

**John Knox Kindergarten & PDO
Health, Medication & Discipline Policies and Photo Release**

General Health:

Present health of the child: _____

Diseases the child has had: _____

Serious illnesses or accidents: _____

Physical limitations: _____

Allergies: _____

Allergy information on file with the director? Yes _____ No _____

Are there any medical problems we need to be aware of? _____

Does your child have any bowel or bladder irregularities? _____

How does your child react to:

Other children? _____ Adults? _____

Are there any separation issues? If so, how do you deal with them? _____

Are you aware of any learning problems? _____

Does your child have any specific fears? _____

Is there anything else we need to know about? _____

Medication Policy:

John Knox Kindergarten and PDO will keep the administration of medications to students at a minimum or in emergency situations only. The Director must be informed prior to any administration of medication & the following will be followed:

1. The only medications that we will administer to children are:
 - Diaper creams/powders
 - Gas drops for infants
 - Breathing treatments as prescribed by a doctor for children with asthma
 - Benedryl and/or inhalers in allergic situations
 - Epi-pens for allergic reactions
 - Minor cuts, scrapes, bug bites and bee stings (if no allergy) will be treated by washing the area with warm, soapy water/ice pack/bandaids

**** We will NOT administer any over the counter cold/cough/general hay fever type medicines
2. Parents/Guardians must provide a written/signed consent to the Direction prior to the administration of any approved medications.
3. All medication shall be kept in a high or locked cupboard out of reach of the children or in a locked box in the Director's office. Epi-pens will be kept in the Director's office along with the allergy treatment form from the parents. Each teacher will keep a child's epi-pen in their possession if on a field trip.
4. All approved medication must be in its original container and be labeled with the child's name, parent or physician's name, pharmacy, medication, dosage, frequency, starting date and end date, if applicable. An "Individual Record of Medication Given" shall be signed by the parent and if applicable, posted with the medication. Staff members will double check the label prior to administering any medications and if the label is illegible, parents will be informed and medication will not be administered.
5. If a child needs an unauthorized prescription or over the counter medication for colds, coughs, lasting effects of recent illness, etc, a parent ore parent designee must come and administer that medication.
6. Per DSS regulations, medications cannot be left in diaper bags or backpacks in reach of other children
7. Parents will be notified immediately if an adverse reaction to medication occurs.

Please keep your child at home if he/she has a sore throat, nausea, diarrhea, very loose bowels, skin rashes, vomiting, several cough, ear aches, enlarges glands, thick or colored nose mucus, pink eye or a fever.

Your child must be fever and vomit free for 24 hours before returning to school. A fever is anything 100+, taken with an ear thermometer. **There must be a 24 hour fever free period without any over the counter medications.**

If a child develops any of the above symptoms or complains of generally not feeling well, a parent will be notified to pick them up immediately.

Please notify your teacher if your child contracts any contagious illness. We do everything we can to insure the health of our teachers and children. We appreciate your help in preventing the spread of communicable disease & sickness!!

Discipline Policy:

Discipline procedures are as follows:

1. The child is given several gentle reminders of acceptable behavior
2. The child is removed from the activity in which the behavior is occurring and redirected by the teacher to another activity
3. The child loses the privilege of playing in a particular center or activity for a specified amount of time appropriate for the child's age. Teachers may have their own behavior system in which the child may lose a token or symbol at this age
4. The child is removed to a time out area inside the classroom and for a time period that matches their age and/or the teacher will take the next step in their own classroom behavior system. Parents will be notified by the teacher when this step occurs.
5. If inappropriate behavior continues, the time out process will be repeated and the Director will be notified.
6. When these steps have been exhausted, a parent conference will be called and include the parents, Director and the teacher. Suggestions may be made to help modify the behavior or outside resources may be recommended.

** When steps 4, 5 and 6 are reached, documentation of the incident, activity and behavior will be made.

I have read and understand the Health, Medication and Discipline Policies for John Knox Kindergarten and PDO program.

Parent Signature _____ Date _____

Photo Release:

There are opportunities through the school year for photos to be taken of various activities that the children are involved in. These include but are not limited to: music, art class, field trips, chapel, special activities, etc.

In order to take any photos of your child, we must have your permission. Please be assured that photos only will be used and no other personal information will be written or posted.

YES / NO I give permission for my child's photo to be used in classroom displays, bulletin boards, Newsletters and other activities that may occur at John Knox Kindergarten and PDO.

YES / NO I give permission for my child's photo (only, no name) to be used on the John Knox Kindergarten & PDO Facebook page

Parent Signature _____ Date _____