



Albemarle County Public Schools

Extended Day Enrichment Programs

Parent Handbook 2016 – 2017: ADDENDUM

Medication Policy

According to Albemarle County Policies and Regulations (JHCD) regarding administration of medication to students at school, parents need to be aware of the following:

- Whenever possible, medication should be scheduled outside of school/EDEP hours. Speak with your doctor about the possibility of your child taking medicines when you can administer them.
- Albemarle County Public Schools personnel may give prescription medication to students only with a physician's written order and written permission from the parent/guardian, which shall expire or be renewed after 10 work days; therefore, a completed *Request for Administration of Medication Form* must be signed by the parent/physician before EDEP staff can dispense medication. Long-term prescription drug use may be allowed with written authorization from the child's physician and parent
- If prescription medicine is to be dispensed at school, it must be in the original pharmacy container, with the current prescription label, displaying the following information:
 - Child's name
 - Name of prescribing physician
 - Name of medication
 - Dosage
- Albemarle County Public Schools personnel may give non-prescription medication to students with the written permission of the parent/guardian, which shall expire or be renewed after 10 work days. Long-term over-the-counter medication may be allowed with written authorization from the child's physician and parent. Written permission shall include:
 - Child's name
 - Name of medication
 - Dosage
 - Frequency and duration that the medicine should be given
 - Reasons to give the medicine
- We reserve the right to refuse the parent's request to dispense medicine.
- All medication must be transported by an adult and given directly to EDEP personnel.

Transportation Policy

Transportation to the EDEP is not provided as each program is hosted at the students' school site. Field trips are occasionally offered as part of the enrichment experience. Transportation is provided by Albemarle County Public School's Transportation Services, driven by a qualified driver. Parental permission for transportation and field trips will be secured before the scheduled activity.

Reporting Child Abuse and Neglect

The EDEP is mandated by the State of Virginia to report any suspected child abuse or neglect; therefore, any suspected incident of child abuse or neglect shall be reported in accordance with §63.2-1509 of the Code of Virginia.

Behavior Management

EDEP rules and regulations are consistent with those used during the academic day, which can be found in each school's student handbook. A student may be suspended or expelled from the program for disruptive behavior or behavior that could cause harm to self, students, staff or school property. A variety of interventions may be applied before suspension. Conversely, severe behaviors may result in immediate suspension or expulsion (as defined by Albemarle County School Board Policy JGD/JGE) from the program. Parents will

be required to pick up their child immediately if called because of inappropriate behavior. The guidelines listed below will typically apply if the inappropriate behavior continues.

Stage 1: The parent/guardian will receive a written notice describing the inappropriate behavior and a one day suspension may be imposed at this time.

Stage 2: The parent/guardian will receive a second notice and a three-day suspension may be imposed. A conference with the parent/guardian may be required prior to readmission.

Stage 3: A third and final notice is given at this stage and the student is expelled from the program.

Tuition payments are not refunded if a child is suspended or expelled.

Acceptable/Unacceptable Behavior Guidance

The EDEP uses the *Responsive Classroom* behavior management system, which is consistent with Albemarle County Public Schools, that focuses on student responsibility and natural consequences. The EDEP is a safe, respectful, cooperative and productive environment. All members of the EDEP community will act in a respectful, safe, cooperative and productive manner. The following actions are forbidden: Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment; Enclosure in a small confined space or any space that the child cannot freely exit himself; Punishment by another child; Separation from the group so that the child is away from the hearing and vision of a staff member; Withholding or forcing of food or rest; Verbal remarks which are demeaning to the child; Punishment for toileting accidents; and Punishment by applying unpleasant or harmful substances.

Parental Visitation

In accordance with the custodial parent's right to be admitted to the center as required by § 63.2-1813 of the Code of Virginia, the EDEP has an open door policy regarding custodial visits. We strive to foster a child's independence and growth while allowing parents the opportunity to observe their child. The EDEP is committed to the safety of our children; therefore, we require all visitors to check in with the Site Facilitator. If you wish to accompany your child at any time during his/her day, please notify the Site Facilitator.

Snacks

Daily snacks, in compliance with USDA guidelines, are provided for each student in the ASEP. A monthly snack menu will be posted and maintained on file at the center. Any substitutions to planned menu items will also be posted. This allows the option of sending a snack from home.

Safety Policy

During any unforeseen crisis, such as natural disasters or similar events, the EDEP will cease regular day activities and follow the appropriate plan outlined in the *EDEP Safety and Crisis Plan*. If you would like to review the plan for emergencies, please ask the Site Facilitator. The EDEP will evacuate the premises if necessary, and parents will be contacted if children are to be released early from the program. The EDEP will notify the proper authorities in the event of any emergency. The *EDEP Safety and Crisis Plan* is reviewed biannually and updated annually.

Sunscreen and Insect Repellent Policy

Albemarle County EDEP personnel may apply skin products with the written permission of the parent/guardian. The authorization must note any potential adverse reactions. Additionally, the sunscreen shall be in the original container and labeled with the child's name.

Lines of Authority

