

Greater Lafayette Area Special Services (G.L.A.S.S.)

G.L.A.S.S. Developmental Preschool Programs

1415 Ball Street
Lafayette, IN 47904
(765) 476-2900

PARENT HANDBOOK

2017 – 2018

Small But Mighty



GLASS Developmental Preschool Programs

Dear Families:

This handbook has been developed to inform you about G.L.A.S.S. Developmental Preschool Programs. Your knowledge and understanding of our school is very important in ensuring a safe, healthy, and enjoyable learning experience for your child. Please take some time to go over the information contained in this handbook.

The information in this handbook should help to answer any questions you have about the operation and daily schedule of the school. Please feel free to contact the office or your child's teacher if you have additional questions.

The faculty, staff and I welcome you to the 2017-2018 school year. We encourage and welcome your support and will work with you to make this a very successful school year.

Sincerely,
Toni Skaggs
Director of Special Education
Greater Lafayette Area Special Services

Welcome to G.L.A.S.S. Developmental Preschool Programs. We are dedicated to enhancing the development of all children and to providing each child with a safe and loving learning environment. Our services are designed to help your child develop socially while building a solid academic foundation aimed at readiness. We stress exploration, imagination, and curiosity for learning. We are excited about providing your child with a positive first school experience. We look forward to working with you to create a strong, confident, happy, and productive person. Thank you for including us in your child's process. Let's prepare for a year of growth and positive changes!

Sincerely,
Tom E. Hermiz
G.L.A.S.S. Administrator at Linnwood

G.L.A.S.S. Developmental Preschool Programs

Mission Statement

G.L.A.S.S. Developmental Preschool Programs are committed to providing young children from the Lafayette, West Lafayette, and Tippecanoe School Corporations with services that will assist in the development of skills that are the building blocks necessary so that each child can maximize his/her potential, improve quality of life, and become a full participant in the community in which he/she lives. All of these programs will be provided in an atmosphere that is safe, nurturing, fun and conducive to learning.



I.

STAFF DIRECTORY

Director of Special Education
G.L.A.S.S. Administrator at Linnwood
Secretary
Switchboard / Receptionist

Toni Skaggs
Tom E. Hermiz
Priscilla Huerta
Michael Wallace

Room 3 Classroom Teacher

Karleen Dienhart

Room 5 Classroom Teacher

Kelly Mills

Room 6 Classroom Teacher

Jessica Stone

Room 8 Classroom Teacher

Marilyn Wood

Room 11 Classroom Teacher

Pam Leuck

Room 12 Speech / Phonology

Alicia Charles

Room 14 Classroom Teacher

Edythe Burroughs

Room 15 Classroom Teacher

Mary Fisher

Preschool Facilitator

Janet Lippai

Speech/Language Pathologists

Kelli Hansen
Michelle Stoyanoff

Speech/Language Pathologist Assistant
Speech/Language Pathologist Aide

Ava Wilson
Jill Evans

Assessment Team

Psychologist
Speech/Language Pathologist
Teacher/G.L.A.S.S. Representative for 1st Steps

Gena Padgett
Kelli Hansen
Amber Harmon

G.L.A.S.S. School Nurse
Preschool and Assessment Team Nurse
RN/Classroom Nurse
RN

Ann Coller
Angel Elliott
Emily Glatt
Kira Sleek

Mintonye Preschool Classroom Teacher

Katie LaRosae

Mintonye Preschool Speech/Language Path.

Kristy Gaskin

Woodland Preschool Classroom Teacher

Rachel French

Woodland Preschool Speech/Language Pathologist

Katie Bowsher

Head Start Speech/Language Pathologist

Rita Huddle

Dayton Phonology Speech/Language Path.

Jenni Hendrickson

Itinerant Preschool Teacher

Staci Gray-Allen

II.

G.I.A.S.S. at Linnwood Developmental Preschool 2017 - 2018 School Calendar

School Hours:

Morning Classes - 9:00 A.M. to 11:30 A.M.
 Afternoon Classes - 12:15 P.M. to 2:45 P.M.

August 2017				
M	T	W	T	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2017				
M	T	W	T	F
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H	5	6	7	8
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18	19	20	21	22
25	26	27	28	29

October 2017				
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November 2017				
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December 2017				
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18	19	20	21	H
H	H	H	H	H

Holiday/ Break Key	
H	School Holiday
Aug. 7	1 st Teacher Day
Aug. 8	[1 st Student day
Sept. 4	Labor Day
Oct. 23-27,	Fall Break
Nov. 22-24	Thanksgiving
Dec.21	Last Day
Dec. 22- Jan. 5	Before Winter Break
Jan. 8	Winter Break
Jan. 15	Students Return to School
Jan. 15	M.L.K. Jr. Day
Feb. 19	President's Day
Mar. 26-30	Spring Break
May 23] Last Day of School (provided no make- up days are needed)
Makeup Days	(if needed) will be added at the end of the school year.

January 2018				
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March 2018				
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April 2018				
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May 2018				
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G.I.A.S.S. Developmental Preschool at Dayton, Mintonye, & Woodland Elementary Schools
2017 - 2018 School Calendar

School Hours:

Morning Classes - 9:00 A.M. to 11:30 A.M.
Afternoon Classes - 12:15 P.M. to 2:45 P.M.

III.

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March 2018				
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May 2018				
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Jan. 9	Students Return to School
Feb. 19	President's Day
Mar. 26-30	Spring Break
May 24] Last Day of School (provided no make-up days are needed)
Makeup Days	(if needed) will be added at the end of the school year.

IV. GLASS Developmental Preschool Services

A. Referral Process

1. Parents/legal guardians who are concerned about their preschool-aged child's development, are encouraged to call GLASS Developmental Preschool Services and discuss their concerns.
2. Preschool-aged children may be assessed for speech/language concerns by a speech/language pathologist or brought in for a Preschool Team Evaluation.
3. Team Evaluations are completed in a small group of preschool-aged children supervised by the Assessment Team at Linnwood Developmental Preschool. This classroom is designed to provide each child with a pleasant introduction to a typical preschool setting. It, also, allows our multidisciplinary team the opportunity to observe each child as well as to complete various assessments useful in determining the child's strengths and challenges. Each child works individually with members of the Team which could include the early childhood special education teacher, speech/language pathologist, school psychologist, diagnostician, school nurse, occupational therapist, and physical therapist, depending upon the needs of each child.

B. Placement Decisions

1. Decisions as to where special education services are provided for students in GLASS preschool programs are made through the case conference committee. Students who are eligible for preschool special education services are provided with an Individualized Education Program (IEP); goals are developed and, then, services are determined as to how to best meet those goals. The special education team (members of the Assessment Team for initial case conferences, the teacher of record and other service providers at annual case reviews or IEP reviews) will make a recommendation based upon the students' needs to the parents. These are discussed at the case conference. If parents are in agreement, the IEP is implemented. If there is a disagreement between the parents and what is recommended, this is, also, discussed at the case conference.
2. Prior to initial case conferences, each student and the results of the evaluation are reviewed by the Preschool Assessment Team. The results and the observations of the team members are shared and discussed with the Preschool Supervisor. Recommendations are made as to whether the students will qualify for services and, if they do, where services might be provided so a draft initial IEP can be developed. This is not a final document, rather a starting place for the case conference committee, which includes the parent(s), to discuss and make changes as agreed upon.
3. Services for many preschool students are provided at one of the developmental preschool programs, however, many other students are provided services at community preschool sites. The decision as to where the services are to be provided is made through the case conference taking into consideration the intensity of services needed, the individualized goals of each student, health/medical needs, among other factors.
4. It should be noted that the Developmental Preschools are designed for students with disabilities. The classes at Linnwood Developmental Preschool do not have any typically developing peers as part of them nor do the classes at the Dayton Elementary Phonology Groups. At Dayton Elementary, the students attending there do have access to typical peers who are attending the elementary school and typical peers attend the developmental preschool classes at Mintonye and Woodland Elementary Schools.
5. One overarching goal of early intervention services is to lessen the need for special education services once students enter into Kindergarten. As the children in GLASS

Developmental Preschool Programs develop, they may no longer need as many or as intense services. The frequency of services are determined at case conferences and determined based upon each child's individualized needs and services.

C. Case Conferences

1. Initial Case Conference
The Initial Case Conference is held within 50 school days after written consent for an evaluation is received. Parents/legal guardians must participate in this conference and give their written consent to the identification and services recommended.
2. Annual Case Review
An Annual Case Review is held for every student receiving special education services. Parents/legal guardians are invited and expected to attend. The progress of the student is reviewed and new goals are developed. Services are planned for the year.
3. Additional Case Conferences
Additional case conferences may be held during the school year and may be requested by either the parents or school personnel. These conferences can cover any topic related to the student's special education programming.

B. Kindergarten Transition

1. It is not the goal of GLASS Developmental Preschool Programs to prepare the children in our services for Kindergarten, rather, it is our aim to prepare Kindergarten for our children. We do strive to prepare all of our students to be as independent and capable as possible,
2. For students who attend one of our Developmental Preschool Programs during their Pre-Kindergarten year (the school year before they are age-eligible to attend Kindergarten), information is provided to families about the Kindergarten registration for all three corporations in Tippecanoe County.
3. It is a family decision as to whether their child will attend Kindergarten the fall the child is age-eligible. They will have an IEP (if they continue to be eligible for special education services) with services for them for Kindergarten. If the family decides to not go to Kindergarten, a case conference will need to be held with their home school to develop a different plan.
4. A Transition Conference is held for some of our students to assist with the move from preschool services to elementary services but not for all of the students in preschool special education services. This is a decision made based on the level of services received in preschool and/or when the child will be in Kindergarten.

V. GENERAL INFORMATION:

Listed below is helpful information that will enable you to be more comfortable with the G.L.A.S.S. Developmental Preschool Programs. Feel free to ask questions of your child's teacher, the secretary, or other staff members.

A. Appropriate Dress for Preschool:

Please remember that preschoolers have accidents and get messy. Comfortable clothes, which are easily washed, are best. Please remember to dress your child for the weather. Classes do go outside when possible, so be sure your child is dressed accordingly with a warm coat, hat, mittens and boots, when necessary. Be sure to put your child's name on all coats, hats, mittens and boots. Children must wear shoes when they attend a preschool program. In the warmer months, please, have your child wear closed toes sandals or sandals with a back on them. Flip-flops are not appropriate for preschool.

If your child is not yet toilet trained, you are required to send diapers or pull-ups and wipes to school. If your child is toilet trained, be sure to send in extra clothes in case there is an accident.

If your child has an accident and there is no change of clothes in their backpack, you will be called to pick them up or bring a set of clothes for them wear.

B. Reporting an Absence or Other Information:

If your child is going to be absent from preschool, please, call in to the office as soon as possible. When advising of an absence either by speaking to someone or leaving a voicemail message, please, provide

- Reason and symptoms your child is having.
- Teacher Name

This will allow us to watch for similar absences for other students and staff and watch for possible contagious illnesses. Phones are manned from 7:30 A.M. to 4:30 P.M.

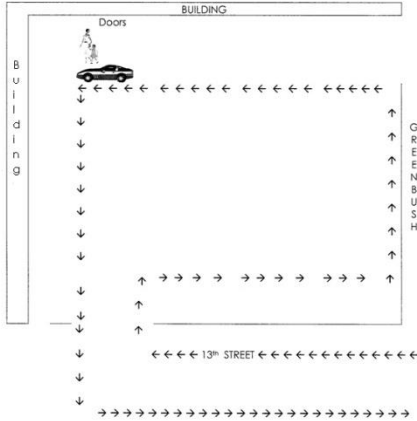
NOTE: If you need to pick your child up from class instead of them riding the bus home, do not leave a message. Please call until you speak with someone to insure your child is not put on the bus.

If your child is receiving school transportation, contact the transportation office (771-6059) or your bus driver as early as possible to report your child will not be attending school that day. **You must contact the driver or transportation office when your child is ready to return to school. The driver will not pick up your child after an absence until they are notified by you.**

C. Arrival and Dismissal Procedure for both AM and PM Classes at Linnwood:

Arrival

For children who ride the bus: Buses will arrive and be met by the staff in the bus lane in front of the building on Ball Street and escorted to class.



Parents who bring their children to Linnwood will be given a sheet with the child's name, the teacher's name, and days the student attends. **This is to be kept on the dashboard of the passenger side to assure there is no mistaken identification.** Parent(s) or caregivers are to pull into the parking lot on the Greenbush and 13th streets side of the building. See map on the left.

Staff will come out to meet you at your car and take the student after you have unbuckled and removed him/her from the car, and escort him/her into the building and to class. As soon as staff and your child are away from your vehicle, you may pull away.

If you are going to walk your child into the building, park in the designated spaces. Do not park your car in the rider line and get out.

NOTE: All doors of the building are locked except during arrival and dismissal times, and then they are supervised by staff for safety.

Should you need to come to Linnwood, please, come to the main entrance on Ball Street and ring the bell and announce yourself. The Secretary, Receptionist, or Administrator will escort your child to class so there is as little interruption as possible.

Dismissal

For parents picking up, please, follow the same steps as arrival, except that the staff will escort your child to your vehicle into your hands. At that point, you must place the child in the vehicle and buckle him /her into the seat. You will be required to sign that you have received your child when you receive him/her.

NOTE: Please remember to be on time for both arrivals and dismissal.

Morning Classes: 9:00-11:30 Afternoon Classes: 12:15-2:45
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Procedures for late arrivals and early pick ups

We are aware that unexpected events happen, but please try to have your child here at the start of his or her session. Arriving late can be upsetting to your child and distracting to the other students in the class. In the event you do arrive late to class, please, bring your child to the Ball Street entrance, and ring the bell and announce yourself. The Secretary, Receptionist, or Administrator will escort your child to class so there is as little interruption as possible.

This will also be true for picking up early. Please check in with the Receptionist or Secretary and they will call your child's classroom and a staff member will bring your child down to you.

These procedures will, also, start the training and preparedness for Kindergarten where these rules are always in effect.

Procedures for late departures for all Programs:

We are aware that things can happen and you may be late picking your child up. Please, be aware that if you are going to be more than 5 minutes late, you must call the school. Your child will be up front waiting for you. After 10 minutes, the parent will be called or other numbers on the Emergency Card if the parent cannot be reached. **If we are unable to reach apparent or someone on the Emergency Card contact list after 30 minutes, the Department of Child Services will be called.** Please, be aware that the 45 minutes between sessions is the teachers' lunch and prep time for the next class.

Safety:

For your child's safety and in accordance with child state laws, children will not be released if it is deemed dangerous.

- Inappropriate car seats
- Impaired driver
- Other safety concerns

Parent Visitation:

Parents are welcome to visit in their child's classroom. We ask, however, that you arrange your visit ahead of time with the teacher. This helps the teacher to control how many adults are in the classroom at one time. Too many adults can sometimes make for extra challenges for the children. We also ask that you do not request to visit during the first two weeks of your child's experience in the classroom. This will give your child time to adjust to the school environment and will make the separation process a little easier for your child.

D. Class Supplies:

Each classroom has their own individual list of supplies to be provided by parents. Please check with your child's teacher for the specific supplies your child will need.

Note: Donations of gently used and age appropriate items such as toys and books are always welcome.

E. Candy, Gum and Balloons:

Children are not to bring candy or gum to school. Balloons are not to be sent school. Many of our students are allergic to latex. Even Mylar balloons can be a danger and are distracting.

F. Address and Phone Changes:

If you have a change in information on your enrollment card; such as address, phone number, job change or emergency contact, report this information to the office immediately. We need to be able to contact you in case of an emergency or illness.

G. Snacks:

Store bought snacks are served daily in each classroom. If your child has a food allergy or diet restrictions, please, inform your child's teacher or the G.L.A.S.S. nurse immediately. If your child has special dietary needs, you will need to supply their daily snack. Please note, all classrooms are nut-free and all snacks must be nut free as well.

NOTE: If you send in snacks for your child's class please make sure they are nut free!

H. Birthday Treats:

If your child has a birthday on a day that he/she attends school you are welcome to send in a store bought birthday treat. It is best to keep the treat simple, such as cupcakes or cookies. Please check with your child's teacher before sending the treat so that number can be determined or if there are any diet restrictions. See above for restrictions.

I. Safety Drills:

- Fire Drills:

The State of Indiana requires that each school conduct at least one fire drill per month. Fire drills will be conducted monthly rotating between the morning and afternoon classes so as to allow each group to have appropriate practice.

- Severe Storm/Earthquake/Tornado:

The State of Indiana requires that each school conduct at least two severe storm drills per semester. Severe storm drills will be conducted rotating between the morning and afternoon classes so each group has appropriate practice.

- Lock Out/Lock Down:

The State of Indiana requires that each school conduct at least one of these drills per semester. These will be conducted rotating between the morning and afternoon classes so each group has appropriate practice.

J. Field Trips:

Some of the classes take field trips throughout the year. You will be informed prior to the field trip and will be required to complete a permission slip. Please return the permission slip quickly. If your child does not have a permission slip signed by parent or guardian, he/she will not be able to participate in the field trip.

K. Items from Home:

In our programs, we try to provide a variety of interesting and educational toys and materials for your child to explore. At times, a child will want to bring an item from home. We discourage this as much as possible. If your child has a particular item that is important to him/her, work with his/her teacher about when it would be appropriate to bring it to school. Items such as weapons, even toy ones, would never be permitted to come to school. Items that could be disruptive such as those that emit loud noises would not be appropriate to bring to school. While we prefer that children leave personal items at home, we do realize that sometimes a familiar item will help ease the transition from home to school. Please, work with your child's teacher if this is the situation for your child.

L. Discipline Policy/Classroom Management:

Throughout the school year, the children are taught how to express their feelings using words or other means of communication. Our programs try to build self-esteem and teach children positive relationship skills. Occasionally, there are situations where children are unwilling to follow directions or act out in frustration and anger. If a child is behaving inappropriately during an activity, he/she is redirected. If the child continues to behave inappropriately, time out may be used to allow the child to calm down. At times, it may be necessary to call the family to pick up the child when he/she cannot be calmed down or poses a danger to him/herself or others. If it is determined that it would be unsafe for your child to ride the bus, you will be called and will be responsible to arrange another way to transport him/her home for that day.

M. Purdue Connection:

We are very fortunate to have an active relationship with several programs at Purdue University. The following programs place students for practicum experiences and student teaching experiences:

- Special Education
- Early Childhood Education
- Speech/ Language Pathology

A signed Release to video tape their lessons may be requested.

N. Weather Related Closures and Delays:

1. The G.L.A.S.S. at Linnwood Developmental Preschool operates under the Lafayette School Corporation calendar, even though some of our students live in West Lafayette or Tippecanoe School boundaries. The following are the rules regarding bus transportation in the event of inclement weather.

Note: *When there is a question concerning school closings or delays due to bad weather, please, tune into local radio stations or W.L.F.I. TV18 for instructions.*

If the Lafayette School Corporation is closed due to bad weather, the preschool will be closed. There will be no A.M. or P.M. preschool classes.

If Lafayette schools are on a two-hour delay, **there will be no morning preschool.**

NOTICE

**Special Procedures If Your Child's Home School Is In Tippecanoe School Corporation/
West Lafayette School Corporation**

When Tippecanoe School Corporation or West Lafayette School Corporation closes or delays school due to weather conditions but Lafayette School Corporation is in session:

- *G.L.A.S.S. Transportation **will not** be provided for any student living in the Tippecanoe School or West Lafayette Corporation boundaries.*
- *If classes are being held in the Lafayette School Corporation, it is the parent's prerogative to transport their child to and from class. **NOTE: If you bring your child to school you must pick him/her up after class is over to take home. G.L.A.S.S. Transportation **will not** transport.***
- *If there is a delay for the Lafayette School Corporation, there will be no morning programs/ preschool classes.*

In inclement weather or poor road conditions, the driver will be solely responsible for the decision on entering private driveways. If, in the driver's opinion it is unsafe to enter a private driveway, the parent must bring the child to the road.

2. GLASS Developmental Preschool Programs at Dayton, Mintonye, and Woodland Elementary Schools follow the Tippecanoe School Corporation calendar and weather closure. If there is a delay in the Tippecanoe School Corporation, there will be no morning programs/classes.

Additional questions should be directed to:

G.L.A.S.S. TRANSPORTATION
HOURS 6: 00 A.M. to 5: 30 P.M.
PHONE 771-6059

V. GLASS SCHOOL NURSE /HEALTH SERVICES "Healthy Children are Ready to Learn"

A. Emergency Information and Care

1. Emergency Information

The enrollment card, which includes emergency contact and basic health information, should be completed by parents at the start of each year and should be updated whenever emergency contact information changes. The teacher or school nurse can help you to complete the forms.

It is important to take the time to notify the office about how to locate a parent or guardian at all times. Please notify the school nurse or teacher about how to contact you or a responsible person on days that you will be away from your usual phone(s). We welcome your email address as an alternate contact method.

2. Emergency Care

Initial first aid is administered by a G.L.A.S.S. nurse or by available staff. In case of serious injury or if questions arise, it is the policy of the school to contact parents to arrange for the student to be taken home. Further care and treatment are the responsibility of the parents. If your child has a potentially life-threatening condition including severe asthma, severe allergy, seizure disorder, etc., please keep the G.L.A.S.S. nurse updated. In case of severe injury, severe illness, or medical emergency, parent and ambulance will be called.

B. Illness and When to Keep Your Child Home

To ensure that your child heals and to avoid the chance of spreading infection, please keep your child at home until she/he feels well and has no problems with the following symptoms for 24 hours without fever or pain reducing medication:

- a temperature of 100 degrees or more
- symptoms of headache, malaise (tiredness, discomfort)
- inflammatory eye condition, including drainage, redness, discomfort
- severe "cold," or respiratory condition with persistent cough, sore throat, sneezing, nasal or other respiratory drainage
- draining ear, ear discomfort, possible ear infection
- untreated head lice
- undiagnosed / untreated skin rash
- vomiting, diarrhea
- drainage of body fluids from a wound, rash, or from a body opening which cannot be contained

If your child has any of the symptoms noted above, contact your physician or nurse practitioner for advice. Notify the school nurse if your child is diagnosed with a condition to which classmates might have been exposed.

Following absence for a serious communicable illness such as hepatitis or meningitis, written permission from the doctor for re-admission to school must be provided.

Following absence for a hospitalization or surgical procedure, please contact the school nurse before your child returns to school. It is important that we have updated information so that your child will be safe and healthy.

C. Health Screenings (Please notify the school in writing if you object to specific health screenings.)

1. Vision Screenings
Vision screenings are done for new students and when requested. Parents will be notified if significant problems are suspected.
2. Hearing Screenings
Hearing screenings are given by G.L.A.S.S. speech language clinicians as needed. Parents will be notified if problems are suspected. Feel free to contact us if you have questions about hearing.
3. Growth Screenings
Height, weight, and BMI screenings (Body Mass Index a number describing the ratio of height to weight) are evaluated for new students, once or twice yearly, and when requested. Parents will be notified of significant concerns.
4. Dental Screenings
Brief dental inspections done for new students and may be at other times or requested. Parents will be notified about concerns. Please brush your child's teeth after breakfast and at bedtime daily. All children age 3 and over should see a dentist regularly. If you need assistance obtaining dental care, contact the school nurse.

D. Pediculosis (Head Lice) Screenings and Treatment

Head lice are a common condition among school children. Head lice are tiny insects that live in human hair. They hatch from small eggs called nits, which are attached to individual hairs. Head lice are transmitted in many ways, including:

- a. Close personal contact with another person who has head lice
- b. sharing a comb or brush with a person who has head lice
- c. sharing hats, ribbons, or scarves with a person who has head lice
- d. sharing bedding, upholstered furniture, towels, or pillows with a person who has head lice

The school nurse will inspect the heads of students in a classroom if alerted about possible head lice. If a child is found to have head lice (live insects or eggs/nits), parents are provided with information and asked to take the child home for treatment. All members of the household should be checked and treated. The home must be treated. Parents should continue to check for head lice daily for at least two weeks and then periodically. Students may return to school after proper treatment. Pre-school students should have all nits removed. Take your child to the school nurse for instructions.

Parents are encouraged to inspect their children frequently for rashes and head lice. Pre-school students play closely together, and, although rare, head lice can spread. Please notify the GLASS Pre-School Nurse if you suspect or know about head lice for your child.

E. Physical Examinations, Obtaining Health Care or Social Assistance

All preschool students should have a yearly physical examination by a primary healthcare provider (physician or nurse practitioner). If you need help obtaining a PCP, health assistance, or community service information, contact your school nurse.

F. Immunization Requirements

Indiana Law states that schools must keep records of immunizations for all students. When a student enrolls in a school, parents must provide the school with a complete immunization record or must provide a current written medical contraindication or religious objection.

Minimum Immunization Requirements for Student Enrolled at Pre-Kindergarten in Indiana

- 4 doses of DTaP, DTP, DT or any combination of the three
- 3 doses of polio (OPV or IPV) vaccine in any combination
- 1 dose of measles (rubeola) vaccine on or after the first birthday
- 1 dose of rubella (German measles) vaccine on or after the first birthday
- 1 dose of mumps vaccine on or after the first birthday
- 1 dose of Varicella
- 3 doses of Hepatitis B

Indiana Code 20-8.1-7-7-10.1 (c) A child may enroll but shall not be permitted to attend school beyond the first day of school without furnishing immunization information or written exceptions noted above. Medical and religious objections must be renewed yearly with the school nurse. Contact your school nurse if you have questions about medical or religious objections to immunizations.

G. Absences

If your child is going to be absent from preschool, please call in to the office as soon as possible. When advising of an absence either by speaking to someone or leaving a voicemail message, please provide your child's name, teacher, symptoms and a phone number where you can be reached. This will allow us to watch for similar absences for other students and staff and watch for possible contagious illnesses. Phones are manned from 7:30 A.M. to 4:30 P.M Please speak with the school nurse if the absence has to do with a health concern. Your child's teacher and classmates will be concerned about your child when he or she is not there.

If your child is hospitalized or has a medical procedure planned, please notify the school nurse so that she can update records and help you to plan for your child's health and educational needs during and after the event. Consult with the school nurse before your child returns to school.

H. Medication and Health Procedures in Schools

Medication shall be administered to a student only with the written and dated consent of the student's parent or guardian as well the orders of the physician. The consent order shall be valid only for the period specified and in no case longer than the current school or program year. All medicine, including non-prescription medicine to be administered to a student must be in the original container, stating the name of the student, the medication dose, the route of administration, and the time for it to be administered to the student. If a medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and written order of the physician shall be kept on file.

All health related procedures (such as blood sugar tests, gastrostomy tube feedings, EpiPen injections, catheterizations, insulin injections, rectal diazepam, etc.) must have specific parent and physician orders. Each procedure should be reviewed and/or demonstrated with the school nurse. Some health procedures require specific guidelines. The written consent of the parent and written order of the physician shall be kept on file.

If your child starts or changes medications or treatments (home or school), please update the school nurse.

Medications should be delivered and picked up by the parent / guardian directly to the School Nurse. Medications should not be transported by persons other than the parent / guardian unless there is written permission (contact the nurse).

Medications and medical equipment should be picked up by parents/ guardians at the end of the school year.

I. Unexpected Severe Allergic Reaction – Anaphylaxis:

Anaphylaxis is a life-threatening medical emergency; it is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this occurs, immediate intervention with epinephrine injection and a 911 call is necessary. The Linnwood school health office is equipped with an EpiPen to be used to treat an unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen if a student is assessed by the school nurse to have severe allergic reaction symptoms that are life-threatening. If an EpiPen is administered, a 911 call will be made. (The School's EpiPen is to be used for life-threatening emergencies only and does not replace a child's own prescribed medication. Students with known allergy should have an individual health care plan and keep prescribed medications at school. If your student has a known severe allergy, please inform your student's school nurse.)

J. Hygiene and Nutrition

We hope to work with you to teach your child about keeping healthy. That includes washing hands frequently (including before eating and after toileting), brushing teeth at least each morning and bedtime, eating healthy foods, exercising every day, and getting adequate sleep. We hope your child learns that good health is an important factor in learning!

Thank you very much for helping us to keep children and staff healthy!

If you have questions about health services, please contact

Angel Elliott, RN BSN

G.L.A.S.S. Pre-School Nurse at 476-2900

2017-2018 GLASS Developmental Preschool Parent Handbook

_____ I have received the 2017-18 GLASS Developmental Preschool Programs Parent Handbook and am aware of the information found in it.

_____ I have received an Emergency Contact card for my child and have returned it.

_____ I have signed the Photo Release form.

Child's Name _____

Teacher's Name _____

Parent/Guardian Signature _____

Date _____

