

St. Andrews School

4882 La Vista Road
Tucker, Georgia 30084

770/934-1461

Dear Parents,

Thank you for choosing St. Andrews as part of your child's educational growth and development. We welcome you and your child to St. Andrews.

As parents, you are your child's primary teachers and also important participants in our program. We encourage you to share your time, talents, resources, and special interests with us. We encourage an open door of communication and ask that you work together with us to assure the most effective programs for your children.

The St. Andrews curriculum is based on the fact that children learn through planned and unplanned experiences. Instruction is based on individual needs. Because children's learning is at different levels and rates, we stress individualization and small group instruction based on individual needs. Our faculty will constantly strive to create an atmosphere of love for your child and we pledge to facilitate your child's development intellectually, physically, socially, emotionally, and spiritually.

Thank you again for choosing St. Andrews. Please let us know if we can help you in any way. Through cooperation and communication your child's preschool experience can be rewarding for you and especially rewarding for your child.

Sincerely,

Phyllis Jennings
Director

St. Andrews School Policies and Procedures

St. Andrews Preschool is open to all qualified children regardless of race, color, creed, or national origin.

Hours of Operation

Parents' Morning Out	9 a.m. - 12 noon
Preschool	9 a.m. - 12 noon
Sandwich Set	12 noon - 1 p.m.
Kindergarten	9 a.m. - 1 p.m.
Extended Day	7 a.m. - 6 p.m.

Times of Operation

St. Andrews School will operate from late August through May. St. Andrews Extended Day program will operate year round. Sandwich Set is also available from September through May.

Tuition

Yearly and monthly tuition amounts are:

	<i>Yearly</i>	<i>Monthly</i>
Kindergarten	\$1800	\$200
5-Day Classes	1530	170
3-Day Classes	1305	145
2-Day Classes	1125	125
PMO	\$125 per month for 2 days a week	
Extended Day	\$150 per week (includes Preschool)	

Registration Fees

PMO	\$70
Preschool	85
Extended Day	95 (new students) 75 (returning students)

Tuition is due in advance on the 15th of the month for the up coming month (example: tuition for October will be due September 15th). Please make checks payable to St. Andrews School. Checks may be mailed or pinned to your child's book bag the 15th of each month or you may drop the payment in the tuition basket on the wall in the secretary's office. There will be a \$10 late charge for tuition paid after the 25th of the month. There is a \$25 non-sufficient funds check charge for all returned checks.

If your child is absent from school, you are still responsible for making your tuition payment when due.

The tuition payment you made at the time of registration is applied to your September tuition.

Refund Policy

The registration fee is non-refundable and the tuition deposit is refundable only through June 15th. After June 15th, the tuition deposit is non-refundable.

If you need to withdraw your child for any reason, we must have 30 days written notice.

Late Pick-Up Policies and Procedures

Reluctantly, due to a very few parents who have abused our pick-up time for School, PMO, Sandwich Set and Extended Day, we have been forced to initiate a late pick-up fee and procedure.

Pick-Up Times	Preschool	12 noon
	PMO	12 noon
	Sandwich Set	1 p.m.
	Kindergarten	1 p.m.
	Extended Day	6 p.m.

Parents picking their children up after the scheduled time will be charged a late fee as follows:

\$3 for the first five (5) minutes
\$1 for each subsequent minute

The fee should be paid to the person in charge.

Parental Agreement Form

Each parent will complete a Parental Agreement form and return it to the Preschool office or to their child's classroom teacher. (See example at back of handbook.)

School Policies

Morning Snack

PMO and Twos

The entire class provides snacks. This will be done on a weekly rotating basis. This is a special time in which your child shares with his or her friends. We encourage nutritious snacks. Please include enough cups and napkins for each day. From time to time teachers may request a specific snack to coordinate with class units.

Threes, Fours and Kindergarten Classes

St. Andrews will provide a healthy morning snack to all 5-day classes. Teachers may request that parents bring specific snack items from time to time to coordinate with class units.

Marking Belongings

Please clearly label all removable articles of clothing with your child's name. Children often have similar items and without proper labeling of their clothing it is impossible to identify what belongs to whom.

Clothing

Children should wear comfortable, washable play clothes and sturdy, comfortable shoes. Tennis shoes are required. Your child will participate in

Creative Movement weekly and this is difficult and not safe in dress shoes, sandals and boots. They also can present a danger on the climbing equipment on the playground.

Diaper Changing

If your child requires changing or assistance with using the restroom, we ask that you provide latex gloves, diapers, and wipes.

Potty Training

All children enrolled in the 3-year-old or older Preschool program must be potty trained. This is a requirement because of our state licensing.

Bringing Things to School

We encourage children to bring interesting things from home to share with the class (i.e., books, records, nature specimens, postcards, photos, etc.). We prefer that they not bring toys or breakable objects. Please help your child realize that he/she does not have to bring something to school every day.

Sandwich Set

Sandwich Set will begin in September. The cost per day is \$3.00 and is due when your reservation form is due. Please return your reservation form on time so that we may adequately staff Sandwich Set. We will still offer drop-in Sandwich Set at the cost of \$4 per day providing that there is room. Please send healthy lunches. Do not send soda as the beverage. Please be sure to add ice packs to lunches that need them. We do not have room in the refrigerator for lunch boxes. Also, please do not send lunches, which need to be heated.

Discipline Policy

Aggressive Behavior

Aggressive behavior is defined as a harmful behavior to oneself or others. (Examples: biting, hitting, pinching, etc.)

Young children often do not yet have the social awareness to control inappropriate behavior when it is directed against others. A young child is still limited in their ability to express themselves through language. They are socially unsophisticated and not well attuned to the feelings of peers and finer points of social interaction. Furthermore, in the very young child, teething may be occurring and the child may be trying to relieve the discomfort by biting.

At St. Andrews, we strive to set up a classroom environment that will serve to decrease incidents of inappropriate behavior (stimulating classroom, clear rules that are consistently enforced, small group sizes, good teacher/child ratio). However, despite these best efforts, whenever young children are grouped together it is inevitable that inappropriate behavior will occasionally occur.

If aggressive behavior occurs, the staff will:

1. Attend immediately to the injured child. Have the child who acted aggressively sit in a designated time-out chair where he/she can be monitored.
2. Apply appropriate first aid if needed.
3. Fill out an incident report to notify the parents of the incident and first aid procedures completed.
4. Once the injured child is settled down, comforted, and all first aid measures are complete, it is time to attend to the child that committed the aggressive behavior. (If two teachers are working together, this can be done simultaneously.)
5. Tell the child “No biting (hitting, pinching)! Biting (hitting, pinching) hurts! Teeth are for food, not hurting our friends!” “Children are not

for hurting.”

6. Give some time and attention to the child that committed the aggressive behavior, as they probably feel needy as well after their loss of control. Try to determine whether the act was out of frustration, territorial, inquisitive, or provoked. Try to give the child words to use in a future situation. Redirect to an appropriate activity.

If the child commits an aggressive behavior a second time (within a short time period – the same day or week)

1. Follow procedure 1-5.
6. The teacher (or parent, if appropriate) will begin to “shadow” that child. This means that the child will be close to one of the teachers at all times until they believe that the aggressive behavior phase has passed. During shadowing, the teacher will catch the child if he/she attempts to be aggressive and will try to talk the child through the correct way to handle the situation.
7. Fill out an incident report to let the parents know about the incident, and how the situation was handled. Meet with the parents to discuss the incident.

If shadowing doesn’t work and we believe that the behavior is either dangerous to the other children in the class or is taking from the quality of the program, we will ask the family to withdraw the child for a determined length of time. The faculty and the administration will determine whether or not a child needs to be withdrawn based on several considerations including: severity of behavior, frequency of occurrence, reason or extenuating circumstances. Each case will be handled individually.

With correct, immediate, compassionate handling aggressive behavior is just another childhood phase that we will get through.

Parent's Morning Out

PMO is offered Tuesday through Friday. Classes that are not full will be cancelled. The hours are 9 a.m. to 12 noon. The ages range from 6 months to 2 years.

Arrival and Dismissal

Sign your child in for the day and be sure to indicate any alternate pick-up on the sign-in sheet. Children will be released to an adult, other than parent, only with written parental consent and proper identification. Be sure the teacher is aware of these changes before you leave your child. To allow your child to adjust more readily, please drop your child off and leave promptly.

Dismissal can be an anxious time for a young child if he/she is always the last to leave. Your child's adjustment will be much smoother if you are always prompt to pick him/her up.

Personal Belongings

Mark all items with your child's name. This includes bottles, collars, lids, baby food jars and lids, cups and tops. Please make sure when you pick your child up that you have all of your belongings (blankets, cups, spoons, etc.).

Clothing and Lunch

You will need to send two complete changes of clothing (including socks, 3 or 4 diapers and latex gloves). You will need to send in a complete lunch (container and utensils labeled) each day your child stays for Sandwich Set. Please include a bib. If your child is not on baby food, please send finger food only. Please do not send food prepared in sauces, e.g., spaghetti, beef-aroni, cream corn, etc. Suggestions are as follows: vienna sausage, peanut butter and jelly sandwiches, green peas, sandwich meats, bananas, apple or pear slices, softly cooked carrots, cheerios and cheese.

Snacks

Sign-up sheets for snacks will be posted outside the PMO room. Please send in apple juice. You will need to provide one bottle of juice and one box of crackers, e.g., saltines, Ritz, or graham crackers, etc. If your child needs a cup with a spout, please send one (label both pieces with name) in the bag each day. Sign-up for snack will be on a rotating basis based on the number of children in your child's class. (No carbonated beverages, please!).

Carpool

1. Every child who comes to our preschool program (this excludes 2s, Extended Day, and PMO) has a carpool number regardless of the number of children riding in the car.
2. A carpool number will be sent home with your child at the beginning of school.
3. Please display your carpool number in the right corner of your windshield when you come at dismissal time. This facilitates recognition of riders and speeds up the dismissal process.
4. For children in the three year-old classes and up, it is not necessary to park and come in. Teachers will be outside to safely load and unload children. Parents with children in PMO or 2s will need to park and bring in the children and pick them up.
5. Explain to your child not to run to your car when you come at dismissal. A teacher will open the door and help him/her into the car.
6. Be prompt in coming for your child. A rewarding experience during the morning may be negated by an apprehensive waiting period at dismissal.
7. Remember to send any change of your child's dismissal arrangements in writing to his/her teacher.
8. For buckling seatbelts, please move away from the carpool line so as not to hold up the line.
9. All classes will use the parking lot by the Tucker Recreation Center.
10. If your child arrives after carpool is over in the morning, he/she **must** be walked in. Do not let your child out at the door and assume he/she will make it to class. Please try to have your child here at 9:00a.m. He/she may miss some activities if he/she is not here on time.

Remember---Two-Year-Olds Do Not Use Carpool

Extended Day

St. Andrews Extended Day program operates from 7 a.m. to 6 p.m. Monday through Friday. Our Extended Day program is available to our enrolled 3-, 4-, 5-year-old Preschool students. The cost is \$150 per week regardless of holidays, which includes Preschool tuition, a hot lunch, morning and afternoon snacks, a fun-filled afternoon with planned activities, a rest time, and peace of mind for parents. There is no tuition due the two weeks of Christmas break and the week of Spring break. The tuition fee for Thanksgiving week is \$60.

Rest Time-Parents will provide a **crib sheet** and a **beach towel** or **crib-sized blanket** for their child to have at rest time. Please label these items. The sheet and towel will be sent home each Friday for washing. Please return them each Monday. Since State regulations mandate that each child must have a sheet on his/her mat each day, if your child doesn't have one we will need to call you at work to have you bring your child a sheet.

Snack-A nutritious snack is provided in the morning and in the afternoon.

Lunch-A balanced, nutritious hot lunch is served each day. If your child has certain dietary restrictions, you may need to bring in his/her lunch.

Menu-The menus for lunch and snack are posted weekly on the information board in the front hall.

St. Andrews School Curriculum Guide

The Curriculum guide at St. Andrews is based on the Pinnacle Program by Professional Training and Consulting. Our philosophy is that most effective learning occurs through play that is meaningful and has direction. The Pinnacle curriculum is highly structured, orderly, sequentially developed curriculum that teaches reading readiness and math readiness skills. Our emphasis is on individualized instruction with group activities used as needed.

Our teachers strive to give each child what he/she can handle for their developmental age. If children are forced to grow before their bodies, minds

and social beings are fully ready, they may be lacking in many important areas, particularly self-esteem. A child who is given more than he is ready for may encounter learning difficulties, failure, discipline problems, underachievement, and stress-related problems.

At St. Andrews our learning environment is centered around concrete, open-ended materials. We make sure that our activities are age appropriate and right for the individual child. Through our program, learning is fruitful as well as fun. Our teachers plan a wide range of interesting experiences that invite the participation of the children. Each child moves freely to and from these activities making his/her own choices and being responsible for his/her own behavior. Learning centers and work jobs are incorporated into our daily lesson plans.

The goals of the St. Andrews School are:

1. To provide a curriculum that contains a wide variety of appropriate activities to facilitate the optimum learning environment for all children.
2. To provide opportunity and inspiration for self-esteem and creativity through art materials and creative play.
3. To provide the opportunity to experience physical growth and development through participation in Creative Movement.
4. To provide music appreciation and understanding through participation in directed music activities.
5. To provide an environment that helps children give and accept love, and to understand something of its meaning and responsibilities, in relation to God, themselves, and others.

St. Andrews School Health Policies

Children are susceptible to infections from bacteria, viruses, and other organisms. Many communicable diseases are referred to as childhood infectious diseases because they are most likely to be contracted in childhood. In an attempt to prevent the transmission of infections, group child-care settings institute universal hygienic precautions and have exclusion policies.

Communicable diseases may be categorized into two types:

Type 1: Those which are self-limiting and/or readily treatable. Some examples of this type communicable disease are childhood illnesses such as chicken pox, influenza, streptococcal infections, impetigo, and lice. Because of the nature of these illnesses, risks to the children who have the illnesses and to their contacts within a group child-care setting are time limited. Therefore, decisions can be readily made about the exclusion of these children from the center for a period of time.

Type 2: Those which are of a more chronic nature, which may require extensive treatment and/or which suppress the immune system of the child who exhibit them. Some examples of this type of communicable disease are HIV, AIDS, hepatitis A, and cytomegalovirus (CMV). Because of the nature of these illnesses, risks to the children who have the illnesses and to their contacts within a group child-care setting may indicate a need to be excluded from the center for a period of time, or it may be advisable for the child not to attend group child care. Therefore, decisions about group child care for children exhibiting these types of communicable diseases need to be made by the director and the School committee along with the child's physician.

Communicable Diseases-Type 1

The School staff will do everything possible to foster good health and well being for your child. In order to do this we need your cooperation. Any child who shows signs of illness must not be brought to the School. Please notify the office if your child has a contagious illness.

- A. *Enrollment Requirements*--St. Andrews School is required by law to have a completed Georgia Certificate of Immunization on file for each child enrolled in our program. We must have this form when your child begins our program. Your child will not be permitted to participate in our program until the immunization form is received. Parents are responsible for knowing when their child's next shot is due, obtaining it, and providing the Preschool with an updated

Georgia Department of Human Resources Child Care Immunization Certificate. You may obtain this form from your doctor or county Health Department.

- B. *School Definition of Illness*--Any child who has any of the conditions listed below or a child who shows extreme discomfort from teething, ears, stomach problems, etc., is considered ill and will be temporarily removed from the Preschool.
- C. *Children Who Become Ill at the School*--Our staff reserves the right to decide that a child should be sent home if he/she appears ill on arrival or becomes ill at the Preschool. The parent that has been listed first to call will be notified.
- D. *Readmittance to the School*
1. Children will be checked by a classroom staff person upon returning to the Preschool to be sure the child is free of a contagious condition.
 2. Children who are sent home with an illness such as fever, diarrhea, or vomiting must be free of symptoms for at least 24 hours before returning to the Preschool.
 3. In case of head lice, the child must be treated with recommended medicated shampoo and can return to the Preschool when all evidence of lice has been eliminated.
 4. Rashes of unknown origin are treated as if they are contagious. The child must be checked by a pediatrician and a statement that the child is not contagious must accompany the child when he/she returns.
- E. *Medication for Illness and Allergy (Including Tylenol)*--Medication is given only to children if the parent had signed a medication form.

Prescribed medication is only given if the child's name is on the label.

The amount of medication given cannot exceed the recommended dosage. Please provide a dispenser for all medication.

It is our school policy that we do not dispense over the counter medications. The only exception is if your child must have

medication such as benedryl for the treatment of serious allergic reactions. It is suggested that if an illness continues after 5 days, the child should be seen by his/her pediatrician.

If a child is to be given medication for an allergy on an as needed basis, a statement must be on file.

- F. *Allergies*--Allergy information is recorded by the parent at the time of registration for front office use. It is the responsibility of the parents to also inform the child's teacher of the type of allergy and any special instructions. The information will be posted in the child's classroom.

If your child has asthma, we must have medicine in the office for emergencies.

- G. *Emergency Medical Care*--If the staff determines that medical care is needed, every possible effort will be made to first contact the child's parent so that the parent can help in planning further steps to be taken in the particular situation. If emergency medical attention is needed and the parent cannot be reached or there is not time to reach the parent first, the child will be taken to one of the following:

Dekalb Medical Center
2701 North Decatur Rd.
Decatur, GA 30033
(404) 501-5200

Children's Healthcare of Atlanta
1401 Clifton Rd.
Atlanta, GA 30322
(404) 325-6000

A signed permission form is on file for all children and will be taken to the hospital.

- H. *Minor Accidents and Medical Care*--Preschool staff are trained in CPR and emergency first-aid procedures. When minor accidents occur that may or may not require medical attention, staff will handle

the situation until parents can be notified. Attending staff are responsible for filling out an Accident Report form for Preschool files. (See example at the back of the handbook.)

- I. *Medical Claims*--If an accident occurs at the Preschool and medical attention is required, a claim can be filed for payment of medical expenses. It is the parent's responsibility to get a claim form from the office and have the medical facility and physician complete it. The insurance covers up to \$5,000 medical and up to \$500 dental. It is to be used as supplemental insurance to your primary coverage (individual or group). If you do not have other insurance, it will cover all expenses up to the limit stated.
- J. *Cold Weather*--Children at the Preschool are scheduled to go outside every day unless it is raining or the temperature is less than 32 degrees F. Children who are not well enough to go outside should not be brought to Preschool, because staffing will not allow for a teacher to stay inside with one child. Children need to have proper clothing for outside activity during cold weather. It is a good idea to bring both a heavy jacket and a sweater, in case the jacket is too warm for the temperature later in the day.
- K. *Inclement Weather*--In case of inclement weather, we will follow the DeKalb County school closings. You can find the school closings on local T.V. and radio stations.

Protection of Children in Severe Weather

In the event of severe weather, we will follow the following drill procedure as outlined:

TORNADO – Children will be escorted to the hallway where they will sit side by side against the wall until the weather service releases the severe weather warning.

FIRE – In the event of a fire, we will follow guidelines set forth in our emergency procedure guide. The children will be evacuated and staff will take the daily roll sheet to assure that every child has evacuated the building. We will bring the children to the Tucker Recreation Center (next door).

POWER FAILURE, GAS LEAK, ETC. - In the event of a gas leak, we will notify parents as soon as possible. Children will be escorted to the Fellowship hall of the church or Tucker Recreation Center (next door) or Eastminister Presbyterian Church 5801 Hugh Howell Rd., Stone Mountain.

Communicable Diseases--Type 2

Enrollment Guidelines

Children with Type 2 communicable diseases could be admitted to the program if their health, neurological development, behavior, and immune status are appropriate. This decision will be made on an individual basis by qualified persons with expertise regarding communicable disease, including the child's physician and the Preschool director and committee members. They will evaluate (a) whether the child will receive optimum care in a group setting, (b) whether the child is at a greater risk encountering severe complications from infections with tuberculosis, measles, herpes simplex virus, and chicken pox in the group setting, and (c) whether an infected child poses a potential threat of disease transmission to others. Children who presently exhibit biting behavior or who have exudative skin lesions will not be considered for enrollment.

An enrolled child who has a Type 2 communicable disease may need to be temporarily removed from the Preschool for his/her protection when cases of measles, herpes simplex, tuberculosis, chicken pox, or other illnesses presenting a hazard to the child are occurring in the Preschool population.

Children with Type 2 communicable diseases are subject to the same policies as those children with Type 1 communicable diseases; however, children who would be harmed by virus vaccines will be excused from regulations requiring them.

Any child enrolled in the Preschool who has diarrhea, fever, impetigo, influenza, vomiting, measles, herpes simplex, chicken pox, tuberculosis, streptococcal infection, thrush, or other Type 1 communicable diseases will be temporarily removed until the child is free of all symptoms of the illness for 24 hours and/or past the contagious period.

Parents of children attending group programs do not have the right to know the health status of other children in the program unless there is a threat to their children.

Caregivers and teachers need to know when a child has immunodeficiency, regardless of the cause, so that precautions can be taken to protect the child from other infections. These persons must be sensitive to the need for confidentiality and right to privacy in these cases. The director will assure that the confidentiality of the child's health and other records are maintained at all times. Exclusion of a child already enrolled in the Preschool who is subsequently found to have a Type 2 communicable disease will be decided basis on the preceding policies.

Sanitation Policies for Control of all Infectious Diseases

There may be infants and children with communicable diseases already enrolled in the Preschool because the child has no symptoms, the parents are unaware of the child's condition, or because the family has elected to keep the knowledge from the Preschool. Therefore, the Preschool has established policies for the control of all communicable diseases. These policies, which follow, are practiced at all times by the Preschool's administrative, teaching, and housekeeping staff to protect every child and adult participating in the program. These universal precautions have been adapted from the Guidelines for the Centers for Disease Control, American Academy of Pediatrics, U.S. Department of Health and Human Services, and the Emory University AIDS Training Network.

Each staff member will be trained and monitored in the uses of these precautions.

Every effort will be made to assure that all Preschool staff members, committee members, and families of enrolled children have received and will continue to receive the latest information about the control of the spread of communicable diseases, the course of each condition, mode of transmission, management of the child in the classroom, and prevention efforts as a means of reducing the spread of communicable diseases.

Guidelines on Infection Control--For All Staff Members

Because it is not always known when children are infected with communicable diseases (e.g., hepatitis, HIV, CMV, etc.) the following precautions are critical in reducing the risk of infections in the following situations:

1. *Diaper Changes*--Use the guidelines posted in your classroom for diaper changes. Use only latex disposable gloves for changing all diapers in case non-visible blood is present in feces or urine. After diapering, dispose of gloves and wash hands thoroughly.
2. *Toilet-Trained Children*--Wear latex gloves when assisting children in cleaning themselves after toileting.
3. *Contact with Blood or any Open Skin Lesion*--Use latex disposable gloves to handle any contact with blood, open skin lesions, or blood-contaminated body fluid, as when dressing wounds and treating nose bleeds. Keep gloves in your pocket when going to the playground for use when handling emergencies involving blood. After handling blood dispose of the gloves and wash hands thoroughly. **Do not reuse latex gloves.**
4. *Contact with Body Fluids*--Use disposable towels/tissues for cleaning tears and nasal or oral secretions. Use a separate tissue for each child and dispose of towels/tissues immediately. Wash hands thoroughly.
5. *Cleaning Soiled Surfaces*--Use latex utility gloves for cleaning surfaces soiled with urine, feces, blood, or vomitus. Spray the toilet seats frequently during the day. Promptly clean soiled surfaces with a bleach solution prepared daily.

-1 tablespoon bleach to one quart water if blood is not present.

-1 part bleach to 10 parts water for cleaning blood spills.

-Disposable towels/tissues should be used and discarded.

-Mops should be rinsed in the bleach disinfectant.

St. Andrews School
Medication Administration Policy

It is our school policy that we do not dispense medications. The only exception is if your child must have medication such as benedryl for the treatment of serious allergic reactions. If this is the case, the medication must be left in the office and accompanied by a “Medication Authorization” form. All children with asthma or other potentially life-threatening conditions **MUST** have a medication in the office at all times. If your child needs to take an antibiotic, ask your physician to prescribe a treatment schedule that would avoid the necessity for your child to have prescription medication at school.

Thank you for your assistance in helping us implement this policy. If you have any questions or concerns, please feel free to contact the office.

**2010 – 2011
School Year
Parental Agreement with
St. Andrews School**

1. St. Andrews Preschool agrees to provide preschool and/or day care for _____ on _____
(Child's Name) (Days of the Week)
from ____ a.m. to ____ p.m. My child will participate in the following snack and/or meals (circle applicable meals and snacks): morning snack or morning snack, lunch, and afternoon snack.
2. I understand the registration fee is non-refundable. The tuition deposit is non-refundable after June 15th.
3. Before any medication is dispensed to my child, I will provide a written authorization, which includes date, name of child, name of medication, dispenser, prescription number, if any, dosage, and date. Medicine will be in the original container with the child's name marked on it.
4. My child will not be allowed to enter or leave the facility without being escorted by the parent(s), or facility personnel.
5. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work locations, emergency contacts, child's physician, child's health status, infant feeding plans, and immunizations records, etc.
6. The facility agrees to keep me informed of any incidents, including illness, injuries, adverse reactions to medications, etc., which pertains to my child.
7. I have received a copy and agree to abide by the policies and procedures of St. Andrews School.

Signed: _____ Date: _____
(Parent or Guardian)

Signed: _____ Date: _____
(Facility Administration/Director)

**St. Andrews School
Accident Report Form**

Parent's Name: _____ Date: _____

Your child _____ received the following injury during school today:

_____.

Accident emergency procedure we administered:- _____

Administered By: _____ Time: _____

If you wish to question me further regarding this accident, please feel free to phone.

Phyllis Jennings
Director

