

## **Sick Time and Holiday Credit**

If your child develops a cold with discolored nasal discharge coughing and sneezing, and/or if students have a fever within 24 hours of attending school, or develops symptoms of a contagious illness, please keep them home so the rest of the students in their class do not become exposed.

No credit on tuition is given for regularly scheduled center holidays. Tuition payments are expected for all contracted days even if your child misses a class day. An exception is made, when students are out for more than two days due to illness. A reduction in tuition is allowed for missed days following the initial two sick days.

## **Health and Safety**

Your child's health is a matter of major importance to all of us. Upon enrollment, your child's immunization record must be filed with us. A health form signed by a physician must be submitted to us within 30 days. Your child may need to be sent home if he or she becomes ill. In such case, he or she will be isolated from the others and a parent or guardian will be contacted. Please do not send your child to the center if symptoms of fever, vomiting, or rash are present. For safety reasons, all children must be signed in and out every day. Please initial each time your child arrives and departs.

## **Medication**

We will administer oral medication only if it is recommended by a physician. Over the counter medication requires written or verbal permission submitted by the parent or guardian. Please fill out a Medication Authorization form for all medicines you desire our staff to administer. There is also a medicine log at the front desk. You will need to enter the name of the medication and then you and a staff member will initial the entry. If you take the medicine home on a daily basis, please sign in and out each day on this log. At the end of the designated time period (such as an antibiotic for 5 days) the staff member who returns the medication to the parent shall sign and date the form in the appropriate space. If your child has a prescription for an ongoing medication, we will have to have a written statement from the doctor to keep on file here at LLC or the parent will need to fill out a new medicine form each ten days. You will receive a receipt from a staff member for this medication. If your child does have an ongoing medication here at LLC such as an inhaler, please make sure you check periodically to assure the prescription is current.