



---

**PARENT HANDBOOK**  
**for Center-Based Programs**  
**2017-2018**

**Easterseals of Southeastern PA**

Connect with us



August, 2017

Dear Easterseals Parent,

We welcome you to the Easterseals programs. Whether your child is enrolled in our Approved Private School, Preschool program, or is to receive home or community-based intervention, all of us - administration, staff and volunteers – strive to be of help to your child and your family.

Your child's development in our program is our primary concern. As you know from meeting with some of our teachers and therapists, our academic curriculum is individualized for each child. And, as a parent, you are an important member of the team as we work together to set goals and work with your child to achieve them.

Good communication will enable us to work closely to maximize your child's progress. We hope you will take advantage of the many communication and information vehicles available to you in order to maintain the relationship between home and the Easterseals program. We encourage you to call or send notes whenever you have a question. All of us – teachers, therapists, social workers, and administrative staff – welcome your inquiries. We also encourage you to participate in Back-to-School events, training opportunities, and parent support meetings, as well as Easterseals fund raising events.

There may be times when you do not understand the reason for a policy or procedure or perhaps you would like to see a change in your child's program. You should not hesitate to discuss your concerns with any member of your child's team. Please also remember that our door is open and we hope that you feel free to discuss any issues or concerns with us.

We look forward to an interesting and fulfilling year of working with you and your child. Watching your child grow and acquire physical, social, cognitive, communication and social-emotional skills will be exciting for all of us.

Welcome!

*Carl G. Webster*

Carl G. Webster  
Executive Director/CEO

## **AGENCY MISSION**

The mission of Easterseals of Southeastern Pennsylvania is *“to provide exceptional services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities.”*

Easterseals staff fulfills this mission by incorporating these values into their work as the foundation of Easterseals and a guide to our actions:

### **Integrity**

We conduct business ethically, and with a commitment to moral integrity. We expect people to hold a high moral standard. When faced with an ethical dilemma, we do what is right, regardless of the consequences.

### **Respect**

We respect each other. We value the uniqueness and dignity of each individual, and appreciate the strength of diversity and inclusion.

### **Shared Purpose**

We share a sense of purpose. We have an enthusiastic sense of mission. We believe that to better meet our mission, we must work as a unified organization.

### **Excellence**

We value excellence. We value people who get involved and show a sense of urgency. We believe it takes excellent, confident and accountable people to create innovative solutions that are valued by the people we serve.

### **Responsiveness**

We strive to continually understand and proactively respond to the increasing and changing needs of the people we serve as well as those who pay for the services.

## **PHILOSOPHY OF THE SCHOOL**

The intent of our school program is to maximize each child's ability to benefit from an educational experience that addresses the "whole child" - their cognitive development, socialization opportunities, ability to communicate effectively with others, and physical needs.

Our school program strives for programming which integrates therapeutic intervention with the acquisition of educational goals through a model of integrative programming. Integrative programming is a process which occurs when parents, teachers, and therapists have a coordinated approach to the use of therapeutic techniques and the implementation of goals throughout the naturally occurring routines in a child's day.

The expectation is that staff is accepting of family values, concerns, and priorities, and that these needs are taken into consideration in the development of individualized education plans.

It is important for all children to be accepted by their peers and to feel a part of the larger community outside of their school environment. To give our children the opportunity to interact and develop relationships with their typical peers, we continue to seek out inclusive opportunities within our own classrooms, or with other community preschool and school age programs. Our goal is to develop activities that allow the children enrolled in Easterseals to learn and play together with their peers.

## **NATIONAL ACCREDITATION AND STATE REGULATION**

Easterseals values the validation of quality provided by national and regional accrediting or regulatory bodies. As such, all of our center-based educational programs located in Easterseals facilities hold accreditation from the National Academy of Early Childhood Programs. This is a division of the National Association for the Education of Young Children (NAEYC) that administers the accreditation system. The aspects of our programs that are evaluated include: children (relationships, curriculum, teaching, assessment of child progress, and health); teachers; family and community partners; and program administration (physical environment and leadership and management).

Easterseals programs are also regulated by the Office of Child Development and Early Learning. As such we participate in periodic compliance monitoring activities and also follow the State's Early Learning Standards for Infant, Toddler, and Pre-Kindergarten programs.

All Easterseals programs either have been designated as Keystone STARS programs or are in the process of obtaining Keystone STARS designation. This is a state-wide system which assigns programs to a STARS level which is indicative of their demonstration of quality indicators.

Programs which operate Early Head Start or child care programs also maintain licensure with the Department of Human Services as Child Care centers.

## **GOALS FOR YOUR CHILD**

The goal of Easterseals school programs is to provide your child with an appropriate educational program with state-of-the art techniques, and to assure a successful transition to the next step in his/her education.

To accomplish this goal, the following strategies are used:

- Educational and therapeutic goals are integrated in the school and home program to enable the child to become as independent as possible.
- Activities that stimulate cognitive, physical, sensory, communication, social and emotional development are the focus of our planned learning program.
- A coordinated team works with each child. The team may include one or more of the following:

Teacher	Teacher Assistants/Aides
Physical Therapist	Physical Therapy Assistant
Occupational Therapist	Occupational Therapy Assistant
Speech Therapist	Social Worker
Nurse	Assistive Technology Specialist
Behavior Specialist	Music Therapist

## **GOALS FOR THE FAMILY**

Our goal is to involve parents fully as team members in planning, implementing, and adding to your child's individualized program.

To accomplish this goal, the following strategies are used:

- Family members (parents, grandparents, aunts, uncles) are welcome to observe the programs and to attend parent meetings. Please check with the Program Director regarding any observation procedures.
- Parents are encouraged to communicate freely by telephone, by notes sent with their child and/or by prearranged conferences. If you prefer to communicate via e-mail, please check with your child's team.
- Parents actively participate in developing their child's individualized program.
- The staff welcomes collaboration and consultation with parents to ensure the best possible program for each child.

## **THE EASTERSEALS SCHOOL PROGRAM**

**EDUCATION:** The Easterseals School is an educationally based program combined with therapeutic support services designed to enhance the academic services. Our classrooms are led by certified teachers who assess each child to determine his/her level of knowledge and readiness/ability to learn. The teacher leads a team of therapists and the child's parents to develop specialized teaching strategies for each child. In this way, each child has a wide range of learning experiences/opportunities appropriate to their developmental level.

**EVALUATION PROCEDURES:** An evaluation and initial Individualized Education Program (IEP) is developed by the agency that refers your child to our school program. This agency can be an Intermediate Unit or School District. In preparation for your child's initial IEP, your child is evaluated by at least one educational or therapy professional. All areas of development are addressed. An Evaluation Report (ER) is then compiled which includes the reason for referral, history or update of educational, social and physical status of the child, a summary of evaluation findings, and conclusion and recommendations regarding eligibility and programming needs. Data collection and review of progress will determine when further assessment is needed. The team working with your child will continue to collect information about your child's progress, and this information will be shared with you.

Parents of an eligible young child have the right to obtain an independent educational evaluation. Please refer to your copy of the Procedural Safeguards Notice for more information about independent educational evaluations.

**YOUR CHILD'S IEP:** An IEP is an Individualized Education Program for children aged three years and older who are eligible for early intervention services. This is a plan for meeting your child's special learning needs written by you and your child's Easterseals team. The IEP addresses some very important things about your child and what s/he will be doing in school.

A review of each child's program plan is scheduled annually. Easterseals will be involved in the development and annual review of your child's IEP, once they are enrolled in our program.

The frequency of therapy provided during school is based upon your child's educational needs. The term *educational needs* refers to the amount and type of therapy required for your child to participate in his/her educational program, and will be different than medically-based therapy needs.

The IEP addresses these questions:

- What skills and abilities does my child have now?
- What can I expect my child to be taught this year?
- What are the strategies or specially designed instruction that will be used to help my child accomplish these learning goals?
- How will my child's learning progress be measured?

Your child's program plan has information in it to answer each of these questions and will be used by everyone working with your child.

**POSITIVE BEHAVIOR SUPPORTS:** Easterseals is a member of the State's Positive Behavior and Intervention Support (PBIS) network. PBIS is a framework for supporting the social and emotional development of our students. The goal of implementing PBIS is to create an environment where every child feels good about coming to school. This is accomplished by designing classroom settings that promote engagement and by building positive relationships among students, families, and school staff. Through the process of PBIS, classroom staff will work together to ensure that children understand behavior expectations, receive instruction in social skills, and those with the most persistent challenging behavior receive individualized assistance. We will use positive approaches when addressing behaviors that interfere with learning. All staff will receive foundation training in PBIS and each of our Easterseals Divisions have established/will establish Core Leadership Teams to provide ongoing support to staff and families regarding PBIS.

Here are a few examples of what to look for in our programs implementing PBIS:

- Emphasis on building caring, responsive relationships with students and families.
- Behavior expectations and rules posted in common areas and classrooms. Behavior expectations and rules are developmentally appropriate and focus on teaching our students what to do (rather than what not to do).
- Safe classroom environments that are designed to promote positive social interactions.
- Positively stated directions and language are used by all program staff. We focus on teaching our children by using positive language such as "walking feet," "quiet voice," and "hands to self."
- Visual aids to assist students are used throughout the day. These may include visual schedules, visual timers, and pictures to remind students of appropriate behavior.

- Emphasis on social emotional skills and development of social skills. Friendship building, emotional vocabulary, anger management, and coping/problem solving skills are incorporated in large and small group activities.

**INTEGRATED PROGRAMMING:** Teachers and therapists work together to plan classroom activities which incorporate therapy goals. If therapy is part of the routines of the classroom, these goals can be addressed at many times throughout the day. In this way, a team works closely and cooperatively in planning, developing strategies, and implementing activities to reach desired outcomes for each child. In addition to an integrative approach to programming, there may be times when, based on the individual needs of the child or the skill being learned, a child will need to leave the on-going classroom activity to be seen individually by a therapist.

**ACCESS TO RECORDS:** Easterseals recognizes the family's educational right to review, inspect and copy any educational records related to their child's program here at Easterseals. Easterseals will comply with any written requests from parents within five working days. Easterseals can release any records that were created by our agency for your child which would normally include the IEP, therapy and/or educational evaluations, attendance record, and Monthly Service Reports which document therapy provided and progress.

**CONFIDENTIALITY:** Easterseals respects the privacy of each family we serve and adheres to strict confidentiality guidelines. These include regulations which govern the exchange of educational records (FERPA - Family Educational Rights and Privacy Act) and those which deal with protected health information (HIPAA-Health Insurance Portability and Accountability Act).

**MANDATED REPORTING:** Under federal and state laws, Easterseals is required to report any suspected cases of child abuse and/or neglect, and to report any incidents that involve client health and safety. If an investigation is required by State law, it will be conducted by a Certified Investigator.

For more information about mandated reporting, please check the Keep Kids Safe website at [www.keepkidssafe.pa.gov/laws](http://www.keepkidssafe.pa.gov/laws).

**CONFLICT RESOLUTION:** Easterseals strives to provide an appropriate program for students, and to respond to concerns or disagreements that a parent might have about the school program. Disagreements can occur at any stage in a school program - when initial evaluations are completed, as a comprehensive program is developed and implemented, or as a child completes his/her school program with Easterseals.

The first step in conflict resolution would be to contact the staff working with your child. The Social Worker is also available to facilitate this process, if needed. If no resolution is achieved, the next step would be to contact the Program Coordinator/Director or Division Director.



Under Federal and State Law, parents have specific rights and safeguards in obtaining a free and appropriate public education for their children; these are called “due process rights.” A more complete guide for parents entitled The Right to Special Education in Pennsylvania is available from the Disability Rights Network at (800) 692-7443. In addition, whenever a placement or program is started or changed, parents of children in our schools who are three years of age and older will be given a *Procedural Safeguards Notice* issued by the Pennsylvania Department of Education.

For parents of children under the age of five the Office of Child Development and Early Learning has issued an Announcement entitled *Early Intervention Complaint Procedures*. The purpose is to deal with procedures to facilitate the prompt and amicable resolution of disagreements and conflicts among parents, County Administrators, agencies or other parties. This announcement includes a fact sheet on Problem Solving in Early Intervention.

**EMERGENCY PLANS:** Easterseals maintains an emergency plan for each Division that addresses the use of the school as a shelter for children/staff in the event of a declared emergency. Each school also has a posted emergency evacuation plan, and practices evacuation procedures on a regular basis. During monthly fire drills, staff continue to refine plans to move children quickly and safely out of the building.

In addition, each site maintains its own daily security procedures which involve signing in to the building and may also include receipt of a Visitor's Badge. A list of designated people authorized to pick up your child in your absence will be required. You can revise this list at any time with a phone call to the program.

### **THERAPIES**

Educationally relevant therapy services are provided as per each child's individualized plan. Within our school program, a single therapy session can be direct hands-on treatment, equipment adaptation, classroom consultation, or a group activity. Since your child spends the majority of the day within the classroom, the classroom staff must be aware of your child's handling and positioning needs and the goals and objectives for your child. Because of this aspect, the therapists spend therapy time in the classrooms working along with staff and children. This reinforces the therapists' treatment plans and provides consistency in proper positioning.

Your child's therapist is determined by your child's needs and staff availability. Therapists will be happy to schedule a time for you to observe or participate in a therapy session; just call in advance to arrange a convenient time.

For your child to receive Occupational Therapy, Speech Therapy or Physical Therapy services indicated by their IEP, we must have a physician's prescription for treatment on file that reflects the recommended services in each child's program plan. This will generally require that a new prescription be obtained at least once each school year. A physician's prescription should also include

recommendations for an oral motor evaluation and feeding therapy, if necessary or warranted.

When a child in the program has a surgical procedure, a revised prescription for therapy services will be required to resume therapy and address any changes or limitations.

**PHYSICAL THERAPY:** concerns gross motor skills and mobility. One focus of physical therapy is review the positioning for each child which could include selecting and adapting chairs and equipment.

**OCCUPATIONAL THERAPY:** typically focuses on the fine motor and sensory activities children participate in every day. These can include playing with other children and toys, self-care, and moving from place to place. The therapist helps to adapt activities to maximize each child's ability to meet their educational goals.

**SPEECH THERAPY:** addresses how your child understands language and the use of language to communicate. Speech therapists work on improving the understanding of and increased use of both verbal and non-verbal communication skills. If a child is unable to communicate his/her wants or needs verbally, a speech therapist will work to establish alternative means (signs, pictures, or special devices) for communication, while continuing to encourage the development of verbal language skills.

**FEEDING THERAPY:** Easterseals has a protocol to guide the safe oral feeding of children while attending our school program. If your child appears to be at risk for unsafe swallowing, difficulty with chewing or drinking, and/or oral/facial weakness, the feeding protocol will be followed, and you will be asked to work with us in obtaining necessary information and medical permission to allow for safe oral feeding. Forms will be sent home for your permission to evaluate oral/motor functioning as it relates to feeding. Any recommended feeding therapy would be based on the evaluation results and information received from your child's physician.

**ASSISTIVE TECHNOLOGY:** Assistive or educational technology means any item, piece of equipment, or product system which is used to increase, maintain, or improve the functional capabilities of children with disabilities. Assistive technology devices range from a simple switch for a child with particular physical limitations to a sophisticated vocal output augmentative communication device for a child with severe speech impairment.

## **FAMILY SUPPORT SERVICES**

Having a child with disabilities may raise questions for parents concerning, among other things, their child's development, daily living skills, and relationship/roles with siblings, family and their community. Other issues related to your child's abilities may also become cause for concern.

Staff social workers or other designated staff are available to work with families to address parent concerns and to help reinforce a child's newly learned skills at home. The social worker can attend parent conferences, IEP meetings, and can offer a home visit during the school year to assist parents with school concerns. S/he can sit in on school team meetings to support the family, or help parents sort out medical information and provide requested emotional support during family crises. Parents of students completing an Easterseals program will receive support from the Social Worker or designee throughout the transition process. It is the goal of Easterseals to support parents in their efforts to become effective advocates for their children as they move through the educational system.

We are fortunate to be able to offer a variety of services. Help in seeking funding for equipment, as well as Parent Support groups, may also be provided. Support Group meetings provide parents and significant others with the opportunity to get together to discuss issues of mutual importance.

## **PARENT INVOLVEMENT**

Parents are a vital part of what happens in Easterseals programs. Parents are an integral part of the team. Effective communication between parents and staff is an important component of each child's program. Involvement with other parents provides a rich resource of information, ideas and skills.

**PARENT GROUPS:** There are a number of different types of parent groups available. In some Divisions, there is a Parents Auxiliary group. This is a group of parents and extended family members who work together by phone and in meetings as needed. Auxiliary activities could include the following: planning, organizing and holding local fund raising events; arranging special events for the children; developing program ideas for parent evening programs; or producing a periodic school newsletter. In other Divisions, there are a variety of parent support activities. A variety of parent discussion groups are offered during the year, based on the particular interests of parents and families. Groups provide an opportunity to share experiences, concerns, problems and information. Topics are selected by parents.

## **INTERAGENCY COORDINATING COUNCIL**

Each county is mandated to have a Local Interagency Coordinating Council (ICC). The ICC is a group of parents and professionals joined in collaboration and coordination of resources to ensure that all children and families in need of early intervention services are identified and receive needed services.

The ICC's purpose is to offer comments and suggestions on the development of local services and supports for children and their families. Parents and professionals work together to communicate directly with the various State Departments involved with education. For more information about your local ICC or State ICC, contact your school Social Worker or Division Director.

### **GENERAL INFORMATION**

**SUPERVISION:** Teaching staff directly supervise all children by sight and hearing at all times, even when the children are in quiet areas. Staff regularly count children on a scheduled basis at every transition, and whenever leaving one area and arriving at another to confirm the safe whereabouts of every child at all times. Developmentally appropriate child to staff ratios are met during all hours of operation, including indoor and outdoor play and field trips, following precautions for specific areas and equipment.

**ATTENDANCE:** Prompt and regular attendance is important in allowing your child to get the most out of their educational program. School staff will follow up with parents on patterns of absence and lateness, especially if it interferes with what needs to be accomplished to implement a child's IEP goals.

**ABSENCES:** Parents are to contact the school in the event that their child will be absent. Easterseals requires that a written or emailed excuse be submitted on the day of a child's return to school following any absence of three or more days. Excuses should be addressed to the teacher or nurse and include the dates and reason for absence. Following a contagious illness, a doctor's note stating the child is cleared to return to school is required in order for your child to return to school.

**CLOTHING:** Your child should wear comfortable play clothing to school. For safety reasons, we strongly recommended that you send your child in wearing sturdy shoes or sneakers.

Please send a complete change of clothing for your child in case of a toileting mishap or messy activity. Bring or send them to school marked with your child's name.

Send replacement clothes whenever your child has had to use the original supply, when the seasons change, or when your child has outgrown the clothes.

Children do have outside activities almost daily, so please apply sun screen at home before your child comes in to school during the summer.

Please make sure that every item of clothing you send, or that your child wears, has your child's name on it. This includes all outer clothing such as coats, scarves, mittens, boots and any equipment that your child uses.

**TOILETING NEEDS:** If your child is not independent with toileting, please send a periodic supply of disposable diapers and wipes to school. You will be notified by your child's teacher when additional diapers are needed. If your child is in the process of being toilet trained, let us know how it is being done so that we can support your efforts in the same way during the school day. During this learning period, it is helpful if you send your child to school in clothes that are loose and easily removed. Please try to avoid belts or one piece outfits without leg snaps. Please let us know of any special word or gesture your child uses to indicate his/her need to use the bathroom.

**LOST ARTICLES:** Easterseals is not responsible for lost, misplaced, stolen or broken items, articles of clothing, and equipment sent to school. Easterseals will make every effort to ensure that personal items are properly handled on our property. It is best if your child does not wear expensive jewelry to school.

**LUNCH AND SNACK:** If your child is in a full-day program, they must bring their own lunch including a beverage. To ease the lunch process, please perform all necessary preparations (puree, chopping, etc.) at home. Please pack hot or cold foods in a thermos or insulated container. Remember to label both the lunch box and the thermos. Please send nutritious food that your child likes to eat. Send only the amount your child will eat. Please notify the teacher in advance if you would like to send something in for a special occasion. Staff encourage children to try each food, but recognize that they do not always eat everything. If your child is not permitted snacks and is on a special diet, make certain you send in a list of foods that are not allowed.

If your child's program plan has feeding goals, his/her teacher, working with a speech therapist, may contact you to discuss changes in your child's lunch. You may be asked to send in certain types and consistencies of food. Feel free to contact staff if you have any questions regarding the nutritional needs of your child.

**ALLERGY-FREE ZONES:** Some of our children do have serious food or environmental allergies. If there is a restriction (e.g. no peanuts or peanut products, fragrances, latex products) in the school building, you will be notified by the program.

**COMMUNICATION:** Each child will have a communication book/folder that will go back and forth between home and school. Please be sure to check your child's book every day and initial each entry as you read it. Active use of this book is the best way to assure timely communication between home and school. These books are a quick and easy way for you to get notes as well as notices and memos to and from the staff. Please do not expect a note each day from the

teacher or the therapists. They will try to answer specific questions and mention events that are important, but they do not have the time to write daily in each book and fulfill program schedules as needed by each child.

Parents can also speak to the teacher about setting up email as the preferred way to stay in touch in some divisions.

We recognize that there may be times when you would like to discuss certain issues involving your child's care in addition to regularly scheduled program planning meetings. Please contact the necessary team member before or after school to schedule a mutually convenient time for all parties.

**SCHOOL CLOSURES:** Easterseals/Friendship Academy uses a "robo" call notification system for school closing, late openings, and early dismissals. In addition, the school usually follows the decision announced for the school district where the school is located.

**PHONE CALLS:** If there is an issue that requires immediate attention, do not use the communication book. Call your child's teacher directly. Please time your calls to teachers and therapists before morning arrival or after dismissal when staff has the time to talk with you at greater length. For issues that need immediate attention, you can also reach the school's Program Coordinator/Director during the school day.

**SCHOOL OBSERVATIONS:** We know how important it is for you to be able to trust us with your child's daily care and supervision. One of the ways to ensure this trust is for you to observe the school program. If you choose to do so, it is best to call and check on the activities planned for the day to make the most of your visit. Please check with the Program Director regarding any observation procedures.

**SCHOOL VISITORS:** Throughout the school year, we have many visitors that come in to see the school program. Some visitors may be interested in making donations to support our programs.

As students make decisions about future careers, their high schools or colleges may often require them to spend time in various settings that provide services to children and their families. Visiting students may either observe or participate in classroom activities under the direct supervision of our teachers and therapists. We try to accommodate visitors without disruption to our school program.

**CLASS ASSIGNMENTS:** Your child has been assigned to a class with several factors in mind, including safety and health conditions, chronological age, degree of social interaction with peers, developmental level of cognitive reasoning, learning style, degree of dependence/independence, degree of mobility and sensory-motor needs.

Because a child's rate of development is not always predictable, there may be a time during the year when the school staff may feel a particular child would be

more appropriately placed in a different class. We will discuss any change of placement with you.

**FIELD TRIPS:** These may be scheduled occasionally during the year, and planned to facilitate educational goals of the children. If a field trip is scheduled, a note will be sent home informing you of the trip, noting whether any help is needed, and requesting your written consent for your child to participate. Trips are scheduled to facilitate overall goal attainment and development.

**HOLIDAY PARTIES:** Parties or special activities are often provided by community groups, parent groups, and/or staff. You will be informed in advance about these special events.

**BIRTHDAY PARTIES:** We will be happy to celebrate your child's birthday in school. Please notify your child's teacher a few days in advance. If you choose to send in party snacks, please check with the teacher to discuss nutritional choices and any accommodations that would need to be made for allergies. Invitation to at-home parties may only be distributed if each child in the class received an invitation.

**TRANSLATION:** Translation of forms or interpreter services for meetings is available for families.

**GIFTS FOR STAFF:** Easterseals policy prohibits individual staff from accepting any gift of a personal nature or substantial value. Items that can be shared by all staff are acceptable, such as homemade gifts, flowers. Easterseals gratefully accepts gifts/donations at any time of the year to support the work we do.

**SPECIAL EVENTS:** Throughout the year, Easterseals holds various special events and fundraising activities. We hold numerous local events as well as benefitting from fundraising events by our national corporate partners. Parents and families are welcomed and encouraged to participate in these fun events and promotions to benefit Easterseals programs and services. To learn more about our events or how you can get involved, please call our Development Department at 215-879-1000.

## **YOUR CHILD'S HEALTH**

**IMMUNIZATIONS:** For admission to school, each child must have had at least one dose of each of the immunizations listed below, or obtain an exemption on medical or religious grounds. Remaining doses must be given at the recommended intervals and completed within eight months of entering school. Immunization records must be sent to the school prior to the date that your child is scheduled to start in our school program.

- 3 doses of Diphtheria/Tetanus/Pertussis (DPT) or Tetanus/Diphtheria (TD) or of (DT) vaccine
- 3 doses of inactive Polio vaccine (IPV)
- 1 dose of Measles, Mumps, and Rubella Vaccine (MMR) given on or after fifteen months of age
- 3 doses of hepatitis B vaccine for all students entering kindergarten age programs
- 3 doses of H influenzae type b (Hib)
- History of chicken pox or 1 dose of varicella (chicken pox) vaccine

If 5 years or older, children must have all of the above immunizations, in addition to:

- 2nd dose of Measles, Mumps, and Rubella Vaccine (MMR)
- 2nd dose of varicella or history of chicken pox
- 4th dose of Diphtheria/Tetanus/Pertussis (DtaP/DTP/Tdap)

**MEDICAL UPDATES:** Please provide a medical update if your child has any of the following:

- A new physician with name, address and phone number
- A new evaluation
- A new orthopedic, medical, or surgical procedure
- Any change in medication
- New information is obtained from a medical specialist or developmental pediatrician, or from a specialized clinic such as Cerebral Palsy Clinic, Spina Bifida Clinic, Neurology, Ear Nose and Throat Clinic, Feeding Clinic, etc.
- A change of health insurance
- A selected HMO provider under Medical Assistance (ACCESS program)

Your completion and submitting a report from an annual physical will allow us to keep all health information current.



### **PRIVATE DUTY NURSING**

The parent/guardian(s) of any child attending school with a Private Duty Nurse (PDN) must take note of the following:

Your child's PDN will be working in a classroom with other staff and children while caring for your child in school. They will be expected to follow guidelines established by Easterseals of Southeastern Pennsylvania in order to have your child benefit fully from his/her program. This will include submission of a valid license and all required State clearances.

We need you to follow the same guidelines and work with school staff to be sure that all adults caring for your child are working together to provide the best care possible. Please do not use your PDN to carry messages back and forth to school. You must stay in touch with your child's Teacher.

The agency providing your child's PDN coverage will at times provide a substitute PDN when the regular PDN is absent. Please be sure the sub PDN follows the same procedures.

When a substitute nurse is assigned to care for your child, while at Easterseals, a copy of the Medical Orders for your child as well as any prescriptions and medications for your child must be given to Easterseals. Without these things, it will be legally impossible for any substitute Nurse to provide the care your child needs.

### **WHEN YOUR CHILD IS ILL**

**MEDICAL POLICY:** Sick children are to be kept out of school when they are unable to participate in school activities and need rest and care at home. Also, illness spreads among children and staff. A child who is ill should not be brought to school until s/he has been well, and without diarrhea/vomiting and/or fever (free without aspirin or Tylenol) for 24 hours.

**AT HOME:** While your child may not have a fever in the morning before school, if s/he is lethargic, very cranky, or crying excessively, you should consider keeping your child at home. These symptoms may indicate that your child is developing an illness. If your child is not able to participate in school-day activities, s/he should be kept at home. A sick or ailing child will not benefit from being in class or receiving therapy and would not enjoy the day in our program.

If your child has any of the following symptoms and/or illnesses, please do not send your child to school.

- fever 100.4°F or more
- diarrhea or vomiting
- severe headaches
- sore throat and/or swollen glands
- lethargy or weakness, no appetite, or irritability
- untreated rash or skin infection
- discharge from eyes, redness, or tearing of eye
- contagious illnesses such as fungal infections, lice, chicken pox, measles, mumps, pinworm, impetigo, conjunctivitis/pink eye), ringworm, hand/foot/mouth disease.

Your child should be kept home until the symptoms are no longer present or your child's doctor has given permission for your child to attend school.

Contagious illnesses, if noted during the school day, will require that the parent pick the child up from school as soon as possible, in order to protect other children. Children who have had a contagious illness will also require a doctor's note for re-admittance to school. Easterseals follows the guidelines of the American Academy of Pediatrics regarding contagious illnesses.

For health and safety reasons, any child identified with lice will be excluded at the end of the day. Children may return only after treatment.

**AT SCHOOL:** Our teachers become quite familiar with your child's daily behavior. If they see behavior or symptoms that are atypical for your child, they will request that the school nurse monitor your child. If the nurse determines that your child is unable to participate, she will contact you.

If your child has been absent from school due to illness, please write a note or phone the school to inform his/her teacher or the school nurse as to the nature of your child's illness. It is helpful for the staff to know the reason your child was ill.

If anything on the preceding list of symptoms occurs while your child is in school, you will be asked to come and pick up your child. No medication can be given without written permission.

While we realize many of you are working, not all programs have the facilities to isolate your child. We will isolate children from other children as best as possible until arrangement can be made to pick the child up. If sick children remain in the classroom, they expose other children and staff. When staff is out sick, all programs are negatively impacted. Therefore we request that arrangements be made to pick your child up as soon as possible when symptoms occur in school.

If you cannot be reached, the emergency contact person(s) you have identified will be notified to pick up your child. It is important that emergency contact information be up to date, and those persons listed are aware of their

responsibility to come to the school to pick up your child if you cannot be reached when your child is ill.

If your child has been hospitalized, assessed and/or treated at an Emergency Room or has a significant change of medical condition, the school must have a note from the doctor stating the reason for the hospitalization, and that your child may return to school and resume therapy. The school needs this note to ensure proper care for your child. We will be unable to allow your child to return to school without the note. It is necessary to give any written instructions that you receive from the hospital or doctor to the School Nurse. These can include discharge orders, new prescriptions, surgeon's treatment protocol, handling precautions, and/or a revised prescription for therapy following a surgical procedure.

PLEASE REMEMBER....if you send your child to school with any doubt about his/her health, please advise the nurse by way of your child's communication book or call her directly. If you will be somewhere other than home or work, give us that number or the number of a person to call who could come for your child.

### **MEDICATION POLICY**

Your child may require medication or a special procedure during the school day. Sometimes your child may be well enough to attend school yet require medication to clear up an infection or medical problem. To give medication, or carry out a medical procedure, we need the following:

- A **MEDICAL RELEASE FORM** on file to enable staff to give medications or perform procedures without liability. Parents must supply materials and equipment needed for staff to carry out special procedures such as gastrostomy feeds, nebulizer treatments, etc. A physician's authorization form is needed as well as instructions and a demonstration in order to train our staff.
- A **MEDICATION INFORMATION FORM** stating the name of the medication, the dosage, the time intervals and the duration for giving the medication. All prescription medication **MUST** be in a pharmacy-labeled bottle (including the child's name, medication name, dosage strength, doctor's name and pharmacy name). Staff will maintain a log of each time medication is administered to your child.

Medications and forms are to be sent directly to the teacher or the nurse. No medication of any type (such as aspirin, cough drops, eardrops, prescription creams, vitamins) will be given without written instructions and written parental consent. Certain procedures may require physician's orders. All medication will be kept in a safe and locked place inaccessible to children.

## **EMERGENCY TREATMENT**

Emergency situations do occur and we must be as prepared as possible. In case of an emergency, it is vital that we know where to reach parents and that we have at least two emergency numbers on file if we cannot reach you. Emergency contacts must have a working phone and be willing to pick up your child in the event of an emergency. If you do not have a working phone, you still must make arrangements so that we have a way of contacting you in case of emergency (such as, a neighbor's or relative's phone). It is the parent's responsibility to keep this information current.

None of us like to think that our children will become ill or injured while they are in school. However, we must make plans in the event that an illness or injury was to occur. You must complete a form authorizing the school to secure emergency medical attention for your child or give us specific instructions regarding how you would want your child medically treated. Turn in this form on or before your child's first day of school.

Several staff is trained in first aid. If further medical attention is necessary our standard procedure is to contact 911 for transport to the nearest hospital.

If taken to a hospital, your child will always be accompanied by one staff member. Staff will notify you immediately by phone. However, if you cannot be reached, we will contact the person listed as your emergency contact. Parents will always be notified as soon as possible, which may or may not be before treatment has begun. Automatic External Defibrillators are available in each building.

The **EMERGENCY MEDICAL FORM** must be signed and returned to us and will be kept on file in your child's record.

**It is not a safe situation to have children in school without the proper emergency medical forms. The Emergency Medical Form must be turned in to the nurse/teacher by the first day of school, or your child cannot attend school.**

In case of a life-threatening emergency, it is the policy of Easterseals to administer emergency medical treatment until authorized emergency medical personnel arrive at the school. If a "Do Not Resuscitate" order has been signed by the parent(s), we will not honor it while the child remains in our care at our facility. Once emergency medical personnel arrive, they will be informed of the intent of the signed order.

### **WHERE TO TURN...**

From time to time, you will have questions for the Easterseals staff. Below is a guide to assist you in determining who is best suited to answer your questions.

Program and educational goals	Teacher or Program Director/Coordinator
Therapy goals/progress	Therapist
Walkers, orthotics, braces, wheelchairs	Occupational or Physical Therapist
Medical or nursing needs	Nurse
Nutritional needs/progress	Nurse or Speech Therapist
Communication devices	Speech Therapist or Assistive Technology Specialist
Oral motor or feeding concerns	Speech or Occupational Therapist
Family issues	Social Worker or Program Director
Community resources	Social Worker or Program Director
Transportation questions	Program Director, Administrative Assistant or Transportation Coordinator
School volunteer involvement	Program Director/Coordinator
General administrative policy	Division Director
Special events volunteer	Director of Development

**Please remove this page, sign, and return to school. Thanks!**

I have read and understand the policies and procedures of the Easterseals School/Program as stated in the Parent Handbook for School Year 2017/2018.

CHILD'S NAME: \_\_\_\_\_

PARENT NAME (please print): \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**PHILADELPHIA DIVISION AND HEADQUARTERS**

YAFFE CENTER  
3975 Conshohocken Avenue  
Philadelphia, PA 19131

PHONE: (215) 879-1000  
FAX: (215) 879-8424

EARLY INTERVENTION CENTER  
3905 Ford Road  
Philadelphia, PA 19131

PHONE: (215)-879-5010  
FAX: (215)-879-5051

**BUCKS COUNTY DIVISION**

BROOKS CENTER  
2901 Edgely Road  
Levittown, PA 19057

PHONE: (215) 945-7200  
FAX: (215) 945-4073

**DELAWARE and CHESTER COUNTY DIVISIONS**

468 North Middletown Road  
Media, PA 19063

PHONE: (610) 565-2353  
FAX: (610) 565-5256

**MONTGOMERY COUNTY DIVISION**

GRESH CENTER  
P.O. Box 333  
1161 Forty Foot Road  
Kulpsville, PA 19443

PHONE: (215) 368-7000  
FAX: (215) 368-1199

**Accredited by: National Association for the Education of Young Children**

**Approved by: Pennsylvania Department of Education as an Approved Private School (APS)**

**Licensed by: Pennsylvania Department of Education's Board of Private Academic Schools**

**Pennsylvania Department of Human Services as a child care center (Bucks, Delaware County – Marple and Montgomery County sites)**