

Letter to Parents About Japhet School's Health Care Plan

Dear Parents:

The physical care of our students is an important responsibility. This pertains not only to the individual student, but also to the well being of the entire student body and to the legal position of our school itself. Throughout its history, Japhet has been grateful for the respect it has enjoyed from health authorities. It is essential that Japhet School, its parents, and students follow the highest sense of right and best available counsel in maintaining procedures for the protection of the student, the student community, and the school.

In order to comply with Michigan State laws pertaining to health requirements, Japhet needs to have four (4) documents placed on file.

First (1), EACH STUDENT MUST HAVE ON FILE BOTH AN IMMUNIZATIONS RECORD AND PHYSICAL EXAMINATION OR IMMUNIZATION WAIVER. This is a routine action each year, but one which cannot be neglected.

ACCORDING TO LAW AND IN ADHERENCE TO JAPHET POLICY, THESE FORMS MUST BE SIGNED AND ON RECORD FOR YOUR CHILD TO ENROLL AT JAPHET SCHOOL. Children in Preschool, Kindergarten and children entering the 7th grade must hand in an updated Health Appraisal. Should parents wish to supply a Nonmedical Immunization Waiver from the State of Michigan, it is only available from the county health department and must be renewed every year.

Second (2), THE CHILD INFORMATION FORM THAT CONFORMS TO THE STANDARDS OF THE MICHIGAN DEPARTMENT OF CONSUMER AND INDUSTRY MUST BE COMPLETE AND ACCURATELY FILLED OUT, SIGNED, AND ON FILE BEFORE YOUR CHILD MAY ENTER A CLASSROOM. You will note that you are required to list the name and phone number of either medical physician or a practitioner.

Third (3), A COPY OF A VALID BIRTH CERTIFICATE ALSO MUST BE ON FILE BEFORE YOUR CHILD MAY BE ENROLLED.

Fourth (4), A STATEMENT OF GOOD HEALTH FORM FOR EACH STUDENT, SIGNED BY THE PARENT. THIS FORM MUST BE SIGNED AND ON FILE EACH YEAR.

These documents and several permission slips are renewed every year and must be on file before students may enter a classroom.

It is a school policy that a child remains at home when ill, both for the benefit of the child and out of respect for the other children.

Please, check your child daily before he or she goes to school and do not send your child to school, if they have any of the following signs or symptoms:

1. Fever of 100.4 degrees or higher within the last 24 hours
2. Vomiting or diarrhea within the last 24 hours
3. Severe coughing, wheezing, or congestion
4. Feeling of not being able to breathe, mucous is not clear
5. Sore throat/hoarseness
6. Earache, toothache or headache
7. Red, puffy and/or draining eyes
8. Body or head lice/scabies/nits
9. Sudden loss of taste or smell
10. Rash
11. Any communicable disease

Parents with children who are managing conditions that emulate communicable diseases must provide a doctor's note specifying the condition, its symptoms, and a statement that the condition is not infectious. Such conditions include but are not limited to asthma, eczema, or allergies. The general Health Appraisal **does not suffice** as this written notification. It must be a separate letter, dated and doctor-signed. Japhet School reserves the right to still send these children home if staff believe the child is expressing multiple symptoms, is fatigued, or is not his/her usual self.

Children should be naturally **free of fever for 24 hours** (meaning fever-reducing medication is not needed), and not vomiting or having diarrhea for **at least 24 hours**, before returning to school. In some cases of contagious disease, extended illness or

injury, a doctor's statement may be needed before the child can be readmitted to the classroom. In the case of COVID-19 diagnoses or exposures, the CDC will dictate how and when we re-admit children to school.

If any child is well enough to attend class, they are well enough to be allowed to play outdoors with their class. We cannot honor requests to keep a child indoors. Available staff for supervision is limited.

The Child Information Form (emergency data sheet) is on file for each child enrolled at Japhet School. In case of an emergency, teachers and staff attend to the comfort of the child and respond as directed on the emergency data form. Parents are notified at once. If parents cannot be reached, the school staff will call the emergency contact listed on the emergency data card. First-aid care will be given and emergency personnel will be called if needed. **Please be sure your Child Information Form contains up-to-date information, and that your emergency contacts are aware they have been listed as a contact to pick up your child in the case of emergency.**

Should your child be injured while at school, the supervising teacher or staff member will describe what occurred on an Incident Report Form, including any first aid administered. At administration's discretion, due to the severity of the injury, the parent could be called during the school day; otherwise, the parent will be given a copy of the Incident Report Form at the end of the day. Injuries to the head are always followed by a phone call to the parent.

Medications sent to school, whether prescription or non-prescription, must come in their original labeled pharmacy container. All medications, including non-prescription medicine, must be kept in a locked cabinet and are administered by faculty or staff. This includes cough drops, topical ointments, and over-the-counter pain relievers.

School policy prohibits school personnel from administering any medication to students without written permission from the parents and written directions from a physician. **NO medication is given without a parent or guardian completing a "Medication Form" with instructions on dosage.** This form is available in the school office or on our website. Non-prescription medication such as aspirin and cough drops will be administered only when this form with detailed instructions is on file with the school.

A student showing signs of illness considered communicable by the State of Michigan should not be at school and will be required to leave school to be under the care and responsibility of parents. A student who has been absent with a communicable disease may return to school when all symptoms and signs of disease are gone. The final responsibility for re-admittance to class rests with the Head of School.

Reporting reasons for absences is an important responsibility. You should call the office by 8:30 A.M. regarding an unexpected absence. State law requires that communicable diseases be reported to the Oakland County Health Department. Parents are asked to report directly to the Health Department by calling (248) 858-1286 or 1-888-350-0900 ext. 81286.

In the Child Protection Law, Act No. 238, Public Acts of 1975, child abuse is defined as "harm or threatened harm to a child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment, including the failure to provide adequate food, clothing, shelter, or medical care." The list of conditions which reflect child abuse or neglect is lengthy and includes abandonment by caretaker, overwork or exploitation, lack of supervision or attention, excessive absence from school, inadequate shelter or sanitation, improper and dirty clothes, and much more.

Faculty and staff of Japhet School are aware of and alert to their responsibility in this matter. We are mandated by law to report any instance of perceived child abuse or neglect even when children are being cared for outside of our program.

Unless previously advised, Japhet School may accept reports of absence only from parents or legal guardians. Therefore, it is essential that you advise the Front Office if you are going out of town overnight and who, other than the parent, is responsible for the child's supervision. An "Out of Town" form, obtained from the front office or our website, must be filled out regarding supervision responsibility and returned to the front office before parents depart. Failure to inform the school of a change in supervision in the home may be cause for the Head of School to report this fact to Child Protection Services. In addition, you should know that unreported absences constitute truancy, which the Head of School is obligated to report as child neglect.

The position stated in this letter is not a new one for Japhet School, but it is necessary to reaffirm this position at the beginning of each new school year. Thank you for your cooperation.

Sincerely,



Kerri G. Vizena
Head of School

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