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Principal,
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Dear Parent/Guardian,

1. Please call the health office when your child is going to be absent and leave a detailed message.
2. Please keep child home if he/she feels ill or prior to school. No child may come to school ill or with a temperature of 100 or greater. All children must be fever free naturally (without use of a fever reducer for 24 hours before returning to school).
3. All medications must be brought to school **by an adult in the original container with child's name on it**. A prescriptions filled out by your physician must accompany the medication and the Parent/Guardian must sign for permission allowing the nurse to dispense the medication. The pharmacy label is not an order.
4. **All medical forms must be in no later than 14 days after school begins as per NYS law.**
5. **IMMUNIZATIONS ARE REQUIRED AT REGISTRATION**. Please consult with your physician to ensure your child is fully immunized. Required immunization schedule in registration packet.
6. All children will be checked for lice the first week of school. If your child has lice or nits they must be completely lice/nit free prior to returning and checked by the nurse before entering the classroom.
7. If your child falls ill or injured during school, you will need to pick up your child, please be prompt. Please prepare ahead of time if you are not available to pick up your child. Please assign another adult who will be able to pick up your child. Please make sure anyone picking up your child has proper ID and is on the contact list.
8. **ALL CLASSROOMS ARE PEANUT/NUT FREE** but do serve peanuts/nuts in the cafeteria. Children with allergies are at a peanut free area at the cafeteria tables. Please alert the health office any known allergies.
9. You will receive a call from the nurse in the event that your child has a fever over 100, or is deemed ill enough by the teacher that he/she is not working in class. If your child sustains a head injury other than the usual bump into another child or any injury that may need further medical attention, you will be notified.
10. Please send in labeled extra clothes if your child is still having some toileting accidents. **All children are responsible for toileting themselves and changing clothing if they should have an accident.**

If you have any questions or concerns, feel free to call my office at 792-4610 or email me at cbormann@hewlett-woodmere.net. F.E.C.C. fax number is 792-4460.

Sincerely,

Caroline Bormann, R.N. School Nurse