza vaccine unless they have a valid medical or religious exemption on file. Philosophical exemptions are not acceptable.

When should a child get the influenza vaccine?

The yearly seasonal Influenza vaccination should begin in September, or as soon as the seasonal influenza vaccine is available, and continue throughout the influenza season. Children have until December 31st to come into compliance.

Is the influenza vaccine required after January 1st for children coming in at that time or who have not received it between Sept. 1- Dec. 31 of the prior year?

Yes, the influenza vaccine is still required for children after Dec 31st until March 31st. Getting an influenza vaccine even late in the season is protective.

What happens to those children that do not get vaccinated?

Children who do not receive the influenza vaccine by December 31st will be excluded from school for the duration of the influenza season (through March 31st) or until they receive at least one dose of the influenza vaccine or until they turn 60 months of age.

What is the influenza vaccine availability?

Every district should have a district vaccine delivery plan for helping families get the influenza vaccine and prevent unnecessary exclusions from school. The vaccine will be available via clinics organized by local health departments, healthcare provider offices, schools, and other private settings, such as pharmacies and workplaces. For more information, contact your local health department or their local pharmacy.

Where can I find additional information?

The New Jersey Department of Health, Communicable Disease Service has an extensive influenza section in their FAQs on their website. You can access this information at: <http://nj.gov/health/cd/imm.shtml>

Other important health based topics listed alphabetically:

Dressing for School

Students are expected to wear clean, weather-appropriate clothing. Please have your child dress in layers of clothing that are clearly labeled with his or her full name. In wet or very cold weather, a change of footwear may be needed. Please be mindful to have your child dress with appropriate covering during inclement weather (i.e. raincoats, umbrellas, boots) as there will only be early admission to school during extreme weather conditions.

Food Allergies

[Regulation 5331](#) discusses the management of life-threatening allergies in schools. [Policy 5331](#) mandates the procedures which must be followed regarding life-threatening allergies.

We are an “Allergy Aware and Sensitive” school. We require that you speak with your child’s teachers before bringing any food items into the school for your child or the class. We must work diligently to provide a safe and inclusive environment for all children.

We encourage safe and inclusive ways to celebrate. There are many ways to celebrate that do not involve food. Birthdays can be celebrated with crafts, games, or extra recess. Treat bags can be filled with tiny toys or other non-edible trinkets.

Guidelines for Outdoor Recess in the Elementary Schools

Part of our healthy daily routine includes outdoor recess. We use the following guidelines to determine whether it is appropriate for students to go outdoors:

- Students have the appropriate clothing
- The temperature, including the wind-chill, is no lower than 20° F.
- It is not raining heavily or excessively windy
- There are no icy conditions on the play surfaces
- Steps and walkways are cleared of snow
- There is no heavy ice on branches or power lines in or near the play area
- Metallic playground equipment is not too hot to the touch
- There are a sufficient number of staff members to supervise children both indoors and on the playground in the event it is necessary that a group of children need to remain indoors.

To ensure that children have a safe and fun winter at school, dressing in layers helps to keep children comfortable during fluctuations in the temperature both indoors and outdoors.

Since children who have recess behave better and are likely to learn more, they should not be excused from outdoor recess without a written medical reason from a physician. Further, we do not make it a practice of keeping children away from recess as a consequence for work missed in the classroom or as a consequence for an infraction.

Parents of children with allergies must immediately inform the nurse and your child's teachers to ensure that we work as a team to keep your child safe.

Illness

Please keep your child home if he/she exhibits any of the following:

1. Moderate to severe pain or discomfort
2. Diarrhea
3. Vomiting
4. Temperature of 100 degrees or more (Temperature should be normal for 24 hours before returning to school.)
5. Sore throat or severe coughing
6. Red eyes with discharge
7. Infected, untreated skin patches
8. Difficult or rapid breathing
9. Skin rashes lasting more than one day
10. Swollen joints and pain
11. Visibly enlarged lymph nodes
12. Stiff neck with irritability and/or fever

All contagious and/or extended illnesses require a doctor's note before readmission to school. Some common childhood illnesses are:

1. Strep throat/Scarlet fever: Your child should be taking prescribed treatment for at least 48 hours before returning to school. A doctor's note should be presented to the school nurse when returning to school.
2. Conjunctivitis (Pink Eye): Most conjunctivitis is contagious. If your child develops irritated eyes with discharge that is not allergy related, contact your doctor for diagnosis and treatment.
3. Impetigo
4. Pinworm

Injuries

Broken bones, sprains, or any injury to your children must be reported to the nurse immediately by calling 973-378-2086, ext. 7503. Before your child returns to school, you must discuss any limitations. A doctor's note is required before re-entry to school.

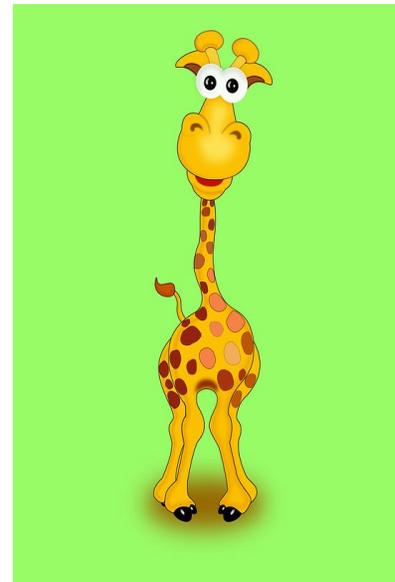
Medication

Medication is only allowed in school after first speaking to the School Nurse. If medicine can be timed around the school day, please do so as we follow a strict policy:

1. It is never permissible for children to self-administer medicine. Do not send any medications (including vitamins) to school with your child.
2. A permission form signed by both you and your physician is required for all medication that must be administered during the day. (This includes “over the counter” drugs such as cough medicine and cough syrups).
3. Medicine must be in a properly labeled prescription bottle or original container.
4. All medicine must be stored in the nurse’s office. It is the parents’ responsibility to deliver and pick up medication.
5. It is not possible for classroom teachers and other school personnel to administer medication. This also applies during all class trips.
6. Medication for students requiring Individual Health Plans will be administered in accordance with the specific requirements of the student’s Plan.

Snacks/Nutrition

Teachers provide guidance on healthy snack options in their classrooms. The school stresses good nutrition. When providing snacks, please adhere to the allergy guidelines for your child’s classroom and be mindful of [Policy 5331](#) which prohibits food sharing.



NOTES
