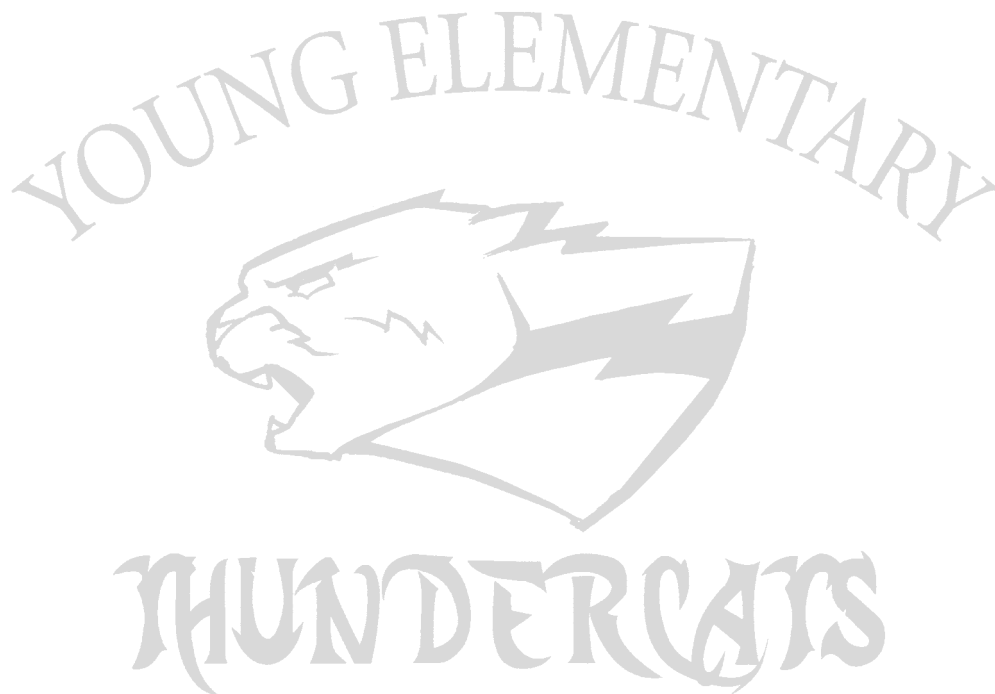


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Young Elementary Early Childhood Program

Dear Family Members:

Welcome to the Early Childhood Program at Young. We feel fortunate to have your child in our program and look forward to enhancing his or her growth and development through new and exciting experiences. It is our hope that this *Student and Parent/Guardian Handbook* will help you better understand the Jefferson County Public School (JCPS) District's operating program, policies, philosophy, goals, and objectives. We urge you to read through the handbook to become familiar with it before your child begins the school year. Please sign and return the Letter of Agreement Form. You are invited to ask questions, drop in to visit with the staff, and participate in your child's class at any time. No eligible participant shall, on the basis of race, sex, creed, national origin, or disability, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or opportunity. We invite parents/guardians with any concerns to contact our staff so that a smooth transition may take place.

Sincerely,

Mary Minyard

Mary Minyard
Principal



MISSION STATEMENT

Young Elementary strives to develop internationally minded students in pursuit of knowledge as they assume responsibility in shaping their community.

VISION

I can set goals.

I can make progress.

I can achieve.

General Information

International Baccalaureate Organization

Young Elementary has been authorized as a Primary Years Programme by the International Baccalaureate (I.B.) organization.

Only schools authorized by the IB organization can offer any of its three academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), or the Diploma Programme.

For further information about the IB and its programmes, visit www.ibo.org.

About the Program

The preschool program provides a carefully planned curriculum, which was developed under the guidance of district staff. The program focuses on the Kentucky Department of Education (KDE) Early Childhood Standards and criteria set by the International Baccalaureate and written into the Program of Inquiry. Some ongoing skills emphasized during our 3-year-old and 4-year-old program are recognizing features of print (including first name with upper- and lowercase letters), naming basic colors and shapes, finding upper- and lowercase letters when named, recognizing letter sounds, and reciting numbers 1 through 20. Our teachers encourage creative freedom through free play, imaginative play, arts and crafts, music, science, and gross- and fine-motor activities.

Hours of Operation

Our preschool class times are as follows:

- Full-day classes are from 9:30 a.m. to 4:05 p.m.

In order to allow teachers to prepare for students, teachers do not start receiving students until 9:20 a.m. If you arrive with your child before 9:20 a.m., you are required to wait with your child until 9:20 a.m. We appreciate your cooperation in giving our staff time to prepare materials, attend staff meetings, and hold parent/guardian conferences prior to the arrival of students.

Office Staff

Mary Minyard, Principal
Cissy Brown, Counselor
Terry Chambers, In-School Security
Judy Vance, Nutrition Services Manager
Rose Koff, Bookkeeper
Tom Plappert, Plant Operator
Phyllis Lyles, Attendance Clerk
Karen Willman, Secretary
Kim Birch, Family Resource Center (FRC) Coordinator
Holly Hale, School Nurse

Arrival and Departure

Bus Riders

Kentucky transportation regulations require that an adult must be present at the bus stop when the student boards and gets off the bus.

If you are not at the bus stop at the designated pick-up time, the bus will not stop and wait for your child.

When returning home, students need to be met at the bus stop by an authorized individual. Students are only released to individuals whose names are on the Transportation Release Form. Age and identification (ID) are verified. Students are only released to individuals who are 16 years of age or older and who have a picture ID. There are no exceptions.

If you miss your child's bus in the afternoon, your child will be taken to the Churchill Park Emergency Early Childhood Drop-Off Center. The Drop-Off Center telephone number is **485-3884**.



Car Riders/Walkers

In order to ensure the safety of all students, we ask parents/guardians and child-care providers of students who are car riders/walkers to enter and exit through the Vermont Avenue side of the building. You must park and escort your child inside the building and physically deliver him or her to a member of the Early Childhood staff between 9:20 and 9:30 a.m. Students should be accompanied by an adult until safely in the care of a staff member. There is a sign-in sheet that must be signed by the person who brings your child to school. This is very important to the operation of our school. We use this record to track attendance. Please make this a part of your daily routine.

At no time should any car rider/walker be dropped off at a classroom door. We want to avoid any situations that put our students at risk of serious injury.

Dismissal

Car riders/Walkers may be picked up at the Vermont Avenue exit between 4:10 and 4:20 p.m. The student must be signed out by the person who picks him or her up. Please inform us in writing or by telephone if someone other than those originally listed on the Enrollment Form will be picking up your child. If a person other than the parent/guardian is to pick up your child, please notify his or her teacher in advance. If the staff members do not know the person, we will ask for a picture ID to verify his or her identity against the information you have given us.

If the staff has not been informed of any different arrangements, we do not have the authority to release your child without your permission.

Attendance/Absences

Late Arrivals and Departures

We realize that emergencies happen (car accidents, etc.), and we make every attempt to be flexible in these situations. However, we expect parents/guardians to arrive no later than designated dismissal times. **If you are bringing a student to school late or picking him or her up early, you must stop by the front office. A staff member will call your child's room, and an Early Childhood staff member will bring the sign-in/sign-out sheet for you to sign. We are unable to accept a student into school after 10:45 a.m. without a doctor's statement.**

Reporting Student Absences

Parents/Guardians should notify the school office in the morning if their child will not be attending that day. If we do not receive a telephone call, the office will attempt to contact you. Illnesses, medical appointments, family services appointments, and funeral services of relatives are excused absences. We ask that parents/guardians bring paperwork to verify the nature of the student absence or write a note to the teacher when a student is absent due to an illness. The phone number for the school office is **485-8354**.

Tardiness

Our class session starts promptly at 9:30 a.m. It is important that your child not be tardy as it is very disruptive to the class. We have also found that any student who is brought in late takes longer to adjust. If your child is a car rider or walker, he or she must arrive no later than 10 a.m. to eat breakfast.

We are unable to accept a student into school after 10:45 a.m. without a doctor's statement.

Unexcused Absences

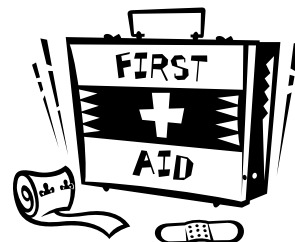
Daily attendance plays a strong role in a student's academic and later career success. It is important that your child only be absent when absolutely necessary. **If your child accumulates four days of unexcused absences, he or she will automatically be withdrawn from the program.**

Reporting Student Accidents

The school nurse will follow these procedures in case of an accident.

Minor Accidents

When a student receives a minor cut or bump, the nurse will administer first aid and notify the parents/guardians at the end of the session. A standard Student Accident Report Form is completed. Exception: All bumps and injuries to the head that require first aid are reported to the parents/guardians immediately.



Serious Accidents

In the event a student receives a more serious injury or bump or possibly needs stitches, the nurse will administer first aid and notify you immediately so you can seek a doctor's care if necessary.

If the nurse cannot reach you or your child's doctor and we feel immediate medical attention is needed, she will call an ambulance or transport the student to an emergency facility. The student will be accompanied by a staff member.

Emergency Situations

Whenever a student is unconscious, bleeding severely, or not breathing or a broken bone is suspected, the school nurse will administer first aid, call 911 for an ambulance, and notify you immediately.



A Student Accident Report Form is filled out for all accidents and emergencies. Records are copied and kept on file in the school office, and the originals are sent to the

Safety, Environmental, and Housekeeping Services Office in accordance with Jefferson County Board of Education policy and procedures.

Sample—Full-Day Class Schedule

Time	Activity
9:30 to 9:45 a.m.	Arrival
9:45 to 10:05 a.m.	Calendar/Circle
10:05 to 10:25 a.m.	Breakfast
10:25 to 10:35 a.m.	Bathroom
10:35 to 10:45 a.m.	Preview/Directions for Small Groups
10:35 to 11:20 a.m.	Small Groups (Literacy)
11:20 to 11:30 a.m.	Cleanup and Review
11:30 a.m. to 12:10 p.m.	Lunch/Cleanup/Bathroom
12:10 to 12:20 p.m.	Brush Teeth
12:20 to 12:50 p.m.	Gross Motor
12:50 to 1 p.m.	Read Aloud
1 to 2 p.m.	Rest Time and Cleanup
2 to 2:15 p.m.	Bathroom
2:15 to 3 p.m.	Small Groups (Math)
3 to 3:20 p.m.	Music/Movement
3:20 to 3:40 p.m.	Closing Circle/Review
3:40 to 3:55 p.m.	Prepare for Dismissal
3:55 to 4:05 p.m.	Dismissal
4:10 to 4:20 p.m.	Car Rider/Walker Pickup

Apparel

Please label all items that your child brings to school. This includes clothing that can be removed and lost, such as mittens, coats, jackets, scarves, and hats. Each student must have a backpack. Please use a marker to put your child's name and address inside the backpack. For safety reasons, we ask that our 3- and 4-year-olds not have a backpack with wheels. They are more difficult to store in the classroom, and other students frequently trip over these wheeled backpacks. Please send a complete change of clothing, including underwear, socks, pants, and a shirt (does not need to be a uniform set). We frequently use the outdoor playground, so please dress your child appropriately for outdoor play.

Birthdays

We would love to celebrate your child's birthday! We welcome any treat you would like to send in, but we ask that you provide enough treats for every student in our class and **that only store-bought items be used**. Please make these arrangements with the teacher in advance of the date.



Classroom Visitation

Classroom visitation can be arranged by making an appointment with the teacher.

To observe a class, a parent/guardian should find a quiet area in which to sit or stand. Our routine will not be altered, and the teacher is unable to answer questions until after class time is over. Observations are limited to one half-hour. Too many changes can be disruptive to the students.

To **volunteer** in the classroom, complete the School Volunteer Records Check Form (Appendix A). Once approved, please make an appointment with the teacher to share your time and talent. Parent/Guardian help is needed in various ways. You are welcome to come in to help with cutting out things for the many projects we do, to go with us on walking field trips, to be an extra pair of hands in class, and to help with a specific project. Volunteer help is limited to one half-hour. We recommend that you leave younger siblings at home (unless special permission is granted). This should be a special time for you and your child, and younger children do not understand classroom rules or routines.

Discipline

Learning self-control is a normal part of growing up, so the preschool's policy is never to embarrass or ridicule a child when he or she misbehaves. We never deny a student food, rest, or necessary restroom use as a form of discipline. Nor do we allow the use of corporal or physical punishment. Instead, we use positive techniques that strengthen a student's self-esteem. Most situations can be handled by redirecting the student to another more appropriate activity. This approach is called positive redirection.

On certain occasions, we use a procedure called time-out. It gives students time to think about their actions before coming back to the activity or group. It is a positive form of discipline that teaches the right behavior while allowing the student to make the decision to improve his or her behavior. Time-out periods may last no longer than one minute for each year of the student's age. For example, a 3-year-old child's maximum time-out would be three minutes. Parents/Guardians are kept informed if we are having any discipline issues. A sticker chart may also be used as positive reinforcement. If inappropriate behaviors continue or if they endanger other students, a parent/guardian meeting with the director is convened. If a parent/guardian fails to schedule and attend the meeting, the student may be excluded until the parent/guardian is able to meet with the staff to have input in designing a reasonable behavior plan of action.

Policies and Procedures

Confidentiality

The JCPS District is aware of the importance of ensuring that the right to confidentiality for each student and family is strictly adhered to. Confidentiality requires that all information with regard to the child and his or her family must be maintained so that privacy rights are recognized. The following procedures are part of maintaining confidentiality.

Educational Records

Permanent folders for educational records are to be stored in a file cabinet in the school counselor's office, which is locked.

This log and file may be inspected by parents/guardians and authorized school personnel. To ensure confidentiality, a log is kept in each student's permanent folder to record who has requested personally identifiable information as well as the reason for the request (must be related to educational planning).

Copies of signed releases for such information will also be kept in the file.

Maintenance of Confidentiality

Young Early Childhood personnel will adhere to privacy rights. This includes not discussing the student or his or her family with people who are not a part of the planned educational program for that student.

All conversations regarding students and their families are to be undertaken in an area that ensures confidentiality of information.

Discussion of a student outside of the classroom and building will be limited to staff, parents/guardians, and administrators using the student's first name only.

Any visitors to the classroom with questions regarding specific students will be diplomatically told of confidentiality procedures, unless used in a teaching manner.

Home Visitation

The Kentucky Department of Education **requires** each classroom teacher to do two home visits per student. One is required prior to the start of school, and the other is completed during January or February. The purpose of the home visits is to work with you to help your child accomplish specific goals. The home visit gives you an opportunity to have an open, informal discussion about your child. It is an opportunity to discuss the wonderful things your child is doing, any concerns you may have, and what types of interventions you may implement at home.

Health Requirements

Medical or health forms must be on file before your child attends school.

DTP, polio, and MMR shots are required between 4 and 6 years of age and are mandatory along with the Hib and Hap B immunization before entering kindergarten. Immunization certificates must be received prior to the first day of school for all Early Childhood students. These records may be given to your child's teacher, or you may give them to the school nurse. It is important for parents/guardians to remember that keeping your child's immunization certificate up to date is the parent's/guardian's responsibility. The nurse makes every effort to send reminders prior to a child's certificate expiring. Please help her make sure that it does not become necessary to exclude your child from the program because his or her certificate has expired. Parents/Guardians, it helps if you make appointments when you get reminders. **Immunization certificates are checked regularly for expiration dates.**

Physical, vision, and dental exams are required by JCPS Health Services for all students. Completed physician forms should be given to the office staff or to the teacher.

KDE requires that a copy of your child's birth certificate be included in your child's permanent school record. We will be happy to make a copy of your child's birth certificate for you in the school office. Please remember that the state requires a copy of the official state vital statistics birth certificate. We cannot substitute the hospital record of birth for the official birth certificate.

Illnesses and Communicable Diseases

For detailed information on school health requirements, health-related matters, and communicable diseases, visit the JCPS Health Services Department Web site at www.jcpsky.net/departments/healthservicespromotions/healthserv.html. Please call 485-3387 for additional information.

Medications (Administration)

If your child has a prescription medication that must be administered during the school day, you must complete an Authorization to Give Medication Form (Appendix B and Appendix C) **before** the nurse can administer medication at school. An adult must bring all medication to school in the original pharmacy container. **Students are not allowed to bring their medication to school.** If your child rides the bus, you may give the medication to the bus monitor. **If you give the medication to the monitor, you are still responsible for completing the appropriate forms before the medication can be given.**

Dress-Code Policy New for 2011-12

Pants/Capris/Shorts/Skirts/Jumpers

- All khaki or black uniform pants (no denim or blue jeans, no leggings worn as pants, no skinny pants, no embroidery on pockets)
- Pants must be worn at the waist and must be belted (no sagging).
- Parents may order (one size fits all) belts from the school bookkeeper.
- Skirts, shorts, and jumpers must be no more than three inches above the knee.

Shirts/Turtlenecks

- Any solid colored polo shirts with a collar (long or short sleeves)
- Any shirt with school logo
- Solid white long- or short-sleeved cotton undershirt, or white turtleneck, worn under your colored uniform polo

Sweaters

- Sweaters (solid cardigans or hooded cable knit), with or without zippers, may be worn during the school day.
- No graphics on sweaters

Shoes/Socks

- Tennis shoes are preferred (no hee-lies or shoes with wheels).
- Any enclosed shoe (dress shoes or leather flats) but no platform or high-heeled shoes
- No sandals
- If shoes have laces, they must be tied.
- Leggings (can be worn under skirts, shorts, or jumpers), tights, socks (solids or prints, coordinate with school colors only)

Sweatshirts/Jogging Pants

- Only school logo hoodies/sweatshirts may be worn (no logos, except for the Whitney Young Elementary logo).
- School logo shirts/sweatshirts/jogging pants may be worn on any day. (Shirts must be tucked.)
- Any shirt/sweatshirt given to students by the school may be worn (e.g., D.A.R.E., Academic, Y-5210, Basketball, or Cheerleading Teams).
- Parents may order school shirts/sweatshirts from the school bookkeeper.

Accessories

- No hats
- Jackets may not be worn in common areas. (Classroom wear is at the teacher's discretion.)
- No makeup
- Jewelry and other accessories may not be a distraction in school. (It will be confiscated.)
- Purses must be left in the classroom unless students are on a restroom break.
- No bandannas or any gang-related paraphernalia or styles (Parents will be contacted if school personnel have cause for concern.)

Note: A written notice will be sent home when students have permission to dress out of uniform.

5/25/11

Parent/Guardian Responsibilities

The school must have a daytime telephone number for the parent/guardian as well as an emergency contact number for every student. It is important that all changes of address and telephone numbers are reported to the teacher.

Parents/Guardians should check student backpacks daily. The teachers use a student's backpack to send important information and notices to parents/guardians. Please help us teach the student that he or she needs to keep his or her work in the backpack so that you can see it.

If your child is tardy for school, it is your responsibility to make sure that your child has breakfast before coming to school.

When your child needs to be absent or tardy, please contact the school attendance clerk so that the absence can be entered on the class record.

Complete required forms. These include an Enrollment Form, an Emergency Contact Form, Parental Permission Forms, and a Transportation Release Form (must be completed even if your child is a car rider).



Reporting Child Abuse

No act of abuse or maltreatment by an employee, volunteer, or any other person whose behavior is under the control of the preschool will be tolerated or condoned in any manner. Children have the fundamental right to protection from physical, emotional, and/or sexual abuse. School personnel have a clear, legal obligation to report potential or suspected abuse under Kentucky General Law. The law clearly and precisely describes mandated responsibilities. In accordance with state law, teaching teams will report any suspected incidence of child abuse and/or neglect to the director/principal and to Child Protective Services (CPS). Under no circumstances will a student be released to any adult if there is any indication of an unsafe situation. Reporting is done in the following manner: Staff will report such information to the principal. Staff members who become aware of possible abuse are responsible for making an immediate report to CPS at **595-4550**. Reporting suspected child abuse and neglect is a professional obligation.

School Cancellations/ Delayed Schedules

If JCPS classes are cancelled for the entire day due to inclement weather, preschool programs will also be cancelled for the entire day. Cancellation information will be broadcast on local TV and radio stations. We strongly encourage parents/guardians to use their own judgment when the weather is questionable for young children. On occasion, elementary and middle schools are on a delayed schedule and start school one hour late. In most cases, the Early Childhood Program will not have bus transportation on these days. If preschool transportation is cancelled, the preschool classes will begin at the regularly scheduled times. Parents/Guardians must remember that on these days they are responsible for getting their child to and from school at the appropriate times.

School Web Site

Please check the Web site for up-to-date, important information at <http://www.jcpsky.net/Schools/Elementary/Young/index.html>.



Letter of Agreement

I have received a copy of the Whitney Young Early Childhood Program Student and Parent/Guardian Handbook and I am familiar with Young's philosophy, goals and objectives, operating program, policies, and procedures.

I accept and agree to abide by the policies and procedures set forth in the handbook.

I understand that failure to do so may result in the dismissal of my child from the Early Childhood Program.

Parent's/Guardian's Signature: _____

Print Name: _____

Child's Name: _____

Date: _____

This form must be returned to the classroom teacher on the child's first Friday of school.



School Volunteer Records Check

Kentucky Legislative House Bill 136 requiring all volunteers in public education to pass a criminal records check was recently enacted. Jefferson County Board of Education Policy KK was adopted to fill that legislative obligation.

House Bill 136 Board Policy KK: School Visitors and Volunteers

Visitors

Parents and others in the community are urged to visit the schools in order to participate in activities and gain a greater understanding of the operation of the schools and the school system. Visitors to schools shall adhere to procedures established by the superintendent.

Volunteers

The board of education shall encourage assistance from parents and other community resource persons as volunteers to enrich and reinforce the instructional program. *Volunteers* are defined as adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who do not receive compensation for their work.

The District shall conduct, at district expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis or who have supervisory responsibility for children at a school site or on school-sponsored trips. Such information shall be considered in determining volunteer status. Persons convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be utilized as volunteers.

The superintendent/designee shall develop orientation materials to be provided to volunteers, as well as procedures for the encouragement and use of volunteers in the district. The orientation materials shall include appropriate school policies, safety, and emergency procedures.

All information received will be held strictly confidential.

School Volunteer Records Check

Please print or type the information clearly.

Social Security Number: _____

Volunteer's Name: _____

Date of Birth: _____

Maiden and/or Alias Name(s): _____

Street Address/P.O. Box: _____

City, State, Zip Code: _____

Telephone Number: _____

Child's Name: _____

School/Program Where Volunteering: _____

E-Mail Address: _____

THANK YOU!



Jefferson County Public Schools

Photo/Videotape Release Form

Throughout the school year, there may be times when Jefferson County Public Schools (JCPS) staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audiotape/videotape students, or interview students for school-related stories in a way that would individually identify a specific student. Those photographs and/or audio/videotaped images or interviews may appear in district publications; in district video productions; on the district web site; in the news media; or in other nonprofit, education-related organizations' publications. Please complete this form, and return it to your child's school.

- I hereby grant unto the Jefferson County Public Schools (JCPS) permission to use my child's, photograph and/or videotaped image for the purposes mentioned above. I understand and agree that JCPS may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. I further grant unto JCPS permission to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other organizations for school-related stories or articles.**

Student's Name: _____

School: _____

Parent's/Guardian's Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone Number: _____

Parent's/Guardian's Signature*: _____ Date: _____

* Students 18 years of age or older may sign this release form for themselves.





Jefferson County Public Schools (JCPS)
2011-12
Authorization to Give Over the Counter Medication

Dear Parent/Guardian:

This form is regarding over the counter medications given during the school day. All medication should be given at home when possible. However, if given at school, the medication will most likely be administered by trained, unlicensed JCPS personnel. In order for school personnel to administer any type of medication to your child, we must have this signed and notarized authorization form on file. Also, for over the counter medication to be given a healthcare provider's signature is required. As a reminder, the first dose of any new medication should not be given at school. Also, before sending any medication(s) to school, please read and follow the directions below.

- All information below must be completed and notarized before returning it to school.
A separate Authorization to Give Over the Counter Medication Form must be completed for each medication to be given at school.
The medication must be sent to school in the original labeled container.
If you cannot personally bring the medication to school, it must be sent in a sealed envelope with the student's name written on the outside, and follow-up with a call to the school office staff to inform them your child is bringing their medication.
At the end of the school year you will be requested to pick up any unused medication. If medication is not picked up as requested, medication will be appropriately disposed of by school staff and/or district nurses and a witness.
Medication may be given 30 minutes before to 30 minutes after the time medication is due to be given.
If a medication is stopped prior to the stop medication date indicated on this form, you must send a note to the school informing them.
This form(s) expire(s) at the end of the school year; however, when medication, or times, or dosages change, you will be required to complete a new Authorization to Give Over the Counter Medication Form.

Sincerely,

Mary Minyard

Principal

Student: _____ Date of Birth: _____
School: _____ School Year: _____

I hereby request Jefferson County Public Schools personnel to give the above named student medication that has been prescribed by _____ (Print Provider Name) ** _____ (Provider's Signature).

Date of last office visit: _____ Healthcare provider's telephone no.: _____

Healthcare provider's address: _____

Date to start medication: _____ Date to stop medication: _____

Reason medication is needed: _____

Reactions/side effects: _____

Instructions for giving my child this medication:

- 1. Name of medication: _____
2. Dosage to be given: _____
3. Time of day for dosage: _____
4. Route of administration (e.g., mouth, nose, eyes, ears): _____
5. Special instructions (e.g., take on empty stomach): _____

Note: Health Care Provider must sign and signature of parent/guardian must be notarized.

I hereby acknowledge that if this medication is not self-administered, it will most likely be administered by trained, unlicensed JCPS personnel. By signing this form, the parent/guardian acknowledges that the Jefferson County Board of Education, its employees and agents shall incur no liability as a result of any injury sustained by the student from any reaction to any medication, unless the injury is the result of negligence or misconduct on behalf of the school or its employees. The parent/guardian shall hold harmless the school and its employees against any claims made for any reaction to any medication or the administration of such medication unless the reaction is due to negligence or misconduct on behalf of the school or its employees. Also, I hereby give permission for JCPS staff to verify this information regarding the above named child with the health care provider.

Signature of Parent/Guardian Telephone Cell Phone Father/Guardian (Work) Mother/Guardian (Work)

Emergency Contact Relationship Telephone

Notary Section: Subscribed and sworn to before me this _____ day of _____, 20_____

_____, Jefferson County, KY _____

Signature, Notary Public

Date Commission Expires

Final Revisions May 15, 2008



Jefferson County Public Schools (JCPS)
2011-12
Authorization to Give Prescription Medication

Dear Parent/Guardian:

This form is regarding prescription medications given during the school day. All medication should be given at home when possible. However, if given at school, the medication will most likely be administered by trained, unlicensed JCPS personnel. In order for school personnel to administer any type of medication to your child, we must have this signed and notarized authorization form on file. As a reminder, the first dose of any new medication should not be given at school. Also, before sending any medication(s) to school, please read and follow the directions below.

- All information below must be completed and notarized before returning it to school.
A separate Authorization to Give Prescription Medication Form must be completed for each medication to be given at school.
The medication must be sent to school in its original container, with the prescription label attached.
If you cannot personally bring the medication to school, it must be sent in a sealed envelope with the student's name written on the outside, and follow-up with a call to the school office staff to inform them your child is bringing their medication.
At the end of the school year you will be requested to pick up any unused medication. If medication is not picked up as requested, medication will be appropriately disposed of by school staff and/or district nurses and a witness.
Medication may be given 30 minutes before to 30 minutes after the time medication is due to be given.
If a medication is stopped prior to the stop medication date indicated on this form, you must send a note to the school informing them.
This form(s) expire(s) at the end of the school year; however, when medication, or times, or dosages change, you will be required to complete a new Authorization to Give Prescription Medication.

Sincerely,

Mary Mingard

Principal

Student: _____ Date of Birth: _____
School: _____ School Year: _____
I hereby request Jefferson County Public Schools personnel to give the above named student medication that has been prescribed by _____.
Date of last office visit: _____ Healthcare provider's telephone no.: _____
Healthcare provider's address: _____
Date to start medication: _____ Date to stop medication: _____
Reason medication is needed: _____
Reactions/side effects: _____

Instructions for giving my child this medication:

- 1. Name of medication: _____
2. Dosage to be given: _____
3. Time of day for dosage: _____
4. Route of administration (e.g., mouth, nose, eyes, ears): _____
5. Special instructions (e.g., take on empty stomach): _____

Note: Signature of parent/guardian must be notarized.

I hereby acknowledge that if this medication is not self-administered, it will most likely be administered by trained, unlicensed JCPS personnel. By signing this form, the parent/guardian acknowledges that the Jefferson County Board of Education, its employees and agents shall incur no liability as a result of any injury sustained by the student from any reaction to any medication, unless the injury is the result of negligence or misconduct on behalf of the school or its employees. The parent/guardian shall hold harmless the school and its employees against any claims made for any reaction to any medication or the administration of such medication unless the reaction is due to negligence or misconduct on behalf of the school or its employees. Also, I hereby give permission for JCPS staff to verify this information regarding the above named child with the health care provider

Signature of Parent/Guardian Telephone Cell Phone Father/Guardian (Work) Mother/Guardian
Emergency Contact Relationship Telephone

Notary Section: Subscribed and sworn to before me this _____ day of _____, 20_____

Signature, Notary Public
Final Revisions May 16, 2008

_____, Jefferson County, KY
Date Commission Expires

