

St. Patrick's Mercy Preschool Family Handbook 2017-2018



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St. Patrick's Mercy Preschool Family Handbook is a guide for the families of the St. Patrick Catholic School's Early Childhood Program.

St. Patrick's Mercy Preschool's curriculum, policies, standards and administrative operations are included.

The Principal of St. Patrick's Catholic School reserves the right to add, modify or delete provisions of this Handbook at any time without notice.

Please read this Handbook carefully and refer to it during the School year.

ST. PATRICK'S MERCY PRESCHOOL

Inspired by the Sisters of Mercy and the Catholic school traditions of faith, challenging academics, and service to others, we partner with families to prepare well-rounded students for life long success.

Vision Statement:

Providing a faith-filled, academically challenging, service oriented curriculum so that all graduates are secure in their foundational preparation and confident in pursuing goals, serving the community, and finding success in future endeavors.

St. Patrick School emphasizes:

- Connecting our Catholic faith to all we do and learn
- Providing a comprehensive, technologically rich curriculum
- Addressing local and global needs through active service

Philosophy

St. Patrick Catholic School is a community in which teachers, staff, clergy, and parents work together to provide a well-rounded Catholic education for each student.

As facilitators of the educational program, the faculty and administration consider it essential to teach the student to live in accordance with the spiritual, moral, and ethical principles exemplified in the life of Christ and inspired by the Sisters of Mercy. St. Patrick School emphasizes its role as:

- A Catholic Community in which the members care for, challenge, and support one another for the common good, with parents as the primary educators of their children.
- A Provider of Comprehensive Curricular Programs that offer excellence in education integrated with Christian truths and values, and where each child can realize his/her full potential.
- A Reflection of the image and Likeness of Christ where we conduct ourselves as disciples of Christ by living the Good News and serving others through works of mercy

- A Safe and Disciplined Environment which creates a campus where responsible citizenship and moral reasoning are reinforced by relationships of charity, respect, peace, and reconciliation.

SLEs: St. Patrick Catholic School's Schoolwide Learning Expectations focus upon student growth and success. Living our faith and the charism of the Sisters of Mercy are foundational to our tradition of academic success and model citizenship. Each day a St. Patrick Catholic School Student strives **to be (come):**

A Person of Faith who:

- **Puts God's word into action**
- Prays **each day**
- **Understands the teachings and traditions of the Catholic Church**

An Academic Scholar who:

- Communicates effectively
- Sets and strives to achieve short and long term goals
- Finds academic success through hard work and strong study habits

A Model Citizen who:

- Acts responsibly
- Serves others willingly
- Respects others in word and action

**St. Patrick's
Mercy Preschool**

Non-Discrimination Policy

The Non-Discrimination Policy of St. Patrick School includes St. Patrick's Mercy Preschool.

St. Patrick School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students at the School.

St. Patrick School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of educational policies, admissions policies, scholarship and loan programs and athletic or other School-administered programs.

While St. Patrick School does not discriminate against students with special needs, a full range of services may not be available.

Likewise, St. Patrick School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color and national and/or ethnic origin.

St. Patrick School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

PROGRAM PHILOSOPHY

The philosophy of St. Patrick School includes St. Patrick's Mercy Preschool.

As a Church ministry of both the Diocese of Monterey and St. Patrick's Parish, the mission of St. Patrick Catholic School is "to assist and support families in nurturing and developing their children by providing high quality Catholic education and care." Our philosophy is created by the faith community of family, instructional and financial interests within St. Patrick Catholic School, and embraces the ideals of:

- ♣ A ***Catholic Community*** which seeks a life as a "Family of Friends" that cares for, challenges and supports one another for the common good, while empowering parents as the primary educators of their children;
- ♣ An ***Enlightened Curriculum*** which offers the highest caliber of educational programs integrated with Christian truths and values, and where each child can realize his/her potential as a child of God;
- ♣ A ***Safe/Disciplined Environment*** which creates a secure campus where responsible citizenship and moral reasoning are reinforced by relationships of charity and respect, peace and reconciliation;
- ♣ ***Fiscal Fitness and Responsible Stewardship*** which achieves a covenant of lasting financial security that sustains quality growth in curriculum/instruction and justly compensates our employees, while keeping Catholic education and child care an affordable blessing;
- ♣ A ***Reflection of the Image and Likeness of Christ*** where we conduct ourselves as ambassadors of Christ by proclaiming the "Good News" and by humbly serving through works of justice and mercy.

SCHOOL LICENSING AND PROFESSIONAL AFFILIATIONS

St. Patrick's Mercy Preschool is licensed by the State of California, Department of Social Services, to provide full-day quality education and care for children 2 years 10 months (fully potty-trained) to 5 years of age.

St. Patrick's Mercy Preschool is a member of the National Association for the Education of Young Children and the National Association for Childhood Education International.

FACULTY

All members of our faculty have been chosen for their strong background and their dedication to providing a loving and nurturing environment for your child. All faculty meet or exceed the educational and experiential requirements set by the State of California's Title 22 regulations for preschools and child care centers. All faculty and staff are certified in basic first aid and Infant, Child and Adult CPR.

CURRICULUM

We believe that children learn through guided discovery. Our faculty is trained to support your child's curiosity through a challenging curriculum rooted in Catholic values, open-ended experiences and loving guidance. As your child joyfully explores God's wonderful world, we will provide experiences that will serve as a solid foundation for future educational experiences. Your child will also learn important social skills that will facilitate the development of a community of learners.

GUIDANCE POLICY

We use positive techniques of guidance, including redirection, anticipation of prevention of problems, positive reinforcement, and encouragement rather than criticism. Consistent and clear rules and expectations are provided to the children.

While we stress positive guidance, natural consequences are part of the learning process. When a situation warrants, children will have the opportunity to be in a quiet place with a supportive teacher as they think about their behavior. The teacher will work with the children to develop more appropriate behaviors. At times, children need a little more help with these social-emotional issues. We will work with the family to develop a behavior management plan. If, after working with the child and parents the staff feels that they cannot meet the total needs of the child, a referral may be given for counseling. If serious problems continue, withdrawal of the child from the program may be necessary as a last resort.

FIELD TRIPS

The children will participate in age-appropriate field trips. Parents will need to complete a permission slip (a Diocese of Monterey form) if they wish their child to participate. If you are interested in being a field trip driver or chaperone, you need to fulfill the following requirements before you may volunteer for the field trip:

- Provide completed Diocese of Monterey Driver Information Form & copy of Driver's license. Complete the online course @ <https://monterey.cmgconnect.org/>
- Complete the criminal record summary requirements (Live Scan fingerprinting) of the Diocese of Monterey.
- Complete the course on Shield the Vulnerable @ www.shieldthevulnerable.org
- Provide a copy of the following immunizations TDAP, MMR & Flu shot. (Flu shot is optional but if declining the Flu shot parent will need to write a statement opting out of the flu shot.

PARENT VOLUNTEERS

Parents may volunteer in the classroom or share their special skills with the Preschool. Before they may volunteer, parents:

- Must schedule a meeting with the Preschool Director
- Complete the criminal record summary requirements (Live Scan fingerprinting) of the Diocese of Monterey.
- Complete the course on Shield the Vulnerable @ www.shieldthevulnerable.org
- Provide a copy of the following immunizations TDAP, MMR & Flu shot. (Flu shot is optional but if declining the Flu shot parent will need to write a statement opting out of the flu shot.

HOURS AND PROGRAM SCHEDULE

St. Patrick's Mercy Preschool operates year-round, Monday through Friday, from 7:00 A.M. until 5:30 P.M.

If you need additional care beyond your regular schedule, please see the Director for availability.

SCHOOL VISITS

Prospective families may telephone the Preschool and arrange for an appointment to visit the school. Time will be scheduled with the Preschool Director to answer any questions. Enrolled families are welcome anytime.

If you would like to meet with a teacher, we are happy to schedule a meeting.

ADMISSIONS PROCEDURES

Every person, as a child of God, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to St. Patrick's Catholic School, including Mercy Preschool, on the basis of sex, race, color, national origin or special needs (if, with reasonable modifications on the part of the School, the special needs child can be accommodated). Acceptance of a student into St. Patrick's Catholic School means that the family of the student is also accepted into our School community. Students, along with the families, are expected to reinforce the Christian community at our School. No one will be admitted who, in the judgment of the administration, will not have his/her needs met at St. Patrick's Catholic School.

Acceptance to St. Patrick's Mercy Preschool is a multi-step process. Families interested in enrolling their child/children in Preschool must call the office to schedule a tour and an interview with the Preschool Director. If the family chooses to apply to the Preschool, an application form and non-refundable application fee must be submitted. The Director will contact you when there is a space for your child.

While St. Patrick School does not discriminate against students with special needs, a full range of services may not be available.

PRIORITY OF ADMITTANCE

Since St. Patrick School is a Catholic School, it is our goal to educate and support a Catholic youth community. Applicants within the Catholic community will be given the highest priority. Applicants of other faiths who desire the religious and educational environment of St. Patrick School are also warmly welcomed and they are accepted on the basis of available openings and the ability to achieve within our curriculum.

Preference for admission will be given to:

- 1) Continuing students of currently enrolled families
- 2) Siblings of currently enrolled families
- 3) Children of alumni
- 4) New Catholic students who, at the time of application, are already registered with St. Patrick's, St. Joseph's, or St. Paul's Parish, in order of filed applications
- 5) Other new students in order of filed applications.

The School administration reserves the right to refuse admission to any student not satisfying the entrance/continuation requirements.

REGISTRATION PROCESS

Once a child has been accepted, the following forms and fees must be submitted before the first day of attendance:

- ✓ Registration Fee
- ✓ Admission Contract
- ✓ Tuition Agreement Form
- ✓ I.D. & Emergency Information Form
- ✓ Family Emergency Card
- ✓ Physician's Report
- ✓ Immunization Record
- ✓ Child's Pre-Admission Health History Form
- ✓ Consent for Emergency Medical Treatment
- ✓ Parents' Rights Receipt
- ✓ Caregiver Background Check Process
- ✓ Personal Rights Receipt
- ✓ Photo/Video Release Form
- ✓ Birth Certificate
- ✓ Baptismal Certificate (if applicable)

At the beginning of each school year, each child brings to school an Emergency Care Packet containing:

- ✓ A complete change of clothing in a child size shoebox

Other Items to bring to Preschool:

- ✓ blanket
- ✓ Jacket daily

WITHDRAWAL PROCEDURES

If you need to withdraw your child from the Preschool, you are asked to notify the office in writing thirty (30) days in advance of the child's last day of attendance. The student must return all School property in good condition. Payment will be required for any lost or damaged materials. If the parents have paid tuition in advance, they will be eligible for a full refund if they comply with the above notification policy.

TUITION POLICIES

TUITION AND FEE RESPONSIBILITIES

The Principal of St. Patrick School sets the level of tuition and fees annually after consultation with the Board of Limited Jurisdiction. Complete responsibilities for tuition and fees are outlined annually within "St. Patrick's Mercy Preschool Registration Information and Policies" packet.

- **Monthly Tuition:** Tuition is a monthly cost, to be paid by automatic debit on the 20th of each month but may be paid in advance at the beginning of the child's enrollment, or by another payment plan requested in writing to, and approved by, the School administration.
- **Tuition Payment Policy:** If a family is unable to honor their family commitments, they must contact the School office immediately. This is vital to safeguard against any loss of revenues that would hinder the educational services provided to all families and to prevent legal pursuit of or penalties to delinquent accounts.
- **Registration Fees:** All fees are due at the time of registration. Registration fees cover curriculum, master insurance contribution, Diocesan student assessments, resources essential for education, individual student insurance coverage and nutritional snacks.
- **Delinquent Tuition:** If after attempts to remedy delinquent tuition is unsuccessful, the family will be asked to leave the program. St. Patrick's School may consider actions to recover delinquent tuition.

VACATION AND ILLNESS

We regret that refunds for illness or vacation cannot be made due to the necessity of limiting our enrollment according to our license. Each space must be accounted for each month in order for the Preschool to meet its budget.

CHILD CARE PROCEDURES

Our Preschool includes full-time child care. For the children that attend full days the operating hours are 7:00 A.M. – 5:30 P.M. Our Half day program hours are 7:00 A.M.-12:25 P.M.

Each day, stimulating and educational activities are planned to help the children grow socially, intellectually, physically and spiritually. The children should arrive no later than 8:30 A.M. to avoid missing any of these planned activities.

The School provides afternoon snack daily. We ask the parents to sign up to bring morning snack once a month for your child's class. You will need to send a lunch and a drink for your child. Water is always available. We encourage healthy foods. A sample snack menu is available for your review.

We will strive to accommodate your child's allergies. If your child has an allergy please provide that information to the Director.

Nap

After lunch, the full-day children have a rest period. A cot and sheet are provided. The children should bring their own blanket. Each Friday the blankets are sent home for laundering and need to be returned the following Monday. The Preschool staff will launder the nap sheets weekly.

ARRIVALS AND DEPARTURES

ARRIVALS

Our Preschool day is full of wonder and delight! Please make sure your child arrives on time so he/she can take advantage of our program. Please honor our schedule. **We cannot accept children prior to 7:00 A.M.** We encourage all-day students to arrive by 8:30 A.M. to allow the family time to say their good-byes and transition more smoothly into the School environment.

DEPARTURES

Our program has a half day pick up time of 12:25 and a full day pick up at 5:30 P.M. It is very important that your child is picked up by then. There is a late fee of \$1.00 for each minute beyond your child's scheduled pick-up. A continued pattern of tardiness could lead to dismissal from our program.

SIGN-IN AND SIGN-OUT

Please sign in and sign out using your first and last name and record the exact time of day. Don't forget to check your child's cubby for his/her belongings. Additionally, there is a file folder for your child in their classroom. Please check this folder at the end of the day for important communications.

NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the School will provide non-custodial parents with access to academic records and other School-related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the School with an official copy of the court order.

DRESS CODE

Preschool students are not required to wear uniforms. A St. Patrick's Mercy Preschool T-Shirt and sweatshirt will be available for purchase and children are encouraged to wear them on field trips and special occasions. Otherwise, children should wear comfortable clothes. Make sure their clothes are labeled with their names. Cowboy boots, dress shoes and open toed sandals are not appropriate for outdoor climbing. We ask that children **wear closed-toed shoes**. We will be involved in some messy activities so simple play clothes would be ideal.

***Sandals must be closed-toed.**

DAILY SCHEDULES

Preschool/Pre-K Program

7:00 – 8:00 A.M.	Arrival and Sign-in, daily health checks, Indoor supervised play in <u>Main Gathering Area</u> .
8:00 – 8:35 A.M.	Self-Selective Centers
8:35 A.M.	Clean- up
8:40 – 9:00 A.M.	Bible Time
9:00 – 9:40 A.M.	Morning Circle in individual Classrooms. Individual Greetings, Calendar and Weather, Story time, Finger plays & Phonics
9:40 – 9:45 A.M.	Clean-up, hand washing
9:45 – 10:05 A.M.	Prayer, Snack time
10:05-10:15 A.M.	Library & Music
10:15 – 10:50A.M.	Outdoor Activities (Large Motor Activities)
10:50 – 11:35 A.M.	Centers (Dramatic Play, Math Manipulatives, Blocks, Science &Arts)
11:35 – 11:45 A.M.	Clean-up, Wash Hands for Lunch
11:45 – 12:10 P.M.	Prayer &Lunch
12:10 – 12:30 P.M.	Clean Up , Potty & Outside
12:30 – 12:40 P.M.	Story Time in Nap room
12:40 – 2:30 P.M.	Rest Time
2:30 – 3:00 P.M.	Wake up & Potty

3:00 – 3:15 P.M.	Snack time
3:15 – 4:30 P.M.	Indoor/Outdoor Activities
4:30 – 4:45 P.M.	Afternoon Circle (Songs, Stories, Finger plays, Music)
4:45 – 5:30 P.M.	Center Time Departure and sign-out
5:30 P.M.	Program Closes

HEALTH AND SAFETY

SAFETY RULES ON CAMPUS

- ✓ Please close all gates each time you leave or enter the program.
- ✓ Stay on the sidewalks when walking to the Preschool.
- ✓ Drive very slowly and carefully throughout the parking lot.
- ✓ Please keep close watch on your children before entering the classroom and after leaving it. The children need supervision at all times.
- ✓ Do not leave your children in parked vehicles.
- ✓ Driveway leading to Preschool is closed 8:00am-3:30p.m.

INJURIES AT SCHOOL

It is important that the names and telephone numbers on your child's "Emergency Form" are kept current. Please be sure to inform the teacher and office if any changes occur.

Children are bound to have minor bumps and scrapes. All of our staff is certified in pediatric first aid and CPR. If the injury is minor, the staff will provide first aid and complete an accident report. A copy of this report will be provided to the parent. All head injuries, no matter how minor, will be immediately reported to the parent.

If a child is seriously injured at Preschool, the School will either call 911 or the child's physician, depending on the severity of the condition. Medically trained School personnel will provide first aid to your child until the paramedics arrive. The parents will be contacted immediately. An accident report will be completed and a copy provided to the parent.

Children who are injured in off-campus incidents must have the injury attended to prior to returning to School. The School will not treat injuries that occur off-campus (unless it occurs on a School-sponsored field trip). Parents will be called to do so.

ILLNESS POLICIES

St. Patrick's Mercy Preschool is required by law to complete a daily health inspection on each enrolled child. Any child with obvious signs of illness or contagious diseases will not be allowed to attend School.

These symptoms could include:

- Fever
- Diarrhea
- vomiting
- Runny Nose
- Cough / sore throat
- Fatigue
- Rash of any kind
- Eye discharge
- Ear discharge
- Head lice

St. Patrick's Mercy Preschool is unable to accommodate sick children. We request that you keep your child home if he/she has any of the above symptoms. If your child has a fever, diarrhea, is vomiting, has pink eye or any other contagious symptoms your child must be symptom free for 24 hours before returning to school. You may be requested to obtain a medical clearance before we can allow your child to return.

If your child becomes ill during the School day, we will make them as comfortable as possible and supervise them in an isolation room until your arrival. Again, please update us for any changes in phone numbers so we can reach you as quickly as possible.

REPORTING ABSENCES

Please inform the School office if your child will not be attending Preschool.

COMMUNICABLE DISEASE NOTIFICATION

If a student contracts a contagious disease or condition, we will notify each family. You will receive information on the disease and conditions and symptoms of the disease, but the information provided does not take the place of consultation with your medical provider.

MEDICAL RELEASE FOR CONTAGIOUS ILLNESSES

Students who contract a contagious illness or health problem (chicken pox, measles, conjunctivitis, head lice, etc.) must be checked by the Preschool staff prior to re-admittance. A release from the physician may be required prior to re-admittance. This policy is designed to protect the health and welfare of all students and staff and it **will be followed without exception.**

If your child has the following: fever, diarrhea, runny nose with discharge, productive cough, rash, or discharge from the ear or eye, your child must stay home until symptom free for 24 hours without medication.

Students who are known to have a contagious illness such as, but not limited to, chicken pox, measles, must have a release to return to school from the student's attending physician. Cases of head lice will need to be treated until all evidence of lice are absent, and re-admittance to school will require a "head check" by preschool staff for clearance.

This policy is designed to protect the health of our students and staff and will be followed without exception. Your cooperation is appreciated.

ADMINISTRATION OF MEDICATION

St. Patrick School follows the Licensing regulations and Diocese of Monterey policies for children to receive medication during the time that the School is responsible for the child. This would include the school day as well as School-sponsored field trips and afterschool activities. However, whenever possible, parents and physicians should make every effort to schedule medicine doses outside of the school day.

I. General Policies – Preschool

In general, all medication must be stored in the preschool first aid cabinet in the kitchen (or other designated area) and administered only under a physician's orders with a signed authorization from the parent or guardian. Students are not permitted to have medication in their possession at School. For prescription medication, there is only a very limited exception in the case of medical necessity where the child's physician orders that the student carry the medication on his or her person. For over-the-counter medication, a physician's order will not be required. However, the medication must be stored in the Preschool first aid cabinet (or other designated area) and the parent must sign an authorization for the child to receive the medication.

Parents must understand that none of the Catholic Schools has a nurse on duty and that the medication will be administered by non-medically trained School personnel. The Diocese of Monterey encourages parents to come to the School to administer medications if necessary during the school day.

For prescription medication, the physician must specify the medication, dosage, method of administration and schedule for any medication to be administered to a student. Whenever the medication, dosage or dosing schedule changes, the School will require a new order from the physician and an authorization signed by the parent or guardian. In any event, the physician's order and parent's authorization must be renewed annually. The School will not accept the directions on the medication container label as a substitute for the physician's order.

A. General Procedure

1. Medication must be brought to the School by the parent or guardian.
2. Medication must be brought to the School in its original container. If it is prescription medication, it must be in the container labeled by a licensed pharmacist. If it is over-the-counter medication, it must be in its original packaging.
3. All medication must be kept in the designated place in the Preschool (in the first aid cabinet in the kitchen) and the staff will administer prescription or over-the-counter medication when needed. The only exception to this rule is if the physician orders that because of medical necessity the student must have the medication on his or her person.

4. A new form must be signed whenever the medication, dosage, dosing schedule or method of administration changes. The School will not accept the container label as a substitute.
5. The parent must pick up any unused medication at the end of the School year or when the physician's order expires or medication expires.

A. Procedure for Medications Requiring an Injection

1. In general, School staff will not administer medications that require an injection such as insulin. Parents must come to the School to administer the insulin to the student.
2. If the student has a medical condition that requires that he or she carry epinephrine in the form of an EpiPen, such as for food allergies, School personnel may use the student's EpiPen in the case of an emergency. Please see below(C).

IMS Plan of Operation as of September 2016

Types of Incidental Medical services to be provided:

The types of incidental medical services we will provide at St Patrick Mercy Preschool include:

Administration of: Epi-Pen Jr and Epi-Pen and Inhaled medication (Inhalers for Asthma)

Records to be obtained and maintained, such as parental/ authorized representative permission to provide the incidental medical service; written instructions from the child's physician; verification of staff training; records of medication/service provided.

Parent/authorized representative to provide the incidental medical service, parent to fill out LIC 9221, Allergy Action Plan/and The Diocese of Monterey Permission form.

Written Instructions from the child's physician: Located on the prescription box and on the Diocese of Monterey permission form.

Verification of staff training Staff will complete American Red Cross Anaphylaxis and Epinephrine Auto injector training (every 2 years). In addition staff will receive instruction/ training from the parent/ authorized representative of the child as directed by the child's physician for the incidental medical service.

Records of medication/service provided: Preschool staff to fill out LIC 9221 for each dose administered.

Training requirements (how to administer medication /service: use and maintain of required equipment and supplies; What to do in emergencies; who will

Provide the training to staff or licensee.

Epi-Pen Jr. & Epi-Pen:

- How to administer medication/service: Follow the prescription directions located on the box or Epi-Pen itself. Also, review Allergy Action Plan, Allergy Alert Notice and Diocesan Permission form).
- Use and maintenance of required equipment/supplies: Store equipment in the medications cabinet located in the locked kitchen. Check for expiration date. Make sure liquid is clear (not cloudy).
- What to do in emergencies: Make sure scene is safe. Clear the child of any allergen nearby. Depending on severity of symptoms call 911, then administer Epi-Pen. Call child's parents. Monitor child for continuous symptoms. Administer a second dose of medication if symptoms do not decrease .
- Who will provide training to staff: American Red Cross Anaphylaxis & Epinephrine Auto-Injector training (every 2 years), Child's Physician, Child's Parent/authorized representative.

Inhaled Medications (Inhalers for Asthma symptoms)

- How to administer medication/service: Follow the prescription directions and use in accordance with prescription and as prescribed by child's physician.
- Staff will be trained by parent/ authorized representative

Staffing Requirements and plan for fieldtrips away from facility.

Epi-Pen JR, Epi-pen and Inhalers

- Staffing requirements: American Red Cross Anaphylaxis & Epinephrine Auto Injector training (every 2 years) as a part of our regular CPR, First Aid and AED training, Child's Physician directions. There will be a minimum of 2 staff members trained at all times when child in need of Incidental Medical services is present at school.
- Plan for field trip away from preschool to ensure services. Epi Pen and Inhalers will be stored in secured Emergency first Aid back pack for the duration of the field trip. Trained staff will handle the emergency first aid back pack. Epi-pen/ Inhalers will be returned to first aid/ medicine cabinet located in kitchen when we return to the school.

Plan for safety precautions

- Staff will follow universal Precautions
- Wear gloves (gloves are available in each first aid back pack as well as first aid cabinet in kitchen)
- Proper handwashing will be used
- Disposal of used epi-pen is to be placed in a secure container and given to Emergency medical staff when they arrive.

Notifying Parent/ Authorized Representatives of Incidental Medical Services dispensed

- Parents will have access to Lic 9221 at all times

Reporting requirements to Department of social services

- In the event Epi-pen Jr and Epi-pen are dispensed we will notify Licensing by the next working day.

Fill out LIC 624 Unusual Incident/ Injury Report and send to Licensing

Medical Emergencies

In the event of a medical emergency call 9-1-1 as soon as possible. If possible, use a regular telephone rather than a cellular phone.

SPECIAL SITUATIONS

If your child has a health problem (such as diabetes, asthma, allergies, etc.), it is absolutely essential that information about the situation be given to the Preschool Director at the time of enrollment. Any changes in your child's condition must be reported to the Preschool Director immediately.

DISASTER PREPAREDNESS

A copy of St. Patrick's Mercy Preschool's Disaster Preparedness Plans on file in the Preschool for you to view.

ADMISSIONS AGREEMENT

Although all students at St. Patrick's Mercy Preschool are not Catholic, all are required to follow certain standards of behavior noted in St. Patrick's Mercy Preschool Family Handbook.

PARENT'S STATEMENT OF AGREEMENT

I (We), the undersigned, have read, understand and agree to support the above standards and expectations noted in the St. Patrick's Mercy Preschool Handbook and Admissions Contract and Tuition Agreement.

I (We) have read and explained to our child that she/he must abide by the standards of behavior and the rules in the St. Patrick's Mercy Preschool Family Handbook.

Name of Child: _____
(Print)

Parent's Name: _____
(Print)

Signed: _____ Date: _____

Parent's Name: _____
(Print)

Signed: _____ Date: _____