

GUIDELINES FOR SENDING A CHILD HOME

The teacher and administration at Rocking, Horse Academy will use the following guidelines to make a joint determination whether or not to send a child home.

1. If a child has an auxiliary (underarm) temperature of 99.4° or higher, the parent will be asked to take the child home. Temperatures will be taken if the child feels warm to the touch. The temperature is taken auxiliary. There is a 15–30 minute wait, and the temperature is rechecked. If there is a fever, the parent is contacted. *The child may return to school when they are fever free for 24 hours (without medication), or with a doctor's note.*
2. If a child has one or more of the following, the parent will be asked to take the child home, and follow the guidelines in the section on returning a child to the Academy.
 - a. **Chicken Pox**
Watery blisters appearing on scalp, face or body.
 - b. **Diarrhea**
One loose, watery bowel movement with one or more additional symptoms (fever of 99.4° or higher (auxiliary), abdominal pains, lethargy, vomiting, unable to console), or two loose, watery bowel movements with no additional symptoms. Upon return to the Academy, if within a twenty-four hour time period, the diarrhea returns, the child will be sent home again. *The child may return to school when they are 24 hours symptom free (without medication) or with a doctor's note.*
 - c. **Giardia**
Intermittent soft, unformed bowel movements during at least a two-week period, usually including abdominal cramps, unusual odor, and color.
 - d. **Eye Infections**
Red eyes, discharge from tear ducts, swollen eyelids and/or bumps on eyelids, crusted or matted eyes.
 - e. **Streptococcal infections**
Fever and sore throat.
 - f. **Rashes**
Unexplained rash on all or part of the body.
 - g. **Ringworm**
Itchy, scaly patches on scalp or body. Usually ring-shaped. Margins may be red and slightly raised.
 - h. **Pin Worm**
Itchy rectum. Child appears uncomfortable and has difficulty sleeping.
 - i. **Impetigo**
Any infected wound or small blister that become crusted or contain pus.
 - j. **Ear Infections**
Pain in ear, fever of at least 99.4° (auxiliary), fussiness, pulling on ear.
 - k. **Nasal Discharge**
Any nasal discharge that is not clear. Fever of 99.0° (auxiliary), irritable or lethargic, not able to participate in daily activities.
 - l. **Lice**
Itching or scratching of scalp, white pinpoint eggs (nits) that will not flick off.
 - m. **Viral Hepatitis (Type A)**
Gradual onset of slight fever, feeling tired, stomachache, nausea or vomiting followed by jaundice. Young children may have a mild case of diarrhea without jaundice. Because of the seriousness of this disease, if any member of the child's family contracts this illness, the school needs to be notified immediately so appropriate precautions can be taken. We will ask that the child who has been exposed, receive a gamma globulin injection.
 - n. **Vomiting**
One vomiting episode, with one or more additional symptoms (fever of 99.4° auxiliary, or higher, abdominal pains, lethargy, unable to console). Two vomiting episodes, with no additional symptoms within twenty-four hours.
3. A teacher can send a child home if his behavior indicates he/she is too ill to participate in the day's activities.

NEW POLICY added to the parent handbook—READ CAREFULLY:

4. **Parents must pick up their child within 90 minutes of notification** or arrange to have an alternative person pick up your child. Once we discover that a child is ill or infested, (when possible) we will attempt to isolate or remove the child from the classroom to help minimize the exposure to other children; however, we are not staffed to give individual care for extended periods of time. Failure to comply will result in an additional fee of \$1/per minute for every minute after the 90 MINUTES.** (The 90 minute period begins after we have called all primary numbers given by the parents. We will leave voice mail or messages when that is an option. Our teachers will record the times that they dialed each number and will record what response was received or what action was taken: spoke with parent, left a message with a person along with that person's name, left a voice mail message, no answer, or number is not a working number message received.) The teacher will record time of the final call and the 90 minute period will begin. If a message is left and the parent does not call us back within 15 minutes, we will begin calling any emergency numbers provided, but 75 minutes will be the time allowed without penalty fees being enforced.
5. Please understand that when a teacher calls and informs you that your child is ill and must be picked up, *she/he is upholding state licensing guidelines*. We do this for the protection of all of our children. We understand that you have work to do and that it is very frustrating when your child becomes ill, but we are here to care for and protect all children. If you have questions or concerns, an administrator will be happy to take care of them for you; your teachers are just upholding the policy of the state and of the school.
6. Obviously, it is VITAL that we have current contact information for you or alternates that are easily reached. It is the PARENTS' RESPONSIBILITY TO BE CERTAIN WE HAVE CURRENT NUMBERS IN THE PERMANENT FILE UP FRONT AND IN THE CLASSROOMS. We will try every number and every email you provide. We will document every attempt in writing for you. If you would like to give us additional numbers, please feel free to stop by the front desk.
7. If you have any concerns or questions, please see the Owner or the Director.

GUIDELINES FOR RETURNING A CHILD TO SCHOOL

The following guidelines should be used to determine whether or not to send a child back to the Academy.

1. Children sent home because of fever may return twenty-four hours after the temperature has returned to normal **without Tylenol or other fever suppressants**. Parents will be asked to sign acknowledgment of this policy.
2. Children sent home because of any one of the following communicable diseases might return when:
 - a. **Chicken Pox**
Sores are dried up or crusted, and no new blisters are appearing (approximately six or seven days).
 - b. **Diarrhea**
Symptoms are gone for twenty-four hours, and child has a normal bowel movement without medication such as Kaopectate.
 - c. **Giardia**
 1. Stool analyses must be done to identify Giardia, and a copy of a negative result must be filed in the Academy's office.
 2. If test is positive, the child may return after twenty-four hours of medical treatment, but must finish the course of the medication. We ask families observe for Giardia symptoms in all family members, if one member has a confirmed case.
 3. If there are several cases in one classroom, all children may be asked to be tested.
 - d. **Eye Infections**
 1. When parents see the first symptoms of discharge, they are advised to keep the tear ducts clean and open. Warm compresses often work.
 2. With any eye infection, the child may return to school after twenty-four hours on medication, discharge has cleared up, and redness is gone.

3. If the eye is red and swollen with no discharge and the cause is allergy, a written diagnosis from the pediatrician should be given to the Academy's office.

e. Streptococcal Infections

Twenty-four hours after antibiotic has been administered, no fever is present, and the child is able to participate fully in activities.

f. Rashes

The child is free of symptoms, or there is a written statement from the doctor stating the child is not contagious.

g. Ringworm

After medication is administered and sores are covered.

h. Pin Worms

May return the day after treatment begins. Fingernails must be cut.

i. Impetigo

After treatment begins and sores are covered unless they are dry.

j. Ear Infections

After fever is gone and the child is comfortable and on medication.

k. Nasal Discharge

Mucus is clear.

l. Lice

After treatment and ALL nits are removed. We have a NO NIT policy.

m. Viral Hepatitis

With doctor's written approval.

n. Vomiting

Twenty-four hours after last vomiting episode, and no other symptoms exist.

Children may return earlier ONLY if we have a doctor's note verifying that the child is not contagious or does not pose a health risk to other children. If your child has been sent home the day before, do not bring them back to school before the 24 hours is up AND they are symptom free WITHOUT medication. We will not and can not accept them. Clear this with an administrator before proceeding to the classroom. An administrator will verify the exception and approve admission of the child based on documentation.

Again, our teachers are just upholding the policies of the school and state. If you have questions or concerns, see an administrator. Please do not put the teacher in that position.

COMMUNICATION OF ILLNESSES AND CONTAGIOUS DISEASES

It is vital the school be notified when your child has developed a contagious illness, so we may notify other parents, and watch the rest of the children for symptoms. When contagious illnesses are identified among children who attend the Academy, a notice will be posted indicating the type of illness, symptoms to look for, and other information of interest to parents, such as the incubation period for various diseases. We do this as much in advance as possible, so you can plan for alternative care for your child should he/she become ill. Names of ill children are confidential. Only the type of disease and related information are shared. The Academy will notify the local health department when specific communicable diseases have been diagnosed, as required by law.

If your child is ill during hours not in attendance, please let us know so we can be aware of the types of illnesses being spread within a group. If your child has been exposed to the illness of a family member or friend, again, notify us so we may watch for symptoms.