

Cape Cod Collaborative

**Extended Year
Services**

**PARENT
HANDBOOK**

**Summer
2008**

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CENTRAL OFFICE

Walter E. Healey, Jr.Executive Director
 Ellen O'Connell-Lowder.....Dir., Extended Year Services
 Larry Carroll.....Director, Alternative Program
 Anita WoodsDirector, S.T.A.R. Programs
 Jim Brown.....Business Manager
 Patti AvillaTransportation Manager
 Jane DolbecTransportation, Dispatcher
 Esther OwenAdministrative Assistant
 Sheila Murray.....Secretary

Cape Cod Collaborative Central Office is located at:

**Lyle Middle School
 5700 LeMay Ave.
 Otis ANGB, MA 02542**

Summer Central Office Hours

8:00 A.M. – 2:00 P.M.

Administrative Office: (508) 564-5099 Fax: 564-5263
 Transportation Telephone: (508) 564-5206 Fax: 564-5749
 Ellen Lowder, Director, Extend. Yr. Ser. (508) 364-5911 Cell

Extended Year Services:

<u>PROGRAM</u>	<u>LOCATION</u>	<u>HOURS</u>	<u>TEACHER</u>	<u>TELEPHONE NUMBER</u>
BC/ASD	Sandwich HS	9:00 – 2:00	Robert Andrews	888-4900 X 1101
BC/ASD	Sandwich HS	9:00 – 2:00	Peter Andrade	888-4900 X 1102
BC/ASD/MS	Oak Ridge School Sandwich	9:00 – 2:00	Ellen Lowder Caroline Borden	833-1375
DTC/Elementary.	Oak Ridge School	9:00 – 2:00	Kathy Richerson	833-0610
BC/ASD/E	Wing School, Sandwich	9:00 – 2:00	Melissa VanEssendelft	888-1343 X 110
BC/ASD/P	Wing School, Sandwich	9:00 – 2:00	Nichole Amaral	888-1343 X 208
BC/ASD	Wing School, Sandwich	9:00 – 2:00	Dyanna Rose Jen Dow	888-1343
DTC	Quashnet School	9:00 – 2:00	Diane Hoover	477-7644

PLEASE NOTE: The actual Program starting/leaving time for each student varies with his/her transportation schedule.

STUDENT LUNCH

For a student attending a Cape Cod Collaborative summer program, parent(s) are required to provide a daily lunch, including drink, for her/his child.

I. STUDENT HEALTH GUIDELINES

A. TRANSPORTATION MEDICATIONS.

All medications needed by students during the school day **MUST** be brought in to the school by the parent. This is a school and State policy.

Please plan accordingly should your child require medication during the school day.

The School nurse will accept and store the medication. The School nurse will notify the parent when the medication is running low.

B. MEDICATIONS and PROCEDURES:

Should your child require either, **Medication and/or Procedures**, it is necessary that you follow these guidelines:

1. School/state regulations require that any medications (both prescription and non-prescription) given during the school day, be authorized by **BOTH parent and physician**. If you wish your child to receive medications during school hours, please fill out the appropriate form (see Appendix) and return to school. We must have the form **BEFORE** we can administer medication in a school setting.
2. All Doctor's orders and student information packets are to be renewed yearly. These should be completed for the beginning of each new school year.
3. If your child receives daily medication, please see that it is sent in a properly labeled and child-proof pharmacy bottle. Have your pharmacist prepare a bottle especially for use at school. **It is important to have the correct name, medication, dosage and time on the bottle.**

4. Should your child require a short-term antibiotic, please write a note giving the nurse permission to dispense. The pharmacy label can serve as the doctor's order. This is only to be done with medications that are of short duration. You may send this in daily, and we will return it to you at the end of the school day.
5. You may wish to have a Tylenol order on file for your child (fever, discomfort). This also requires Doctor's authorization. You must supply a small bottle, to be labeled and stored, for the classroom.
6. Should your child require a special procedure, i.e., suction, gastrostomy feeding, oxygen, nebulizer, etc., it is also necessary to have Doctor's authorization. Please fill out the appropriate form. You are responsible for providing the necessary equipment for the procedure.
7. All medications must be transported to and from school by the parent. These medications cannot be sent to and from school via the school bus. The classroom nurse will receive and record these medications. Please plan ahead if your child requires the use of controlled medications.
8. **Medication orders are valid from September to September, and require renewal at the beginning of each school year.**

C. STUDENT ILLNESS:

If your child is ill, please keep him/her home until he/she has recovered. It is often difficult for a child to learn when he/she is not feeling well. Children who come to school ill, or become ill while in school, will be sent home. The classroom nurse, teacher and administration, if necessary will make this decision jointly. Our goal is to keep your child's classroom a healthy, learning environment.

Parents are responsible for providing transportation in the case of illness. If not possible, we ask that you designate another responsible person who can take responsibility for your child.

When your child is absent from school, please telephone **BOTH** the program **AND** the appropriate transportation personnel. **IF YOUR CHILD IS TRANSPORTED BY CAPE COD COLLABORATIVE, PLEASE CONTACT Transportation office at 508.564.5206 between 6 AM – 9 AM or leave a message if office is closed.**

If your child is absent for an extended period, you may receive follow-up telephone calls from the classroom teacher and/or program nurse to inquire about the student's current status.

Although daily attendance is desirable for all students, illness does occur which may make it **INADVISABLE** for the student to attend school. The following parameters can be used as a guideline:

FEVER: As a rule, a student with a fever of **100 or over** should remain home. **Twenty-four (24) hours after** the fever has broken, the student can return to school.

Cold: If the student feels well enough and does not have a fever, a child with cold symptoms can go to school, particularly after the first day or two of the cold.

VOMITING/

DIARRHEA: A student who has vomiting or diarrhea should remain home.

EAR

INFECTION: There is no need to keep the student, who is being treated, home **UNLESS** the student has fever and/or ear pain.

OTHER: Until appropriate treatment has been received, no student should attend with Impetigo, Conjunctivitis (Pink Eye), Pediculosis (Lice), Pinworms, and unusual rashes. Contact the nurse or teacher if you have a question.

IN ADDITION: if you have medicated your child in the morning (Tylenol, Dimetapp, etc.), please let the teacher/nurse know this by telephone or the daily notebook. This will avoid the possibility of "double-dosing" and allows the nurse to make a more accurate assessment of your child's health.

PLEASE REMEMBER: Any information regarding your child should be communicated by telephone or the daily notebook, **NOT THROUGH THE BUS DRIVER.**

D. MEDICAL FOLLOW-UP AND RETURN AFTER HOSPITALIZATION

Physicians and/or comprehensive medical/diagnostic facilities follow many of our children on an on-going basis. With your permission, we would like to establish communication with the people at these facilities. Included in a packet you received this summer, was an optional form entitled **AUTHORIZATION FOR A RELEASE OF INFORMATION.**

If you have not completed this form, please be advised that it really would be helpful to the Collaborative staff if you do so.

May we suggest...

- You let us know in advance of appointments if you would like us to communicate our information about your child to the persons involved in the medical/therapy evaluation.
- You request reports (and sign a release form at the time of request) and a copy be sent to us upon completion of the work with your child.

Parents **MUST** have a physician's written statement that a child is ready to return to school. Included in the physician's written statement, or attached, should be information concerning any changes in the child's medical procedures, therapy prescriptions, medicine dosages, etc.

Parents should contact their child's home school district's Director of Special Education/Pupil Personnel Director's office to inform he/she that the student shall be returning to school, provide the district with a copy of The physician's written statement, and to discuss, if necessary, any changes in the students educational program because of his/her medical condition.

The parent should then contact the child's teacher to provide he/she with a copy of the physician's written statement and to discuss, if necessary, any changes in the student's educational program.

PLEASE NOTE: All changes in a student's educational program **MUST** be done through and approved by the student's home district.

E. SPECIAL HEALTH CONSIDERATIONS DURING SUMMER.

1. Parents might want to include a cap or sunhat for your child to protect her/him from the sun. Keeping one in her/his backpack might be a good idea.
2. A small bottle of sunscreen (SPF of at least 15) is also a good suggestion.

3. Some medications can cause photosensitivity, a reaction where the skin can be easily or be easily sunburned or a rash may develop. A few of these medications include Tegretol, sulfa drugs (Bactrim, Gantrism), tetracycline and valproic acid (Depakene). Anyone taking these medications should take special care in the sun.
4. We suggest that you also include a juice box or drink for your child! As temperatures rise in the summer, there is a greater chance for dehydration.
5. Please inform your child's teacher or program nurse, if your child has difficulty tolerating high temperatures.

II. TRANSPORTATION.

1. TRANSPORTATION CALL FOR CHILD NOT GOING TO SCHOOL

When your child is absent from school, please telephone the program and the appropriate transportation personnel. **If Cape Cod Collaborative transports your child, please contact Patti Avilla, Transportation Manager, or Jane Dolbec, Dispatcher, at 564-5206 between 6:00 A.M. and 9:00 A.M. If that is not convenient, A message can be left at this number 24 hours a day. Please leave students complete name and the name of the school/program that they attend.**

2. State Law requires children wear safety restraint system correctly at all times while in the vehicle. Children between the ages of 1 and 4 and between 20 to 40 pounds and no taller than 40 inches in height may be in a car seat. Children between 40 and about 60/80 pounds (usually 4 to 8 year olds) may be in an approved booster seat with attached harness for school bus use. If you have any questions please call the transportation office at (508) 564-5206. Different combinations of the child's age, weight and height may determine if a car seat, booster seat, safety vest or regular restraint is best for the child.

Car seats, booster seats must be approved for school bus use, and safety vests must be used with the vehicle safety restraint system.

All car seats and booster seats must have the manufacturer's safety inspection label proving the car seat or booster seat meets the Federal Motor Vehicle Safety Standard for use in a school bus.

It is imperative that you work with us in explaining to your child that the safety restraint system must be worn at all times.

3. **STUDENTS MUST NOT DISTRACT THE DRIVER SO AS TO ENDANGER THE SAFETY OF OTHERS.**
4. Students should be ready for pick up **ten (10) minutes** before the vehicle is due to arrive.
5. We require that a responsible person be present when students are dropped off. If you choose to permit your student to be left at home unattended, we require a written release authorizing such an arrangement and the note must be given to the Transportation Department prior to drop off.

If you do not want your student left unattended at home and a responsible person is not present at drop off time, the driver will leave your student at (1) emergency person listed on the Cape Cod Collaborative Transportation Form, or from information received from the School Department, or, (2) location predetermined by your local School Department. Parents are also responsible for verifying with the Cape Cod Collaborative Office the following information: correct home and work phone numbers and emergency persons address and phone number.

6. **Routes will not be changed once origins or destinations have been established.** Pick up and drop off will be made at the home address unless requests are made in writing to the Cape Cod Collaborative. All requests must be made in ample time for review and the school department notification and/or approval.
7. Supply the Cape Cod Collaborative Transportation Office with all the emergency medical information on your child, in compliance with Chapter 766 Regulations, Section 905.5.

8. Contact the Cape Cod Collaborative Transportation Office during the summer at: **(508) 564-5206 during the hours of 6:00 A.M. - 3:00 P.M.** regarding student illness, vacations, change of address, home, day care etc. If your child has a scheduled appointment that will prevent him/her from going to school, please call the transportation office a few days in advance of the planned absence. It is very important that you contact the Transportation Office if you are picking your child up at school so the vehicle does not make an unnecessary trip and inconvenience other children.
9. Whenever you leave a message on the answering machine make sure you leave **your name, your child's complete name, school he/she attends and any message.** Please speak loudly and clearly when leaving your message.

Example: This is Mrs. Smith calling to say my daughter Ana will not be going to school today, Tuesday, October 29th. She will not need any transportation at all. She attends the Oak Ridge School.

Example: This is Mrs. Johnson calling to say that my son David will not need a ride to school today, but will need a ride home from school today. He attends the Centerville Elementary School.
10. Students will cooperate with the driver regarding noise level and acceptable behavior in the vehicle.
11. Cost to repair intentional damage caused to seats or other parts of the vehicle by a student must be reimbursed by the student and/or parents.
12. Cape Cod Collaborative cannot accept responsibility for clothing, books, or other personal items left in the vehicles. Students must carry belongings in a bag.
13. Vehicle radios are to be operated by drivers only.
14. Students will be assigned seats by drivers and/or the Cape Cod Collaborative Transportation Office.
15. If called by the School Department for disciplinary reasons, it is the parents' responsibility to pick up the student at school.

16. In cases where a student's riding privileges are temporarily suspended, the parents become responsible for transporting the student safely to and from school.
17. Direct all complaints to the Cape Cod Collaborative Transportation Manager, or the Cape Cod Collaborative Transportation Supervisor if the manager is unavailable.
18. If you are called by the School Department/School to take your child home from school due to illness, please notify the Collaborative Transportation Office, as soon as possible, that you are picking up/have picked up your child.
19. As a courtesy to the children and staff in your child's vehicle, please do not send your child to school if he/she is ill.
20. Parents should not provide food or drink to be consumed while student is on vehicle without prior approval of Transportation Manager.

III. **HOME VISITS**

Home visits shall be arranged on an "as needed" basis by the parent and/or teacher/therapist/nurse.

IV. **STUDENT INFORMATION PACKET**

Summer students who are **not** full time Collaborative students, are required to have a completed **Student Information Packet**

Current Collaborative students, who attend a summer program, **do not** need to complete new forms unless there is information that needs to be updated.

V. **PRESERVATION AND PROTECTION OF CHILDREN'S LIVES IN COLLABORATIVE PROGRAMS**

Teachers/nurses of the Cape Cod Collaborative shall provide whatever means are available to them to preserve and protect a child's life in the event of a crisis.

In the event of an emergency, proper notification procedures shall be observed. This requires that each Collaborative teacher/nurse have available an emergency procedure established for his/her classroom that should include names, telephone numbers and other pertinent information concerning those who are to be contacted. **A copy of this procedure is filed with the Collaborative's Executive Director.**

Due to the medical needs of students, some programs may require the involvement and input from a local rescue squad. The program nurse shall closely coordinate specific arrangements for their involvement.

VI. PARENT CONCERNS

If a parent is unhappy with a child's teacher, therapists, etc., he/she should try to work out the difficulty with the staff person. If this is not successful, the parent should contact **Ellen Lowder, Director of Summer Programs, at 833-1375 or cell telephone number (508) 364-5911.**

All transportation concerns should be addressed with **Patti Avilla, Transportation Manager, or Jane Dolbec, Dispatcher, at 564-5206**

VII. TELEPHONE CALLS TO PROGRAMS

Telephone calls to the teachers/staff are welcome and should be made 15 minutes prior to the start or 15 minutes after the end of the school day. If you call during the normal operating hours of the program and it is not an emergency, the teacher, or other staff you may wish to speak to, may not be able to come to the telephone at that time but will return your call as soon as the daily routine of the program permits him/her to do so.

VIII. DAILY NOTEBOOKS

Daily notebooks are a vital means of communication between home and school. Parents need to include pertinent health and medical information regarding child's health and education. Also, any questions, concerns, appointments should be included. Teachers will also report the above.

IX. PROGRAM STUDENTS – CARE OUTSIDE THE CLASSROOM

It is the policy of the Cape Cod Collaborative Board of Directors, in order to ensure the objectivity of teachers and staff members toward the students in their programs, and thereby to maintain the effectiveness of the Collaborative programs, that no teacher or staff member will provide care during the summer session outside of the Collaborative program for students who are enrolled in that teacher's or staff member's Collaborative program.

X. EMERGENCY SCHOOL CLOSINGS

If, because of inclement weather or other emergency, programs will be closed, announcements of such closing will be broadcast on the radio.

Collaborative Programs:

If your home school district **DOES NOT** have school, due to inclement weather, your child **WILL NOT** have school.

If the district in which your child's educational program is located **DOES NOT** have school, due to inclement weather, your child **WILL NOT** have school.

If, for any reason, an unplanned, early release from school is necessary, please know that we shall make every effort to inform parents/parents designee by telephone before students are released.

Radio announcements will be made on:

WQRC / 99.9 FM WPXC / 102.9 FM

XI. CAPE COD COLLABORATIVE INFECTION CONTROL POLICY

INFECTION CONTROL

- Purpose:** This information is intended to educate and guide the staff of the Cape Cod Collaborative in infection control.
- Goal:** To protect students and staff from exposure and transmission of infectious diseases.
- Method:** Presentation of Universal Precautions as an approach to infection control where all human blood and human body fluids are treated as if known to be infected. They are all “universal” because they refer to steps that need to be taken in ALL cases, not only when a staff member or student is known to be a carrier.
- Exposure Risk:** You are at risk of potential occupation exposure if, in your job, you can reasonably anticipate skin, eye, mucous membrane or parental contact with blood or other potentially infectious materials (i.e., sputum, feces, vomitus, urine, saliva).
- Information And Training:** The Infection Control policy of the Cape Cod Collaborative will be updated on a yearly basis and shared with each employee. A reference person on staff will be made available for questions and consult.
- Hepatitis B Vaccination:** It is recommended that all employees receive a Hepatitis B Vaccine. You should consult with your doctor regarding this issue. The Collaborative office can give you more information.

HANDWASHING

Proper hand washing is crucial in preventing staff and students from the transmission of infectious diseases. At times, running water may not be available. Transportation and classroom staff are provided with cans of foaming antiseptic cleanser. This is to be used when hand washing is not immediately feasible. Remember to follow up with proper hand washing as soon as possible.

Wash hands before and after contact with students, after touching objects that are contaminated, after cleaning up spills, after glove removal, before taking breaks and at the end of the workday.

Wash hands using soap and water. Rub hands vigorously together for at least ten seconds. Rinse thoroughly under running water. Dry hands with paper towels. Turn off faucet with dry paper towel and discard.

Remember, hand washing is your first and best line of defense!

Foamed Alcohol Health Care Personnel Hand-wash containers are in each vehicle for use by the driver and monitor.

PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT (PPE) is another means of reducing the risk of infectious diseases. It is recommended that the employee utilize this equipment in a consistent manner. PPE is recommended for use in the classroom: disposable gloves for all, eye protection in the form of goggles where indicated and the use of disposable underpads (i.e., Chux).

Gloves should be worn when potential body fluid contact is anticipated. These instances include contact with blood, mucous membranes, non-intact skin, feces, urine, and respiratory secretions. Wear gloves when diapering, cleansing, bandage changers, when providing mouth care, and when doing suctioning and trach care. You will also want to wear gloves if you have open sores on your hands when you are cleaning up the environment. Dispose of gloves after each use. Do not reuse. Wash hands after wearing gloves.

CLEAN UP OF SPILLS

Potentially infectious spills should be cleaned up immediately. This will decontaminate the area. Using gloves, mop up spills with paper towels and discard. Cleanse the surface with a fresh solution of bleach and water.

Everyday Solution:	1 tbsp. Bleach/1gallon of water
Potty-Chairs:	1 tbsp. Bleach/1quart of water
Blood, vomitus and excretion spills:	1 part bleach/10 parts water

LAUNDRY

- Avoid using items that require laundering.
- Any soiled items should be placed in a plastic bag and sent home for laundering.
- If laundry is to be washed, it should be transported in a plastic bag and washed in hot water (at least 160 degrees) using ordinary laundry detergent.

DISPOSAL OF WASTE

All disposable items, contaminated with body fluids should be discarded into plastic bags, tightly closed, bagged a second time, and finally disposed of. Use gloves when emptying trash.

Needles and other sharps should be properly disposed of in the sharp container in your host school's nurse's office. Do not recap your needles, instead, place in a safe, covered container for transport to the nurse's office.

ACCIDENTAL EXPOSURE

Accidental exposure to infectious material can and does occur. In this instance, the following is recommended:

- Wash the area immediately with soap and water
- If the exposure is in the eye or mouth, flush the area generously with water
- Document the incident in detail on an incident form and send it to the office
- Contact your private physician for follow up.

PREGNANT WOMEN

Pregnant employees are not at a higher risk for contracting infectious disease than other employees are. However, the transmission of certain diseases can have an adverse outcome on the child. The conscientious use of Universal Precautions greatly reduces the risk of transmission.

ADDITIONAL TIPS

1. Do not use cloth towels for drying food contact surfaces.
2. Keep sponges in bleach solution between uses.
3. Label toothbrushes and personal items.
4. Do not use a common basin for washing (ADL's).
5. Touch silverware by handles only.

SUMMARY: The aforementioned measures are intended to decrease the risk of exposure to care providers and students. These approaches are based on the concept of Universal precautions. It requires that all personnel consider every person, all blood and most body fluids to be a potential carrier of infectious disease.

Susan Blaha, RN
May 2007

XII.

<u>Participating Districts</u>	<u>Director of Special Education/ Pupil Personnel Services</u>
Barnstable	Jane Jezard, Director of Special Education, Dr. Gina Hurley, PPS, 790-9810
Bourne	Lorna Ibbitson, Director of Pupil Personnel, 759-0660 x2
Cape Cod Tech	Gary Urgonski, PPS, 432-4500/771-2600 x260
Chatham	Rosanne Crowley, Director of Student Services, 945-5132
Dennis/Yarmouth	Judith Dion, Director of Special Services, 398-7625
Falmouth	Mary Larrivee, Director of Pupil Personnel 548-0151 x111
Harwich	Tony Teso, Director of Pupil Personnel, 430-7201
Mashpee	Carla Thomas, Director of Special Education, 539-1503 x2
Nantucket	Nina Locario, Director of Pupil Personnel, 325-5327
Nauset	Ann Caretti, Director of Student Services, 225-8800 x6
Provincetown	Linda Koelbel, Director of Student Services, 487-5011
Sandwich	Dr. Henry Perrin, Director of Special Education, 888-3666
Truro	Lynne Newton, Director of Special Education, 487-1558 x200
Upper Cape Cod RTS	Toni Link, Director of Pupil Personnel, 759-7711 x3
Wareham	Larry Sweeney, Interim, Director of Pupil Personnel, 291-3541

NOTES

