

Jesup Community School District

“High Expectations, High Achievement”



PreKindergarten, Preschool, and Extended Care Handbook

Updated Summer 2018

Dear Parents/Guardians,

Welcome to Jesup Elementary School's Pre-K, Preschool, and Extended Care Programs. Our goal is to provide a safe, emotionally positive environment in which children can grow and be happy and where parents/guardians can feel at ease knowing their children's welfare is our top priority.

Our Preschool and Extended Care programs are for students who are three years of age by September 15th. Preschool and Extended Care are run based on a monthly tuition. There are also programs available to help with tuition assistance if applicable; Extended Care accepts child care assistance through the Department of Human Services. Both Preschool and Extended Care are fully licensed through the state and consist of a fully licensed teaching staff. The classroom styles we implement consist of age appropriate academic activities and plenty of inside and outside play to keep students active while in our care.

Our Pre-K program is for students 4 years old by September 15th. Pre-K is also ran based on a monthly tuition and also offers programs to help with tuition assistance. Our Pre-K program is licensed through the state of Iowa and also consist of a fully licensed teaching staff.

Our program falls within Iowa codes and is licensed by the state annually. All Preschool, Extended Care and Pre-K staff are trained in First Aid, CPR and the proper handling of blood borne pathogens. All staff are also required mandatory child abuse reporters, which means we assist the Iowa Department of Human Services with information to protect your children from harm.

Our hope is that Jesup Elementary may provide your children with the best education possible. All staff work collaboratively to best meet the needs of your children. We have an open-door policy, which means that you are welcome any time.

Sincerely,
Jesup School Staff

Jesup Elementary Early Childhood Teachers & Staff

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MISSION

The Jesup Community School District will develop well-rounded, productive, responsible, caring citizens who are life-long learners.

District Values

- Integrity
- Honesty
- Responsibility
- Perseverance
- Citizenship
- Respect
- Cooperation

District Belief Statements

- We believe that:
- All People have values
 - All are responsible for their own actions
 - Change is on-going
 - All can learn
 - Learning is a lifelong process

District Performance Goals

- Problem Solver/Critical Thinker
- Quality Producer
- Knowledgeable Person
- Cooperative Worker
- Effective Communicator
- Leader/Contributing Citizen

ENROLLMENT

An up-to-date immunization card and medical consent form for every child must be signed and submitted by the parent/guardian. A medical examination is necessary for every child prior to admission for students incoming, Preschool, and PreK. We must also have on file a current Emergency Sheet to be completed yearly with contacts, dental and doctor information, and insurance if applicable. You must also provide on this sheet all of the people who will be permitted to pick your child up while in our care. Your child(ren) will not be released to anyone who is not on the list you provided. Please be sure to completely fill out these forms because they will be used in an emergency situation. Jesup Elementary must have an Emergency sheet filled out and on file for EACH child in our care. Only one name per sheet if you have students in all of these programs.

EXTENDED CARE

Extended Care is a new program that started up in 2014 that correlates with our 3-year-old Preschool program. The purpose of the Extended Care program is to give your child(ren) an extension to their Preschool day and have them at school for our full day of operation. Extended Care has planned activities daily that are both fun and educational to correspond with their Preschool day. Staff in Extended Care work very closely with the Preschool teachers to ensure areas of academics where a child may need extra help can be met while in our care. A child will not be permitted to use the Extended Care day on a day they do not attend preschool. If your child attends three days of preschool, they may only use extended

care on the second half of that day, attending a full school day from 8:15 to 3:15. We do offer before and after school services, but these are charged differently and you would need to see the Community Rec Director to participate in these. Extended Care hours are from 7:55 - 11:30 for the morning session and 12:00 to 3:15 for the afternoon session. Please keep in mind, if your child is not scheduled on a day for preschool they can not attend a session of Extended Care.

Two Hour Late Start & Cancellations

3 Year Old Preschool & Extended Care children will follow the 2 hour late start. The students regularly scheduled that day for the morning sessions can be dropped off to their classroom beginning at 9:50. The morning Preschool session will be cancelled but students who attend afternoon Extended Care can be dropped off to their morning Preschool classroom beginning at 9:50 with lunch to soon follow. Reminder PM Preschool starts at Noon.

PreK students can begin drop offs at 9:50 to their classroom. They will follow the late start schedule along with the rest of the school. Half day students will have this as a No School Day.

RATES

<u>Preschool Tuition</u>	3 day program (9 months) - \$95.00 per month
	4 day program (9 months) - \$125.00 per month
	5 day program (9 months) - \$155.00 per month
<u>Pre-K Tuition</u>	Half day session (9 months) - \$145.00 per month
	Whole day session (9 months) - \$280.00 per month
<u>3 Year Old Extended Day Program</u>	
	3 day option - \$80.00 per month
	4 day option - \$105.00 per month
	5 day option - \$125.00 per month

Payment is due by the 1st of the month. Past due accounts can be charged a late fee of \$30.00 if not paid by the 3rd of the month and failure to pay will result in child(ren) not being able to attend starting the 5th of the month.

PROGRAM OF ACTIVITIES

We strive to help each child be successful to meet both social and academic goals throughout the year, using Head Start performance standards, Creative Curriculum, and Houghton Mifflin Curriculum. There is a balance of active and quiet activities; individual and group activities; indoor and outdoor activity; and staff-initiated and child-initiated activities that occur during each school day.

WHAT TO WEAR AND BRING

Children should wear comfortable, washable play clothes in which they are allowed to get dirty. Many learning centers can be messy and children should not be afraid to participate for fear of getting dirty. Children are also learning to appropriately learn new skills using scissors, markers, and other materials to help strengthen their fine motor skills. Sometimes it is inevitable that these materials are used on their clothing or skin until they learn it's proper use.

Label Clothing: Please label **all** clothing items which your child may remove at school, including hats and mittens, sweatshirts, sweaters, etc., with your child's name or initials. Please do the same for any item your child brings to school (e.g. Show and Tell, extra layers of blankets, etc.) Some of these items get brought out and become misplaced. In recent years we have had a lost and found bench with many unclaimed items.

Backpacks: Please be sure to clearly label your child's backpack. Sometimes students have the same backpacks and can easily confuse them with one another.

Footwear: Children should wear supportive shoes. Rubber-soled shoes (tennis shoes) are best for running and climbing. For safety's sake, flip-flops, jellies, boots, slip-on tennis shoes, and shoes with heels are not recommended. We are not liable for accidents that could be prevented with proper shoes. A child may need to sit out during an activity if the proper footwear is not worn. We plan daily outside activities and our Pre-K classrooms participate in PE class. It is our job to keep the students safe.

Classroom Supplies: Students will need resting supplies to leave at school. A mat as well as a blanket that we will send home for washing if soiled or illness occurs in the classroom. Mats will be sanitized once per month unless soiled, and blankets will be sent home monthly to be washed unless otherwise requested. Attached you will also find supply lists for each classroom.

PARENT RESPONSIBILITIES

1. Parents or guardians must notify the staff supervisors of any change of address, employment, family status, and home or business phone numbers. Emergency numbers must ALWAYS be current. These changes should than be made to the appropriate documents in the child's file.
2. Parents or guardians should not allow their children to bring toys or money to school. If they are brought, the teacher will put them away until departure times unless otherwise specified for show and tell or other pre-planned reasons.
3. Parents must pick up children no later than scheduled times to be sure we have enough staff to cover the students in attendance. If there are any changes to your monthly schedule this needs to communicated with the staff supervisors to be sure we have enough staff scheduled for that given day.

EXCLUSION FROM SERVICES

Families may be dismissed from the school for the following reasons:

1. Non-payment.
2. Child left Jesup Elementary Programming after 6:00PM on a consistent basis without notifying supervisors.
3. Non-compliance with school policies.
4. Failure to meet the necessary immunization and physical examination requirements or failure to complete necessary paperwork.
5. Disruption of the program, abusive language, and/or threatening behavior that is harmful to children, staff, or self.

6. All appropriate behavior needs have been met and child's behavior continues to persist after meeting with parents and child has received four offense warnings.

PARENTAL ACCESS POLICY

Jesup Community School District has an open door policy for parents/guardians. Unless parental contact is prohibited by a court order, parents/guardians shall have unlimited access to their children during the school hours of operation. If a parent/guardian is a convicted sex offender, the restrictions outlined in the Visitor Access Policy will be followed. Parents/guardians may stop in at any time to spend time with their child. Postings will be posted by the classroom so parents/guardians will know where to find their child if the group is out of the school or at an activity. During a parent's/guardian's visit, responsibility for the supervision of the other children in the classroom will remain with the Jesup Community School District staff.

NUTRITION/LUNCH

Jesup Elementary has a full kitchen staff on site to prepare hot, nutritious lunches. If you choose to have your child bring a cold lunch, please supply your child's lunchbox with a cold pack as we have no additional refrigeration space in our classrooms. Please be aware when packing your child's lunches of any food allergies we may have posted and make staff aware of things that may be a concern in their lunches so we can take appropriate action during meal times. The child's lunch should be clearly marked to show ownership. All lunches brought from home must also follow the state food guidelines as we are a licensed facility. You will find attached the guidelines that we are required to follow. We would appreciate your help in this area.

FOOD BROUGHT FROM HOME

There are times that food may be brought from home for special occasions or for snack time to share with other children. Please make sure that you check with your child's teacher before bringing in food items from home to ensure that what you are planning on bringing will meet the requirements that need to be followed.

TOILET TRAINING

All children in our programs should be working toward independent toileting. Those experiencing difficulty in this area are able to wear diapers/pull-ups and will receive additional help from classroom teachers as assistance. Toilet training will only go smoothly with the understanding that it will work best if both parents and Preschool/Extended Care staff work together. The child(ren) may not learn these skills as well if the training habits are different at school than at home. Clothing should be easy to manage in order to encourage self-help skills. Buckles, belts, tights, onesies, and suspenders may be a problem when the child is/are in a hurry to use the bathroom. Parents are required to supply wet wipes, diapers/pull-ups, and extra changes of clothing to make this process smooth. We do have storage in our bathroom for extra supplies to keep on hand. Soiled clothing will be sent home for washing in the child's backpack.

BEHAVIOR MANAGEMENT

Setting an example of honest and fair action with all children, providing positive, calming words and a gentle demeanor and encouragement are the most powerful ways we teach children how to live in the world. Our discipline plans teach children to respect themselves and the rights of other children and staff. Children are encouraged to develop self-control over their behavior. Teachers encourage positive behavior in the following ways:

1. Recognizing which behaviors are inappropriate and redirecting the behavior to appropriate activity choices.
2. Praising and rewarding appropriate behaviors.
3. Allowing children to experience natural and logical consequences of their behavior.
4. Expecting cooperation for specific privileges. Defining boundaries clearly and consistently. Providing safe and appropriate consequences for children who are endangering themselves, other children or the staff.

Parental conferences may be scheduled if there are continued behavioral concerns for a particular child. A plan will then be developed to assist the child toward exhibiting more positive behavior.

The goal of discipline is to teach children self-control through training and instruction.

Rewards: We reinforce desirable behavior by praising the child or rewarding him/her. When a child realizes that positive attention comes from appropriate behavior, that desired behavior is more likely to continue.

Discipline: Discipline is a form of teaching that directs children toward acceptable behavior. It is one tool a teacher uses to assist the child in development. There are several ways to apply discipline. One of these areas is “time-out” (to remove from the situation). The duration in minutes the child is to be in time-out is equal to the child’s age in years. Our staff will implement discipline in the most positive manner possible. No corporal punishment, physical discipline or verbal threats shall be used. We also believe that raising our voice in a harsh manner only frightens them, distracts them from the problem or even stimulates them to further misbehave; therefore, reasonable voice tones are maintained.

Severe Misbehavior: In the event of severe misbehavior, which is defined as physical abuse by the child towards another child or adult, our policy is to contact the principal, parent(s)/guardian(s) and together formulate a plan to positively change the misbehavior of the child. Successful results are due to a collaborative effort between staff and parents/guardians.

BITING POLICY

Biting is a common behavior for younger children. However, here at Jesup Elementary we strive to eliminate this type of behavior from our programs as it tends to cause injuries when it occurs and is an example of inappropriate behavior.

The staff at Jesup Elementary watch students very closely in order to prevent biting incidents from occurring, but occasionally an incident will happen. When a child bites it is very serious due to the possibility for an injury to result. Because of this, when a child bites the adult present will remove the biting child from the incident and will explain to them that biting isn’t a choice and give them alternatives to their biting. All staff members will respond in an unemotional tone so that they do not draw attention to the negative behavior. Drawing additional attention to the behavior may encourage the child to continue biting. If a child is biting, the staff in the child’s room will verbally address the behavior with the parents. If a child continues to bite additional implications may result and a parent meeting may be called to address the concerns and develop a plan of action. If the child’s biting is persistent a behavior notice may be sent home outlining what actions could result.

If a child is bitten by another child while in attendance at Jesup Elementary, the staff will make sure to clean the bite and take any first aid steps that may be necessary. The staff in the child’s room will inform the parents of the incident and an injury report will be written for the parent to sign alerting them of what happened.

FIELD TRIP & NON CENTER ACTIVITY POLICY

Children at Jesup Elementary may be involved in field trips designed to add to the curriculum. Children may take field trips to neighboring cities to see special places or take part in special events. When a field trip is planned, parents/guardians will receive written notification in advance of the destination, time leaving and returning, method of transportation, any special items each child may need, and any additional cost. At least one extra staff over ratio will be present for all field trips. Children will be counted every 15 minutes while on field trips; before getting on the bus, while on the bus, departing the bus, etc. An emergency backpack (containing first aid kit, emergency information of children & extra supplies) and clipboard (containing roster & departure log) will be taken on all field trips. Each lead staff shall carry a cell phone on all field trips. In the event of a medical emergency, the staff will immediately notify the Principal and the parent/guardian of the child. If the child is in need of immediate medical attention 911 will be called and Jesup Elementary Medical Emergency procedures will be followed.

If a parent/guardian does not want their child attending a specific field trip, Jesup Pre K, Preschool and extended care are not responsible for providing alternate care for your child during the time of the field trip.

Transportation for field trips will be arranged through the Jesup Community School District Busing.

TRANSPORTATION POLICY

We will follow the Jesup Community School District transportation policy.

MEDICAL AND EMERGENCY PROCEDURES

Health

1. Your child's immunizations should be kept up to date. You must be able to provide a record of your child's immunizations with an original doctor's signature prior to enrollment (no copies).
2. Jesup Elementary programs are a place for well children. Children who become ill at school will be moved to a quiet area and will receive the necessary attention until parents can be notified. Please make arrangements to pick up your child as soon as possible to protect the health and well-being of others at Jesup Elementary.

3. If a child develops any of the following symptoms during the day, our staff will contact the parent/guardians to make arrangements to pick up the child. Symptoms requiring absence or removal of a child from the child care setting include but are not limited to:

Fever- No child with a fever over 100.5 degrees should be sent to school. Also, the child needs to be FEVER FREE (WITHOUT MEDICATION) FOR 24 HOURS BEFORE THEY RETURN

Diarrhea- runny, watery or bloody stools

Vomiting- two or more times in a 24 hour period;

Sore Throat- with a fever; swollen glands,

Persistent Coughing- A child with a “heavy” cold and a hacking cough or if the child gets red or blue in the face or if the child makes a high pitched whooping/wheezing sound

Eye Discharge- a thick mucus drainage or pinkeye. (Must have antibiotic eye drops for 24 hours before returning); Any contagious disease or condition- including ringworm, impetigo, pink eye, etc.;

Yellowish Skin or Rash- A rash may be the first sign of one of the many childhood illnesses. Do not send your child to school with a rash until your doctor has said it is safe to do so; Any condition that keeps the child from feeling well enough to enjoy being with a group of children- The supervisor, director, or the school nurse may determine that your child is not well enough to be at school.

4. Keep your child home if there is any vomiting or diarrhea. It is recommended that you keep your child home until food has been kept down for 24 hours. A sick child with diarrhea, vomiting, or fever should be free of symptoms and medication- free for 24 hours before returning to school.

5. Please let us know immediately if your child develops a communicable disease so that we can inform other parents if necessary. We follow recommendations from the Center for Disease Control concerning the length of time a child must be excluded from school with a communicable disease.

6. With any young children minor accidents (bumps, scrapes, scratches) will occur. We will attempt to let you know the circumstances. A written accident report will be available if it is necessary.

7. In the case of a serious accident, the school staff or nurse will render first aid while contacting parents. If needed, the school will call emergency personnel. Parent/guardians will be responsible for the expenses incurred.

8. If your child will be absent for the day, please call the school secretary and leave a message which includes your child's name and teacher. A phone call may be made to your place of work or home if Jesup Elementary has not already been notified of an absence.

MEDICATION POLICY AND PROCEDURES

All medication administration will go through the school nurse.

- a. Prescription or non-prescription medication (OTC) ordered by the prescribing health professional for a specific child with written permission from the parent/guardian. Written orders from the prescribing health professional should specify medical need, medication, dosage, and length of time to give medication
- b. Labeled medications brought to Jesup Community School District by the parent/guardian in the original container (with a label that includes the child's name, date filled, prescribing health professional, pharmacy name and phone number, dosage/instructions, and relevant warnings)
- c. No prescription or non-prescription medication (OTC) should be given to any child without written orders from a prescribing health professional and written permission from a parent/guardian.
- d. EXCEPTION: Non-prescription sunscreen and insect repellent always require parental consent but do not require instructions from prescribing health professional.
- e. Staff will document that the medicine/agent is administered to the child as prescribed.
- f. It is critical that a parent/guardian notify staff of all medication to be given, hand the medication to the staff, and fill out appropriate paperwork. The staff will put all medicine in a locked cupboard. Medications shall not be left in a child's bag.

SAFETY POLICY

Parents/guardians will be required to complete a Registration Form that includes Authorization for Pick Up and Emergency Contacts for the child(ren) enrolled at the Center. This form will contain the names, phone numbers, and relationship to the child of any person(s) authorized to pick up the child from the Center. It is the parents'/guardians' responsibility to make sure this form is updated as needed and annually.

Any authorized person who is not recognized by staff will be required to provide photo identification such as a driver's license, work ID, or school ID before the child is released. The parent/guardian may provide a photo of authorized person, which will be kept in the child's file at the Center.

No child will be released without the presence or authorization of the custodial parent/guardian. If a person not listed attempts to pick up the child, staff WILL NOT release the child. In such cases, the Director/Assistant will notify the parent/guardian immediately and will call police. If parents/guardians choose to change the persons on their form, they must meet with the office staff to update the form. In case of a custody situation, the custodial parent/guardian must supply the Center with a court order if the non-custodial parent is not allowed to pick up or have contact with the child.

UNIVERSAL PRECAUTIONS POLICY

The universal precautions are intended to prevent exposure of staff to blood-borne pathogens and are intended to supplement rather than replace recommendations for routine infection control such as hand washing. Specifying barrier types or procedures for every possible clinical situation is impractical; therefore some staff judgment must be executed. District Policy in regards to this will be followed.

DENTAL EMERGENCIES

Toothache- Clean area and rinse with warm salt water. If face is swollen apply cold compress. Contact parent.

Cut/Bitten Tongue, Lip, or Cheek– Apply ice to bruised area. If bleeding apply gentle pressure. If bleeding persists after 15 min. call parents.

Broken Tooth-Rinse dirt from injured area with warm water. Place cold compress over face and area of injury. Contact parent. Locate and save any broken tooth fragments.

Knocked out tooth– Locate the tooth. Handle the tooth at the top or crown. DO NOT CLEAN the tooth. Transport the tooth in a cup containing milk. Contact a parent to see dentist immediately.

Possible Broken Jaw– Keep the jaws from moving by using a towel, tie or handkerchief. Contact Parent.

MEDICAL EMERGENCIES

For instances involving serious injury or significant change in health status staff report directly to parents. In the instance that medical assistance is needed Jesup Elementary staff will proceed with calling 911 and CPR and first aid if needed.

MEDICATIONS

In accordance with our health/medical advisors, the Jesup Elementary Nurse will administer medications as parent(s)/guardian(s) direct in conjunction with the instructions on the medication label. If the labeled instructions state that the medication is not to exceed e.g. four days use without a doctor's approval—staff will discontinue the administration of those medications for the child until a doctor's orders are received. If a parent's instructions regarding medication differ from the medication's label instructions, a physician's note shall be required prior to the medication being administered. Medications designated to someone other than the child, such as another sibling, will not be given to the child. Therefore, all medications must be in its original container with labeling.

Medications will only be administered to children with a release signed by parent/guardians. A Medication Sign-in Sheet can be filled out with the school nurse. Parents must be specific as to dates and times the medication needs to be administered. A refrigerator is available for medications which need refrigeration. Inform your child's teacher that medication is needed. The properly trained staff will be responsible to administer medicines and record the pertinent information on a medical use form. The medication must be clearly labeled with the child's name. Medications will need to be taken to the school nurse for administering, staff will get students to her at the directed time(s).

EMERGENCY GUIDELINES

In all emergencies or potentially harmful situations, the staff will use common sense to protect themselves and the children above all. In any situation where the children need to leave the building for safety, the emergency telephone numbers are taken as well. The staff will get as far away from the building as necessary for the situation and will take shelter, keeping the children from additional harm.

Fire- In case of fire, the staff and children are aware of the route out of the building. The evacuation route is posted by each classroom door. Designated staff persons will take sign-in sheet and parent phone numbers with them. A head count and safety check of all children will be completed. A practice fire drill is given monthly.

Tornado- In case of tornado or tornado warning, the staff is aware of our designated tornado areas and will escort children in an orderly manner. All children and adults will sit on the floor and cover their heads. We will remain in the safe area until the warning has been lifted. Children will not be released from our care during a siren going off. Person(s) picking up a child during this time will be asked to wait until the siren has been lifted. A practice tornado drill is given monthly.

Intruder in the building- See Emergency Procedures Handbook

Lost or abducted child- See Emergency Procedures Handbook

Blizzard- If road conditions are such that driving is impossible, Jesup Elementary Programs will either close or open late or close early until roads are cleared. All parents will be notified of the situation through KWWL.

Power Failure- Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored

within a reasonable amount of time, the center will close and parents contacted. Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child. Activities will resume as possible until parents arrive.

Bomb threat- See Emergency Procedures Handbook

Chemical spill- If there is a minor chemical spill of a non-hazardous substance, the area will be blocked off and cleaned immediately. However, if it is a serious or hazardous chemical spill, the children will be evacuated and Fire Rescue called.

Structural Damage– In an instance where our structure has been damaged we will use the same emergency procedures listed in our fire procedure: Designated staff persons will take sign-in sheet and parent phone numbers with them. A head count and safety check of all children will be completed.

STAFF ORIENTATION PLAN

Staff members will follow the orientation plan put forth by the Jesup Community School District. Part of the staff orientation will be a review on the policy and procedures of this handbook. Documentation will be kept in staff files in regards to the orientation that they have received.

ONGOING TRAINING AND STAFF DEVELOPMENT PLAN

Ongoing training and Staff Development will be done throughout the school year for staff as well as annual training on policy and procedures, other required trainings, and other district training.

PRIVACY STATEMENT

Your family/child's records, personal information, and billing statements are confidential information. This information will only be made available to you, the Administrators and Before and After School Directors and Supervisors (as necessary), and The Department of Human Services as reasonably needed.

ACKNOWLEDGEMENT

I have been given the Handbook for Pre Kindergarten, Preschool, and Extended Care and I am fully aware of the policies and procedures and my responsibility to follow the guidelines of these policies and procedures..

Parent/Guardian Signature _____

Date _____

Jesup Elementary Programming

****PLEASE BE SURE TO FILL OUT ALL SECTIONS****

Parental Emergency Medical Consent. This form must be presented upon admission for treatment.

Child's Full Name _____ Date of Birth _____

This form allows parents and guardians to authorize the provision of emergency treatment for above named child who becomes ill or injured while under program authority when parents or guardians cannot be reached. In the event reasonable attempts to contact me at _____ (Phone #) or _____ (Phone #) have been unsuccessful, I hereby give the consent for the administration of any treatment deemed necessary by Doctor _____ (physician) at _____ (Phone#) or Doctor _____ (dentist) at _____ (Phone #) or in the event the designated practitioners are not available, than by another licensed physician or dentist; and the transfer of the child to _____ (preferred hospital).

1. Parents/Guardians/Custodians with Whom the Child Resides:

Name _____ Relationship to Child _____
Address _____ Home # _____ Cell# _____
Employer _____ EmailAddress _____
Work # _____ Work Hours _____

Name _____ Relationship to Child _____
Address _____ Home # _____ Cell # _____
Employer _____ Email Address _____
Work # _____ Work Hours _____

2. Persons to Contact In Case of Emergency If Parents Are Unavailable, and are Authorized to Pick Up Child:

Name _____ Relationship to Child _____
Address _____ Home # _____ Cell # _____
Employer _____ Email Address _____
Work # _____ Work Hours _____

Name _____ Relationship to Child _____
Address _____ Home # _____ Cell # _____
Employer _____ Email Address _____
Work # _____ Work Hours _____

(TURN OVER)

3. In the event the Parents/Guardians listed above can not pick up the listed child, all of the following have my permission to pick the given child up while in the care of Jesup Community School:

Name: _____	Relationship to child: _____
Name: _____	Relationship to child: _____
Name: _____	Relationship to child: _____
Name: _____	Relationship to child: _____
Name: _____	Relationship to child: _____

4. Are there any custody or restraining orders for person(s) who may attempt to pick up or have contact with the child while in our care?

*Name _____

*Name _____

5. Information

Physician Name _____	DentistName _____
Street address _____	Street address _____
City, State _____	City, State _____
Phone # _____	Phone # _____

Date of Last Tetanus _____	Known Allergies _____
Present Medication _____	
Insurance Company _____	Policy Holders I.D. _____

This Consent will be in effect for One Year beginning (date) _____

Signature Parent/Guardian _____ Date _____

Signature Parent/Guardian _____ Date _____