



# A Family Guide to School Life at MCDS

2009-10

## A FAMILY GUIDE TO SCHOOL LIFE AT MCDS

### CONTACT AND COMMUNICATIONS INFORMATION

#### **Where can I find the MCDS website?**

Our website, [www.madisoncountryday.org](http://www.madisoncountryday.org), offers excellent information for parents and visitors alike. You can view the Friday File, calendars, sports schedules, Parent Guild news, and other vital information with just a few clicks. In early August, you can also access all of the necessary back-to-school forms and instructions you need to ensure your Registration and Orientation Night experience goes smoothly! Please take some time to explore the site, including the Student Information section, and become familiar with its contents.

#### **What is the Friday File?**

The Friday File is our school's weekly electronic newsletter, with links to calendars, forms, and other websites providing timely information. We send an email with a link to the Friday File at the end of each week, highlighting important information and reminders in the message. You and other family members can also access the Friday File at any time via our website home page.

#### **What is the Head's Letter?**

Our Head of School, Luke Felker, communicates with the MCDS community on a biweekly basis through the electronic Head's Letter. Look for school news, announcements, curricular updates, awards, and more in this invaluable informational communiqué.

#### **Are School Calendars posted?**

Calendars, including the entire school year, current month, and A through E days, can be located on the school website in the Friday File. The five-day rotation A through E calendar often requires explanation. Several years ago, the school adopted this calendar as a way to make sure that no single day's classes were slighted by Monday holidays or other variables. Therefore, classes are assigned for five days, A through E. This rotation continues even though students may have off on a Monday (e.g., Labor Day) or Wednesday, Thursday, Friday (e.g., Thanksgiving holiday break). In this case, the Tuesday before Thanksgiving is a B day, while the Monday back to school day is a C day, maintaining the academic sequence.

#### **Who do I call?**

1. **When my child is sick?** Please call Beatrice Jones, School Secretary, before 8:00 a.m. if possible. Please leave a message on the school voice mail either in the evening or early morning. Also email your child's teacher or advisor.
2. **When my child will be tardy?** Please follow the same procedure as above.
3. **When he or she needs to leave early for an appointment or should go to Extended Day?** Beatrice Jones or a parent volunteer who may help cover the desk will make a note and inform the teacher and/or student of the change in plans.
4. **When I have a question about homework, class work, other academics, or behavioral issues?** Please direct these questions to the child's teacher initially. If you need further assistance, the Assistant Head of your child's division may be called. If the matter needs additional attention, the Head of School may be approached.

5. **When I have a billing question?** Barb Spurlin, our Business Manager, will help with billing issues.
6. **When I have a question about Financial Aid?** Jen Klug, our Director of Admissions and Marketing, will be happy to help you.

### **Who is the Health Coordinator and what does she do?**

The Health Coordinator is a volunteer professional Registered Nurse and MCDS parent who oversees our health records, informs our staff of concerns about which they need to know (allergies, significant health conditions, contagious diseases), and coordinates health training for staff and volunteers.

Tracy Maloney will manage the health office this year. She will review immunizations to see that they are up to date and compile a list of health concerns that teachers should know about. Tracy will contact families if she sees that any information or medications need to be updated.

### **I have questions about health issues. Where can I get answers?**

Tracy has answered many common questions in the yellow Health Issues section at the back of this Family Guide.

### **What are important phone numbers I should know?**

Main School Telephone/School Secretary, Beatrice Jones – 850-6000, [bjones@madisoncountryday.org](mailto:bjones@madisoncountryday.org)

Business Manager, Barb Spurlin – 850-6372, [bspurlin@madisoncountryday.org](mailto:bspurlin@madisoncountryday.org)

Assistant to the Head of School, Caitlin Stade – 850-6374, [cstade@madisoncountryday.org](mailto:cstade@madisoncountryday.org)

Head of School, Luke Felker – 850-6374, [lfelker@madisoncountryday.org](mailto:lfelker@madisoncountryday.org)

Director of Admissions and Marketing, Jen Klug – 850-6375, [jklug@madisoncountryday.org](mailto:jklug@madisoncountryday.org)

Project Coordinator, Mary Dykstra – 850-6000, ext.108, [mdykstra@madisoncountryday.org](mailto:mdykstra@madisoncountryday.org)

Maintenance Supervisor, Dan Reinke – 850-6000, ext. 113, [dreinke@madisoncountryday.org](mailto:dreinke@madisoncountryday.org)

Health Coordinator, Tracy Maloney – [telzrow3@yahoo.com](mailto:telzrow3@yahoo.com)

Extended Day, Kristen Jansen – 850-6000, ext. 223, [kjansen@madisoncountryday.org](mailto:kjansen@madisoncountryday.org)

Please call 850-6000 to be connected to any of the Assistant Heads listed below:

Lower School, Kate Jones – [kjones@madisoncountryday.org](mailto:kjones@madisoncountryday.org)

High School, Kathleen Franzen – [kfranzen@madisoncountryday.org](mailto:kfranzen@madisoncountryday.org)

Middle School questions may be directed to either Kathleen Franzen or Luke Felker, Head of School.

### **Is there a formula for the email addresses of MCDS staff members?**

Yes. Please use the first initial of the first name of the person you wish to contact followed by the last name. All addresses end with @madisoncountryday.org. Example: The email address for Beatrice Jones is [bjones@madisoncountryday.org](mailto:bjones@madisoncountryday.org). Please note that email addresses are all lowercase letters.

## **EMERGENCY CONTACT FORMS**

### **What is the Emergency Contact Form?**

This form, accessible online from our website under “Update Student Information,” allows parents to supply the school with emergency contact numbers for each child, including persons who should be contacted to pick up the student if he or she is ill or unable to complete the school day, doctor and dentist contacts, health insurance, allergy, and other crucial medical information, and, most importantly, permission to call emergency responders (911) if necessary. **Each year this form must be completed, printed, signed, and returned to the school prior to the first day of school.**

### **Should I list myself as the #1 or #2 Emergency Contact?**

As a parent, please do not list yourself as the #1 or #2 contact. If we need to reach someone in case of emergency, the school secretary always tries to call parents or guardians first. When it is not possible to reach you or the other parent or guardian, we look to the #1 and #2 contacts and call them. Many families list grandparents, aunts or uncles, best friends, neighbors, a nanny, or other trusted individual in the vicinity for this purpose. Be sure to ask these individuals if they would be willing to pick up your child from school if contacted before you list them on your form. We will make every effort to inform you if someone else is called to pick up your child.

### **Is there somewhere on the form to add another household if the child's parents live in different homes?**

Yes. We are aware that families have many shapes. Each household should register information separately under the child's name to ensure that both parents receive all communications including grade reports.

### **When should I update the Emergency Contact Form?**

The form must be updated prior to each school year that your child(ren) attends MCDS. In addition, should your name, address, marital status, health, or other emergency contact information change at anytime, the form should be revised by using the online procedure.

### **Who should I contact if I can't access or print the Emergency Contact Form online?**

Please call the school secretary if you have difficulty. Beatrice Jones will be able to assist you with this procedure. If she is unavailable, feel free to contact either Jen Klug or Caitlin Stade.

## **ATTENDANCE PROTOCOL**

### **My child has a medical appointment or other partial-day absence; what should I do?**

Please send a note in advance to the homeroom teacher or advisor stating specific information about the absence. A call to the Front Desk is also appreciated. Be sure to sign the student in and out.

### **I know in advance that my child will miss two or more days of school. Do I need to do anything?**

1. Yes. Inform your child's teacher or advisor at least 10 days ahead of the absence if possible.
2. Request a Future Absence Form at the Front Desk in either the Lower School or Middle/High School or from your Assistant Head. Complete your information and have your child give it to the teacher(s) who will fill it out with assignments, etc.
3. Submit the completed Future Absence Form to the Assistant Head of School for your child's division and keep a copy for yourself.

### **I've heard there is a Sign In/Out book for students at the Front Desk at either entrance. What is that for?**

1. The Sign In/Out book assists the secretary in keeping accurate attendance records and ensures that we know who is in the building or has left.
2. If you bring your child late, please sign her or him in. (MS/HS students may sign themselves in.)
3. If your child must leave early, please come into the building and sign him or her out. **STUDENTS MAY NOT SIGN THEMSELVES OUT OF SCHOOL UNTIL THEY REACH 18 YEARS OF AGE.** If your child drives to school, he or she still needs your verbal approval to leave if ill.

### **How is attendance counted?**

1. The school records attendance in half-day increments. If a student is present for 1 hour of a given half-day, they are, by state law, determined to be present for the entire half-day.
2. Students are marked tardy when they are not present in class or assembly by 8:00 a.m. but arrive after that time. Exceptions are made for appointments that are scheduled first thing in the morning. For instance, if a student arrives from an orthodontist appointment at 8:45 a.m., he will not be marked tardy. However, the school secretary must be informed of the reason for late arrival. Please indicate the reason in the Sign In/Out book and in any correspondence concerning the appointment.

### **How is perfect or exemplary attendance determined for the end of the year awards?**

1. A student who has been present at school with 0 absences will be awarded a Perfect Attendance Certificate provided he or she has eight or fewer tardies.
2. Students with a maximum of a half-day absence are awarded Exemplary Attendance Certificates subject to the same standard for tardy arrival.

## **VISITING**

### **If I visit my child's classroom or volunteer my time, do I need to check in?**

1. Yes. Again, for security, we need to know who is in the building.
2. When you check in, you will be asked to sign the Visitor/Volunteer registry and make out a name tag to wear during your visit. Others in the building may not know you, but should recognize that you have registered upon entry. *Note: Please pass this information on to grandparents or others who may come to read or share with a class. This procedure is not necessary for concerts or recitals.*

## **BEFORE AND AFTER SCHOOL**

### **When should my child arrive in the morning?**

To have a smooth start to the day we recommend that students arrive at 7:45 a.m. when classroom doors open. Arriving fifteen minutes before the start of the school day ensures that students have time to put outer clothing and lunches away and get organized for the day. Lower School students generally prepare their assignment notebooks at this time and then proceed to Assembly at 8:00 a.m., when the school day begins officially.

### **What if I can't pick up my child(ren) at 3:30 p.m.? What options do I have?**

Extended Day is available for Pre-K through grade 8 students from 3:30 until 6:00 p.m. Extended Day is staffed by trained personnel and provides both a homework lab and playtime opportunity to students after school. Any Lower School student in the building not involved in another supervised school activity must sign in to Extended Day. Middle School students not involved in an extra-curricular must sign in to the Middle/High School Library and remain there until 4:30 p.m. At that time they must move to the Extended Day site and sign in.

### **Where is the Extended Day program?**

Extended Day is located in the Lower School Music Room (Homework lab) and Pod/multi-purpose room (play and social interaction). When possible, students may also enjoy outside recreation.

### **Do I need to register for Extended Day?**

1. If you know you will use the program on a regular basis, please complete a sign-up form. This form, along with costs, will be posted on the website in the Friday File in early August.
2. If you don't usually use the service but discover a need periodically, your child may participate on a drop-in basis. You will be billed only for the time you use the program.

### **Do I need to come in to pick up my child from Extended Day?**

YES! To guarantee your child's safety, please sign your child out when you pick him or her up after school. You should also make contact with the staff person on duty. Extended Day has its own Sign In/Out book by the Pod door.

### **If I need a friend or family member to pick up my child, what should I do?**

1. For starters, make sure the teacher or Extended Day staff knows who will pick up your child. If you don't know this until that day, call Beatrice Jones at the Front Desk and she will relay the message. If you need to reach Extended Day after 4:00 p.m., call 850-6000, ext. 223. You may also be able to contact Barb Spurlin or Caitlin Stade at their direct numbers until 4:30 p.m. (See phone numbers on page 2.)
2. Tell your pick-up person to identify herself or himself to the staff person who will release the child and to sign out the child.

### **I have a personal emergency and I can't pick my child up at Extended Day by 6:00 p.m. What should I do?**

It's a good idea to have a backup plan for your child's pick-up from Extended Day. Call the person you have an arrangement with and ask him or her to pick up your child by 6:00 p.m. Then call Extended Day at 850-6000, ext. 223 and inform them of your plan.

## **MILK AND LUNCH PROGRAMS**

### **Does MCDS offer milk to students?**

Yes, MCDS does have a milk program available to students. Students can receive milk for snack and/or lunch every day. MCDS offers 1% white and chocolate milk.

### **How do I sign my child(ren) up for milk?**

You will need to fill out a milk contract form for your child(ren) and submit it before the beginning of the school year. This form will be made available in early August on the Friday File and can be turned in on Registration and Orientation Night, August 27.

### **How do I pay for the program?**

You will receive a bill at the beginning of each trimester for the milk you have ordered for your child(ren).

### **What kind of lunch programs does MCDS offer?**

MCDS offers students a number of different options for lunch:

**Sweet Sophie's** – Sweet Sophie's is the mainstay of our lunch program and offers accommodations for those with food allergies. This year parents will have the opportunity to order lunch from Sweet Sophie's for either two or four days. Details will be available when the schedule is finalized.

**Pizza Day** – Twice a month, Glass Nickel supplies our pizza which parents can order for their child(ren). Choices of cheese, vegetable, and pepperoni are available.

**Milio's Subs** – Milio's subs and wraps with a side of chips are offered twice a month. Smaller portions for Lower School students are also available.

**How do I sign my child(ren) up for these programs? Is the billing similar to the milk program?**

You will need to fill out a Lunch Contract for your child(ren). These forms will also be available on the Friday File in early August. Billing for these programs is the same as the milk program. You will be billed at the beginning of each trimester based on what has been ordered.

**I have more questions about the milk or lunch programs; who do I call?**

Please contact Caitlin Stade at 850-6374.

**BUS OPTIONS**

**Does MCDS have busing?**

For those interested in busing, MCDS has made arrangements with First Student to service our families. Typically, First Student has maintained two routes, one on the east side and one on the west side of Madison. Arrangements can be made for one trip per day (either morning or afternoon) or the round-trip (both morning and afternoon). If you would like more information about busing, please contact Barb Spurlin.

**SUPPORTING MCDS**

**Most schools have some form of fundraising. Does MCDS have fundraising goals?**

MCDS looks to support the world-class educational experience of its students and advance the mission of the school through the Annual Fund. The Annual Fund campaign is critical to the continued growth and success of our school. Unrestricted Annual Fund donations from parents and friends are the school's second largest source of income after tuition.

**What does the Annual Fund support within the school?**

Your gift to the Annual Fund pays for essential educational operating costs including textbooks, classroom supplies, and teacher salaries – the building blocks of an MCDS education.

**Why doesn't tuition cover the full cost of an MCDS education?**

As with most every independent school, tuition covers only a portion of our total annual operating budget. In order to make a Country Day education accessible to as many students and families as possible, we depend upon the MCDS community to build the financial bridge between tuition and the total cost of educating our students.

**Is participation important no matter my ability to give?**

One hundred percent participation by families is our number one goal! We need the commitment of the entire MCDS community to ensure our fiscal health and the vibrancy that is a Country Day education. Don't forget that donations to MCDS are tax deductible.

### **How do I donate to the MCDS Annual Fund?**

You will receive an Annual Fund mailing this fall and can make your donation in the form of cash, check, or credit card. You can also donate online by clicking on the "Online Giving" link on the MCDS home page.

Many companies will match contributions made by an employee (and those of a spouse). Please inquire as to whether your employer has such a program and, if so, obtain the proper forms to forward to the MCDS Business Office. For more information on the Annual Fund, please contact MCDS Business Manager Barb Spurlin.

### **What is the Annual Stepping Stones Celebration and Auction event?**

Each year MCDS throws a community celebration to honor the successes of another school year. This year's informal evening event will be held on Saturday, March 20. The celebration includes silent and live auctions where community members can bid on a range of exciting items including sporting event tickets, vacation packages, and local goods and services. Proceeds from the auction go to support either the Annual Fund or specific fundraising drives such as our scholarship program.

### **Are there other fundraisers during the school year?**

MCDS provides many options by which you can support the forward progress of the school. A variety of product sales are held during the year, including coffee and cookie dough. Proceeds from these sales go directly to the Annual Fund. The MCDS Parent Guild, the parent organization founded to support our school community, also holds fundraising events, including the annual Spring Carnival, to support its operations. The Guild gives a significant portion of its budget back to the school, including funding a number of teacher appreciation events.

## **BUILDING USE FEE AND SCRIP**

### **What do I need to know about SCRIP and the Building Use Fee?**

The Building Use Fee is a standard fee found in many independent and private schools. Completely separate from tuition, it is used solely for routine facility expenses. The Building Use Fee for the 2009-10 school year is \$450 per family. Each family has two options:

1. Families can pay their building use fee upfront  
or
2. This fee can be offset, at least partially, through participation in the MCDS SCRIP program. Here is how it works:

When you purchase SCRIP (or gift) cards for a variety of local retailers from the school (groceries, gas, restaurants, retail stores), MCDS receives a certain percentage of each card back in cash. Starting with any SCRIP purchases after Registration and Orientation Night (August 27, 2009), your Building Use Fee will be reduced by the amount that the school earns on your personal purchases. It's a fantastic way to earn money necessary for building maintenance as well as reduce your fiscal obligation at the same time.

Detailed information regarding this program is available in the Lower School lobby. Additional friends and family may choose to participate in the program and designate their proceeds to a specific family's fee. Although this fee will not come due until June 2010, it will appear on your August billing and subsequent statements. If you have questions, please contact Barb Spurlin, Business Manager, or Liz Benson, SCRIP Program Coordinator – [aeben@bensonwoodproducts.com](mailto:aeben@bensonwoodproducts.com).

## **PARENT GUILD INFORMATION**

### **What is Parent Guild and how do I become a member?**

The Parent Guild is the formal parent organization in which all parents/guardians are automatically considered members. Parents are involved in whatever way suits their family and circumstances, ranging from leadership roles to attendance at events. Throughout the year the Guild sponsors various events and activities such as the Book Fair, Winter Celebration, Spring Carnival, Books and Bagels, Used Uniform Sale, and other events. All parents/guardians are invited to attend Parent Guild meetings on a bimonthly basis (September, November, January, March, and May) in the Lower School lobby area to discuss and plan events. The Guild provides excellent support to the MCDS students, faculty, staff, and entire school community.

### **Who are the officers?**

President: Kayte Cunningham [kayte.arts@yahoo.com](mailto:kayte.arts@yahoo.com) or 238-3237

President Elect: Gwen Bosben [vornbos@aol.com](mailto:vornbos@aol.com) or 825-8241

Secretary: Terri Reda [treda@uwsa.edu](mailto:treda@uwsa.edu) or 241-8450

Treasurer: Marmar Miar-Alton [mmiar@charter.net](mailto:mmiar@charter.net) or 833-8504

Volunteer Coordinator: Jodi Shehadi [jodiantiques@yahoo.com](mailto:jodiantiques@yahoo.com) or 467-6620

### **I'd like to volunteer my time. How do I do this?**

There are many ways to volunteer your time at MCDS:

1. Please complete the Volunteer Sign-up Sheet that lists many of the opportunities that are available. In early August, this sheet will be available on the MCDS website in the Friday File.
2. Ask Jodi Shehadi, Volunteer Coordinator for the Parent Guild, how you can help.
3. Contact your child's teacher/advisor if you would like to help put up bulletin boards or serve as a driver/chaperone for field trips.

### **What is the Book Fair?**

The Book Fair is usually a two-day event (Thursday and Friday) held in late fall and spring. Volunteers set up and staff a small Scholastic Books store in the Lower School lobby. Teachers often submit "wish lists" of books they would like to have for their classrooms, and parents are invited to donate one or two classroom books as well as purchase books for their own family.

### **What are the Winter Celebration and Spring Carnival?**

These two events are Parent Guild sponsored opportunities for the entire MCDS family community to get together and have fun. Food, entertainment, activities, and social interaction make these two festivities highlights of the school year. Proceeds fund Parent Guild functions.

### **What is Books and Bagels?**

Held twice a year, Books and Bagels offers an opportunity for parents and students to arrive early at school (7:00 a.m.) and enjoy a light breakfast (a variety of bagels, juice, and coffee), and usher in morning activities that emphasize reading activities. Both children and parents enjoy this time together that fosters reading and positive parent-child interaction.

### **What is the Used Uniform Sale?**

The Parent Guild collects gently used uniforms that students can no longer wear to wash and recycle. These items are offered for sale prior to the beginning of school (August 12, 2009) and at other

times throughout the year. Plaid items are priced at \$15 each, while other uniform pieces are available for \$5 each. *Details about the school uniform policy may be found in the Uniform page of the Admissions section of our school website at [www.madisoncountryday.org](http://www.madisoncountryday.org).*

## **OTHER THINGS PARENTS WANT TO KNOW**

### **Does MCDS have a picture day and publish yearbooks?**

Yes, MCDS believes that creating memories is an important part of school life. To that end, individual and class photos are taken in October, with a retake day scheduled in November for students who either miss school on the first day or need another photo opportunity. The photographers capture fall sports and activity photos in conjunction with the November retake day, and return in February to photograph the spring sports and activity groups. Families may select from a variety of packages to purchase if desired.

A team of MS/HS students along with staff advisors work hard to compile and assemble a yearbook for publication. Parents are encouraged to share candid photos from school functions to be included in the publication. Students of all ages may participate in a contest held in the fall to draw and select the new cover for this year's edition.

### **Where can I find details about the School Uniform Policy?**

The School Uniform Policy for Lower, Middle, and High School divisions may be found on the MCDS website, [www.madisoncountryday.org](http://www.madisoncountryday.org), in the Admissions section.

### **What is Spirit Wear Day?**

Once a month the entire school celebrates a "Spirit Wear Day" by wearing relaxed T-shirts, sweatshirts, sports jerseys, or other clothing items that bear the MCDS logo, Prairie Hawk, or official activity logo such as a play or musical. This is not a blue-and-white day, and although jeans may be worn with the spirit wear top, students may not wear jeans with clothing other than with spirit wear. If a student chooses not to wear spirit wear, the usual uniform must be worn. An MCDS T-shirt is given to each student upon admission, but new T-shirts may be purchased through the Admissions Office when needed. Additional spirit wear may be ordered on Registration and Orientation Night. Monthly Spirit Wear Day sometimes corresponds with another school event such as a pep rally.

### **Is my child eligible for transportation reimbursement?**

If you live in the Madison, Middleton-Cross Plains, DeForest, or Waunakee School District, your child (Kindergarten and up) may qualify for a transportation subsidy from the home district. Contact the School Secretary to make sure you are included on the list that is sent to your home district in the fall and spring. Be sure to open any correspondence from these districts as contracts are sent by mail. If you believe you should get one and have not by October 15, please inform the School Secretary.

### **What is Morning Assembly or Flag? Do they refer to the same thing?**

Morning Assemblies for the entire school are held first thing on Monday and Friday mornings and on Tuesday through Thursday for the Lower School only. For the first several years of the school's life, this Assembly took place in an area of the school where numerous international flags were displayed, hence the name "Flag." Although you may still hear this term used, we are now calling it "Assembly."

Generally, Monday through Thursday Assemblies are in the Lower School Pod, while the Friday Assembly is in the Middle/High School gymnasium. These meetings of the school may include special class or group presentations, awards, or performances. Parents are welcome to attend these events.

### **How can I get the names, addresses, and phone numbers of other families?**

1. Parents can access this information through the Student Information portion of the website.
2. Log In with your User Name and Password. (After your child is enrolled, you will complete the Emergency Contact Forms online. When you do this, you will choose a password to go with your User Name [your email address].)
3. Scroll down to Student Directory.
4. Select the directory you need to use to access the information.

Parents can also purchase a printed copy of the family directory from the Parent Guild any time during the year. The personal information in the Parent/Student Listing or Directory is provided on a voluntary basis and is published (both on paper and online) by the School solely for the collective convenience of our families. This private information should only be used for school-related communications.

### **Does the school have a “Lost and Found” area?**

If you believe your child has lost any belongings, please check the cubby area or locker first. Then try the Lost and Found Closet in the Kindergarten hallway (Lower School students), or, if your student is in Middle or High School, check with the MS/HS Front Desk and ask for assistance.

### **How does MCDS handle school closings for inclement weather?**

In October, you will receive details concerning our policy for calling off school due to dangerous or inclement weather conditions. We collaborate with area schools to determine road conditions and inform parents through the local media as well as email if the decision is made to close school.

## ANSWERS TO QUESTIONS YOU MAY HAVE ABOUT HEALTH ISSUES



### **My child needs to take prescription medication at school. What do I need to do?**

Please have the child's doctor fill out and sign the Physician's Order Form. This gives the school permission and instructions to administer medications. Bring the medicine to school in its original container with the student's name on it. Medications are kept at the Lower School desk and dispensed as needed by the receptionist. The Physician's Order Form is available from the Lower School receptionist and on the school website.

### **What should I do if my child needs an over the counter pain reliever, cold medicine, allergy medicine, or another over the counter medication at school?**

You can bring in over the counter medications for your child to be kept at the Lower School Front Desk in case she or he needs them throughout the year. Please fill out a Non-Prescription Medication Form telling the Lower School receptionist what medication and dose to give to your child in certain circumstances. Please put your child's name on the medication container. The school only stocks adult doses of Acetaminophen and Ibuprofen.

### **My child is in Middle School (or High School). Does he need to go to the Lower School desk for pain medication?**

No, Middle and High School students should be responsible to keep some non-prescription medicines in their possession. Students must not share medications with other students or bring large quantities to school. If a Middle or High School student is in need of a pain reliever and does not have his own, he may ask the Middle/High School receptionist to call a parent for permission to give the student a pain reliever.

### **My child uses an inhaler for her asthma. Can she carry her own inhaler and use it when she feels she needs it?**

Yes, depending on the child's age. Middle and High School students are encouraged to carry their own inhalers. Some older Lower School students may also prefer to keep their inhalers with them. This is totally appropriate if the child, doctor, and parents are in accord with the decision. Please ask the physician to sign a *Release to Carry an Inhaler* form. This form is available at the Lower School Front Desk and on the MCDS website. The clinic may also have a form which they use for their public school clients which is also acceptable.

### **I am going to the doctor's office and the doctor may put my child on a prescription medication that he will need to take at school. I don't have the correct form with me for the doctor to sign. What should I do?**

Ask the doctor or the nurse if the clinic has the appropriate form used in the public schools. These are fine to use at MCDS too. You can also ask if you can fax the form to the clinic later for a signature. Please understand that the school cannot legally give prescription medications to your child without the doctor's signature.

### **My child has a severe food allergy (or bee sting allergy). How does the school deal with the epi pen my child needs to have available in case of an emergency?**

In the case of a food allergy, it is generally best for the epi pen to be near where the child eats. When the child eats in the classroom, the epi pen will be kept there. The teacher or teachers who monitor the lunch and snack times will be aware of the child's medical condition and will be instructed on how to use the epi pen if it is needed. The epi pen will be taken on any field trips or outings away from school. If the child eats in the lunch room, the epi pen is kept in the medicine cabinet at the Lower School desk. High School students eat their lunch outside, in the area near the gym, or in a classroom. Since the locale changes frequently, the decision where to keep the epi pen will be made in consultation with the student, the parents, and the Health Coordinator.

**My child will be going to summer camp at MCDS and will be back in the fall. Will the paperwork I filled out and the doctor's signed work for camp be valid in the fall?**

No, it won't. It is necessary to complete the paperwork again each fall. The summer camp program has its own protocols and requirements as medications are concerned. Please update the Health Coordinator if the student's condition has changed over the summer.

**When should I keep my child home from school?**

A child should be kept home if the child has:

- A fever of 99.8 (oral) or above. The child can return to school 24 hours after the temperature returns to normal and remains normal without the aid of fever reducers.
- There is redness and drainage in the eye(s). Pink eye is very contagious and anyone with it must not come to school. Students may come back after they have been on antibiotics for 24 hours.
- Discharge from the nose which is thick and green.
- Vomiting and diarrhea. Children returning to school after the flu should be eating well and able to keep up with their regular activities.
- Deep, persistent coughing.
- Any of the following communicable diseases require that the child stay home until the appropriate treatment has begun and the designated time of quarantine, as required by the Wisconsin Department of Health, has been met:
  - Strep throat
  - Scarlet Fever
  - Impetigo
  - Chicken Pox
  - Conjunctivitis (Pink Eye)
  - Fifth's Disease
  - Ringworm
  - Head Lice

**I have to work but my child is sick and cannot go to school. What can I do?**

This can be a challenge for families, but it is one for which every family must make arrangements. Please find a neighbor or family member who can fill in for you in a pinch. Be sure to designate these people on the Emergency Contact sheet.

**My child has a medical condition which impacts them at school (such as epilepsy, diabetes, asthma, food allergy, ADHD, physical limitations, etc.). Who do I talk to about my child's special needs?**

The Health Coordinator should be aware of your child's health needs. With your permission, she will share the information with the faculty and staff who will be better equipped to meet your child's needs. Please feel free to call the Health Coordinator with your questions and concerns at any time.

**How do I know my child's health records will be kept confidential?**

The Health Coordinator maintains a locked health file in which your child's records are kept. She shares relevant information with school staff on a need to know basis. Care is taken to keep this information in a secure location.