

# ***Special Needs Schools of Gwinnett, Inc.***



***Director – Elinore Trotter***

**[www.specialneedsschools.org](http://www.specialneedsschools.org)**  
email: **[snsogwinnett@bellsouth.net](mailto:snsogwinnett@bellsouth.net)**

660 Davis Road, Lawrenceville, GA 30045  
678-442-6262

Dear Parent:

**Please read this SNS PARENT HANDBOOK.** Then sign and return this page to the school office for your child's SNS file.

Thank you for your cooperation!

-----

I/We have read the SNS PARENT HANDBOOK.  
I/We understand it and agree to abide by the information contained in it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
student

# TABLE OF CONTENTS

	<u>Page</u>
Addresses	cover
After School Activities	10
After School Care	10
All About SNS	3
Allergies	17
Appointments	10
Attendance	10
Before School Care	10
Board of Directors	7
Calendar	7
Care of Common Injuries	18
Classes	3
Contacting Us	cover
Curriculum	3
Drop Off	11
Dress Code	11
Eligibility	4
Emergency Procedures	12
Fees	12
Field Trips	7
Financial Aid/Sponsorships	12
Fundraising	7
General Health Policy	16
General Information	7
Graduation	8
Head Lice	18
HIPPA Guidelines	12
Homework	13
Immunizations	13
Infection Control	17
Injuries	18

	<u>Page</u>
Lunches	13
Medications	17
Mission Statement	1
Newsletter	13
Observations- outside	14
Observations – parent	14
Parent Groups	9
Parent-Teacher Conf.	14
Parties	14
Personal Hygiene	14
Philosophy	2
Pick-Up	11
Policies & Procedures	10
Pre-registration	15
Private Therapies	15
Program	4
Progress Reports	14
Schedule	9
Sibling Groups	8
Special Diets	17
Statement of Purpose	5
Summer Programs	9
Testing – Students	15
Therapeutic Intervention	6
Tuition	16
Tutoring (Private)	16
Typical Students	16
Weather	16
Website	cover

# **Mission**

To provide the highest quality of educational and therapeutic programming available to children with and without disabilities.

To nurture and challenge each student on his or her own level in all developmental and curricular areas.

To instill in each student the positive self-image and love for learning which will lead to life long learning and personal development.

To support parents in their growing understanding of their children's needs and abilities and in their quest for the best learning environment for their children.

## **Philosophy**

Our special needs students are children first with all of the needs, desires, and feelings of children without disabilities. They are more like other children than different. Their disabilities are inconveniences that keep them from enjoying full lives, and therefore must be overcome or compensated for so that the children can grow and move out into the world.

SNS exists for its students; the students do not exist for the school. Children do not have to “qualify” for SNS, they simply must need it. Students don’t have to fit into the classes; the class and program is made to meet the individual student’s needs.

Classes are cross-categorical and grouped, with occasional exceptions, by chronological age. Each student has something to offer his/her classmates. Higher functioning students are models for their lower functioning peers. Lower functioning students teach their peers patience, tolerance, and compassion. Each student learns that he/she does some things better than other classmates do and some things not as well. They learn that a person’s value is not related to what he/she can or can’t do but is inherent in his/her very existence as a child of God.

Parents know their children the best and can provide us with the most important information about our students. We listen to their pain and joy; support their efforts and treat them with respect, concern, compassion and gentleness.

## **All About Special Needs Schools of Gwinnett**

**CLASSES:** SNS offers classes for children from toddlers to 12<sup>th</sup> Grade.

**Toddlers:** Toddlers attend from 10:00 AM to 1:00 PM and may be enrolled for 2, 3, 4 or 5 days per week. Children are involved in developmental activities on their level. Emphasis is on sensory and vestibular stimulation; language and cognitive stimulation; manipulative skills, movement, social interaction and beginning learning behaviors.

**Preschoolers:** 3, 4 and 5 year olds attend from 9:00 AM to 1:00 PM and may be enrolled 2, 3, 4 or 5 days per week. Students are involved in developmental and pre-academic activities on their level and work directly on language, cognitive, fine motor, large motor, social skills and school behaviors. Preparation for kindergarten in the areas of academics, social and behavior modification is the goal of the pre-kindergarten program.

**Primary:** Kindergarten through 5<sup>th</sup> Graders attend from 9:00 AM to 3:00 PM, Monday through Friday. Students are involved in developmental and academic activities on each child's level. The primary school curriculum is individualized with emphasis on challenging each student academically, socially and behaviorally, regardless of developmental level.

**Middle & High School:** Students in 6<sup>th</sup> to 12<sup>th</sup> Grade attend from 9:00 AM to 3:00 PM, Monday through Friday. A team teaching / class changing approach is used. Their schedule includes language arts, math, science, social studies and specials (art, computer, life skills, problem solving, etc.).

**CURRICULUM:** SNS's curriculum has a goal of exposing the students to all of the learning experiences that are a part of all early childhood, primary, middle and high school programs. This includes:

- Learning about themselves, each other, their families, homes, community and world;
- Learning how to get along with adults and other children;
- Learning to share when appropriate and to assert themselves when needed;
- Learning to solve problems effectively and fairly;

- Learning to communicate their needs, wants and ideas effectively and appropriately;
- Learning to express themselves through a variety of musical experiences, art media and play materials;
- Learning about their own bodies and how to move through space;
- Developing self-confidence, body strength and coordination through recreational therapy and outdoor play opportunities;
- Participating in field trips for exposure to concrete experiences corresponding with teaching units;
- Developing good school and learning behaviors such as paying attention, sitting still, taking turns, following directions, respecting authority, etc.:
- Increasing vocabulary;
- Learning writing, reading, math, science, social studies and other academic skills'
- Building self-esteem, self-confidence and an "I can" attitude.

**ELIGIBILITY:** SNS admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis or race, color, creed, national and ethnic origin in administration of its educational policies, admission policies, scholarships or other school administered programs.

SNS enrolls children with any problem that interferes with satisfactory functioning and progress in regular classroom programs or at home.

This includes but is not limited to:

- |                               |  |
|-------------------------------|--|
| • Attention Deficit Disorders | • Behavior disorders                             |
| • Intellectual disabilities   | • Speech & language disorders                    |
| • Developmental delays        | • Autism/PDD (Pervasive Developmental Disorders) |
| • Physical disabilities       | • Typical Children                               |
| • Vision/hearing impaired     |  |
| • Seizure disorders           |  |

**PROGRAM:**

- SNS provides both educational and therapeutic programming. Our classes run like regular classrooms rather than like special education classrooms. Our students are exposed to a regular preschool, primary, middle and high school curriculum.
- We have a maximum student: teacher ratio of 6:2 for toddlers, 8:2 for preschoolers and 10:2 for primary/middle/high school students. This small class size allows us to provide individual attention to our students and to their parents.
- We provide a highly structured environment to maximize learning for students who need external structure.
- We manipulate the learning environment to ensure success.
- Our teachers are trained and experienced in normal child development and education as well as special needs.
- Our program includes lunch (which is sent from home) to allow for feeding programs as well as social and language experiences.
- We emphasize ego and self-concept development to facilitate an “I can” attitude.
- We work closely with public and other private schools when students transfer in or out of SNS.
- Our classes are integrated with non-disabled and disabled students learning and growing together. Our students are grouped in cross-category/cross–severity classes.
- We facilitate the development of character traits such as patience, compassion, and an acceptance of human differences and similarities.
- Our teachers and students receive input and programming from a speech/language therapist, physical therapist, occupational therapist, recreation therapist and feeding specialist to ensure that each student is progressing to his/her potential.

**STATEMENT OF PURPOSE:** We at SNS believe in the value of group specialized instruction for nearly all young children with special needs. It is during the early toddler and preschool years that ego development occurs. The self-concept that children develop will

affect their learning and interactions for the rest of their lives. A young child with special needs in a regular classroom often finds him/herself as the only “problem” in the class; always needing extra help; always the different one. At SNS, this child has classmates who do some things better than he/she does and classmates who do some things not as well. The child is not different or special; he/she is just one of the kids – free to develop an “I can” attitude.

Mainstreaming assumes the children will learn from normal exposure to a stimulating environment. We believe that our students would not be behind if they could learn from normal exposure. In an SNS classroom, children receive special, carefully structured teaching in order to learn what they could not learn from exposure to their normal environment. At SNS, students can attend a proven, consistent, sequential, highly effective therapeutic program without interruption, change of philosophy, or change of classroom model from early childhood through high school.

**THERAPEUTIC INTERVENTION:** In addition to being an educational program, SNS is a therapeutic intervention program with the goal of remediating children’s weaknesses while building on their strengths. The therapeutic curriculum is individualized and facilitated through input from licensed speech/language pathologists, physical therapists, occupational therapists, recreational therapists as well as early childhood specialists.

## **GENERAL INFORMATION**

**BOARD OF DIRECTORS:** SNS policy is set by a board of directors that is made up of voting members representing parents of preschoolers, primary, middle & high school students and community leaders. Non-voting members include the school director and a staff member from SNS. When an opening occurs for a parent member, parents can be nominated by anyone on the Board Development Committee. Qualifications for parent members are 1) child has been enrolled in SNS for a minimum of one full school year; 2) payment of tuition and other fees is up to date; 3) parent is a member in good standing at the school and in the community. SNS Board of Directors usually meets on Tuesday evenings every other month. A copy of the bylaws is available in the school office.

**CALENDAR:** SNS provides parents with a comprehensive annual calendar of school days, holidays and major school events. It is recommended that parents keep the calendar available for frequent reference. In addition, monthly calendars of school activities and functions are available. Parents are informed of changes, additions or corrections by means of a newsletter, notes from directors or teachers, the school website or notes on the school message boards.

**FIELD TRIPS:** SNS makes use of the community as an extension of the classroom. Field trips are scheduled for the purpose of reinforcing various learning themes, to practice in the community behaviors/skills that were learned in school, or to reward classes for school performance. Teachers may request parent chaperones to assist with student supervision and/or transportation. School transportation is used whenever possible which includes the school van and SNS staff members. If parents are needed, they are notified in advance and provided with guidelines for driving and/or assisting. With occasional exceptions, student activity fees cover field trip costs.

**FUNDRAISING:** Fundraising is an important part of any independent school. In an effort to keep tuition as affordable as possible, SNS

builds into its annual budget a component of voluntary, tax deductible gifts. We fill this budgetary need in a variety of ways including several annual school wide fundraising events such as: 1) Spaghetti Dinner, Raffle & Live Auction; 2) Little Angel Walk & Roll; 3) Holiday Card Sale; 4) Golf Tournament or other major spring time event. In additions to these fundraisers we have two annual school wide “fun” events – the October Fall Festival and the February “Sock Hop”. Parents are encouraged to participate by joining the Fundraising Committee in the fall and volunteering at fundraisers during the year. Parents can, after approval by the fundraising committee, plan and organize fundraisers of their own. Family members and friends may make memorial gifts to the school in memory of someone who has died or in honor of someone they care for.

### **GRADUATION:**

Preschool Graduation for rising kindergartners is held at the end of each school year with traditional caps and gowns. Parents are billed for these. In order to graduate, a child must be 5 years old by September 1<sup>st</sup> of the current year, have completed SNS’s pre-kindergarten program, and be enrolled in either SNS’s kindergarten or another kindergarten for the upcoming school year. The graduation ceremony is held as part of the End of Year Program and a Baccalaureate Service is held the last Sunday before the end of school.

5th Grade and Middle School Graduations are held at the end of each school year. Attire is shirt, tie and jacket/blazer for boys and dressy dresses for girls. In order to graduate, a student must have completed 5<sup>th</sup> grade or 8<sup>th</sup> grade and be enrolled in middle school or high school either at SNS or at another school for the upcoming school year. This ceremony is held as a part of the End of Year Program.

High School Graduation will be held at the end of each school year that we have an eligible 12<sup>th</sup> grade student ready to graduate. In order to graduate, a student must have completed SNS’s 12<sup>th</sup> grade requirements. Cap & Gowns will be ordered in the spring. Parents will be notified of the costs involved.

This ceremony will be held as a part of the End of Year Program. A Baccalaureate Service may be held also the last Sunday before graduation.

**PARENT / SIBLING GROUPS:** SNS has a Parent Group which meets periodically throughout the school year. The purpose of the group is: 1) to provide support to each other. 2) to learn more about disabling conditions and available resources in the community, and 3) to raise funds to assist the operation of the school. SNS also sponsors a Sibling Group that meets periodically throughout the school year. This group is made up of interested siblings, age 4 years or over, of SNS students and acts as a support group and as a social group.

**SCHEDULE:** SNS is in operation between 9:00 AM and 3:00 PM Monday through Friday for Primary/Middle & High School students; between 9:00 AM and 1:00 PM for Preschool students; and between 10:00 AM & 1:00 PM for Toddlers. Two, three, four and five day per week programs are available for the Preschool. With a few exceptions, SNS operates 180 school days on the same yearly schedule as the Gwinnett County Public School System.

**SUMMER PROGRAMS:** SNS operates 2 summer programs to provide stimulation, recreation and academic opportunities to its students as well as to other children in the community with special needs. Great Beginnings Camp serves toddlers through 4 yrs. (9:30-1pm M,W,F). SNS's Summer Enrichment Program (SEP) serves children kindergarten through high school and is a structured academic and recreational program held 5 weeks during the months of June and July (9:30-3:00pm M-F). In addition to these summer programs we offer a Young Adult Living and Learning Skills (YALLS) class which provides an opportunity for young adults with special needs ages 18 and up to socialize and to reinforce communication, math, language arts and basic office and work skills necessary to enter the work force. It meets in conjunction with the Summer Enrichment Program as well as during the school year. Information & registration for these summer programs is provided each spring.

## **Policies & Procedures**

**AFTER SCHOOL ACTIVITIES:** After school extra-curricular activities are offered to SNS Kindergarten through High School students periodically throughout the school year by SNS staff or by contract agencies. SNS students may enroll in these activities as desired. Fees vary according to activity and are paid prior to the 1<sup>st</sup> session. It is required that other financial commitments be met before a student is enrolled in an after school activity.

**APPOINTMENTS:** Please try and make doctor, dentist and or other appointments before and/or after school hours. This eliminates classroom disruptions, therapy conflicts and field trip conflicts. Please contact the Director for ideas and help if doctor or other appointments are especially difficult for your child to handle well.

**ATTENDANCE:** For educational and therapeutic continuity, consistent attendance is important (and at the Primary/Middle & High School level it is a State & Federal Requirement). Every effort should be made to have children in school unless they are ill. Attendance records are maintained and available for review by local and state departments of education and agencies. State Truancy Law (O.C.G.A. Section 20-2-690.2) defines truancy as “any child subject to compulsory school attendance who during the school calendar year has more than 5 days of unexcused absences”. Parents at the Primary/Middle & High School are required to sign an “Attendance Agreement” upon registering their child to SNS. SNS reserves the right to give a students space to a child on the waiting list if a child at either school is absent for more than 10 days without a written doctor’s excuse.

**BEFORE AND AFTER SCHOOL CARE** is available for an additional hourly fee to SNS Kindergarten through 12<sup>th</sup> grade students only from 7:30AM to 9:00 AM and 3:00 PM to 6:00 PM. Before and After School Care hours are considered to be “down time” for the children. Activities include rest time, supervised indoor and out door play, videos, computer, art activities, snack time and supervised homework. Space is limited to 15 students.

**DRESS CODE:** SNS encourages students to wear comfortable clothing in which they can be active participants in learning without concern for getting dirty. However, some standards are required to ensure that clothing is not distracting to the learning process. The final decision as to the appropriateness rests with the administration.

**Unacceptable attire includes:**

At all age levels:

- clothing with advertisements for alcohol or cigarettes
- clothing with violent or sexual related themes
- shower style sandals or sandals without a heel strap
- clothing that is not in good repair or ill fitting

At the Primary/Middle/High School level:

- loose legged gym shorts
- shorts that are shorter than the child's fingertips
- hats worn indoors
- skirts/dresses that are shorter than the child's fingertips
- blouses that are cut too low or show the midriff
- tops with spaghetti straps
- clothing that is overly tight

**DROP OFF /PICK UP:**

SNS classes begin at 9:00 AM. Students may arrive 15 minutes prior to the start of class. ***Unless you have arranged for Before School Care, please do not drop off or bring your child in before that time since it interferes with the teacher's preparation for the school day.*** Chronic tardiness is also highly discouraged. Arriving late starts your child's day off badly and disrupts the students and the learning taking place in the classroom.

Pick-up time is between 12:45 PM and 1:00 PM for the Preschool and between 2:45 PM and 3:00 PM for the Primary/Middle/High School. If you arrive prior to that time, please wait outside or in the entranceway. Pick-up time presents an opportunity to talk to your child's teacher about his/her day and to see what the children have done that day. Please be prompt since teachers have after school

commitments. After 3:00PM (Primary & Up), students will be placed in After School Care and parents will be charged.

**EMERGENCY PROCEDURES:** Emergency information is posted in every room and will be followed during all drills and in the event of actual emergencies. In the event of Physical Plant Problems (including loss of heating, cooling, water, electricity, or structural damage), students, staff, therapists and volunteers will be transported by school van or private vehicles to Christ the Lord Lutheran Church, 1001 Duluth Hwy, Lawrenceville until parent can be notified.

**FEES:** A *non refundable* registration fee of \$100.00 is required prior to enrolling a student. We gladly accept checks or money orders. A fee of \$25.00 will be charged for checks returned for insufficient funds. An activity fee of \$50 for Preschool and \$100.00 for Primary & Up will be collected at the beginning of the school year. This fee is to cover the cost of most field trips, parties and other special events. At the Preschool at supply fee of \$50 and at the Primary/Middle/High school a supply fee of \$75.00 and book fees of \$80.00 or \$100.00 are also collected at the beginning of the year.

**FINANCIAL AID:** Periodically a limited amount of financial aid is available to SNS students needing tuition assistance. Scholarship funds are raised through donations from individuals and companies and fund-raising events. Financial Aid Request Forms are available from the school directors. If a parent has an employer, extended family member, church group, etc. that might be interested in sponsoring the child at SNS by means of a tax-deductible donation, contact the school director.

**HEALTH INFORMATION PRIVACY PRACTICES & STUDENT PRIVACY GUIDLELINES:** SNS follows the federal privacy laws concerning disclosure of health and student information as required. Parents and staff are asked to read and sign notices about these guidelines when registering children and when hired. Confidential information is kept in the approved manner in the SNS offices. A HIPPA Notebook with guidelines will be available at each SNS school office. Privacy Managers have been appointed for each school.

**HOMEWORK:** At the Primary/Middle/High School homework is the student's responsibility. It will reflect on their grade averages and should be taken seriously. Individual teachers decide how much and how often homework is assigned. If a parent has concerns, they may talk to the teacher or the director.

**IMMUNIZATION AND SCHOOL RECORDS:**

Immunization certificates are required for all children attending any child care facility or school. A completed and up-to-date Form 3231 must be used and must be on file at SNS within 30 days of enrollment. Certificates become invalid on the expiration date indicated on the certificate. A new certificate must be submitted within 30 days after expiration in order for the child to continue attending school.

In addition to the immunization certificates, Georgia law requires that all children entering public or private kindergarten or students in other grades transferring to school must provide a copy of Birth Certificate, and Certificate of Ear, Eye & Dental Examination (Form 3300). Your pediatrician, dentist or the local Health Department can make these examinations and provide you with these up-to-date records.'

**LUNCHES:** Due to specialized individual diets, each student is required to bring their lunch daily. State Guidelines require that parents send nutritionally balanced lunch and snacks consisting of protein, vegetables, fruit, grains & dairy products. These should include a juice and water also. Microwaveable lunches are fine. Lunches that need to be kept cold should have an ice pack included in the lunch box. Except on special occasions (such as class parties or field trips) no sodas or candies are permitted. Lunch at SNS is a socialization & learning opportunity and not just a meal.

**NEWSLETTER:** A school newsletter is published and contains information about school activities as well as letters from the teachers. The newsletter is sent home with all students and is mailed to our extended family, friends, business and community members who request it. In addition, SNS alumni are included in the newsletter

mailing list for 2 years. They can continue on the mailing list for a longer period by request. Information from each newsletter will also be posted on our website.

**OUTSIDE OBSERVATIONS:** Parents sometimes ask therapists or other professionals to observe their child in school. We welcome these observations. Please contact the director to set up these appointments.

**PARENT OBSERVATIONS:** Parents are welcome at SNS at any time; however, please do not interrupt classes. We cannot allow observations that distract children or disrupt classes. If you would like to observe, please set up a time with the teacher & director.

**PARENT-TEACHER CONFERENCES / PROGRESS REPORTS:**

Close communication between parents and teachers is important. At the Preschool conferences are scheduled twice yearly. Parents or teachers are welcome to request additional conferences as needed by contacting the school director. Preschool progress reports are issued 4 times yearly.

At the Primary/Middle/High School conferences are also scheduled twice yearly (in October and March) and parents or teachers can request additional ones. Report cards and progress reports are issued 4 times yearly (4 report cards and 4 progress reports).

**PARTIES:** If your child has a birthday during the school year, you are welcome to bring cupcakes or a special snack. If you would like to have a party at school, please arrange the time with your child's teacher. If you wish to invite classmates to an outside birthday party, please send invitations to the whole class to be distributed at school. If the party will not include the whole class, please mail invitations.

**PERSONAL HYGIENE & TOILETING:** If your child is untrained, they are required to have 3 diapers or pull-ups and 1 box of diaper wipes in their book bags at all times. Every child is required to have a complete change of clothes every day including undergarments and socks for those unforeseen incidents that may occur. If your child will

be requiring feminine hygiene products and toiletries, please make sure those are also available in your child's book bag and the teacher is made aware of this. If your child is of an age that body odor is present, please keep deodorant in their book bag. PLEASE LABEL ALL ITEMS!

**PRE-REGISTRATION** for re-enrolling students occurs during March. All students whose contract is signed and \$100.00 non-refundable registration fee is paid by the deadline will be guaranteed a space for the following year. Registration is open to the public in April.

**PRIVATE THERAPIES:** SNS welcomes private therapists from all agencies to work with students in our schools. It is asked that therapists talk to the child's classroom teacher or director about scheduling therapy sessions and that they make an attempt to schedule around the most critical classroom activities. Students can also be worked with in the classroom as long as the therapist arranges it with the teacher and is respectful of her planning for all of the students. If the therapist wants to remove the student from the class for therapy, the school director will help in arranging a space in which to work.

**Parents are asked to let therapists know when their child will not be in school.** SNS staff cannot be responsible for informing private therapists when children are absent from school. Also, school field trips cannot generally be scheduled around private therapy schedules. A monthly calendar will be made available to help therapists in planning.

If a therapist has a concern about their client, other SNS students, or SNS staff members, they are expected to take their concerns to the SNS school director in order for the concern to be addressed. Private therapists are asked to agree with this policy in writing.

**STUDENT TESTING:** No specific testing is required for enrollment at SNS. However, outside testing administered to SNS students is accepted by SNS and used in planning the child's program. At the Preschool, developmental testing is available at the parent's request. At the Primary/Middle/High School, testing is done at the parent's request. At times during the year, testing may be completed to assist

in placement decisions. Students enrolled through the State Special Needs Scholarship program will be pre-tested in the fall and post-tested in the Spring.

**TUITION:** The Board of Directors determines tuition for SNS. A tuition policy contract is given to parents upon enrollment, during the school year, or at Open House/Registration if the child is entering school at the beginning of the school year. Tuition is due on the 1<sup>st</sup> of each month. Tuition not paid by the 5<sup>th</sup> of the is subject to a 20% late fee. If tuition is not paid for a period of 2 months, the child will be asked to not attend school until financial commitments are brought up to date.

**TUTORING:** Qualified SNS staff members can provide private tutoring to students after school hours. The cost for private tutoring is \$35 per hour (or amount determined by staff and agreed upon by parent). Parents may request private tutoring by contacting the director.

**TYPICAL STUDENTS:** SNS may enroll a limited number of non-disabled students in its classes. Children of staff members, siblings of Special Needs students and members of Christ the Lord Lutheran Church are given priority for those spaces.

**WEATHER:** SNS will follow the lead of Gwinnett County School System concerning cancellation of classes during inclement weather. Parents are asked to listen for Gwinnett County on public announcements or radio/TV stations for school closings.

## **GENERAL HEALTH POLICY**

Infectious diseases can be transmitted through bodily fluids and through direct contact with infected people and surfaces. It is inevitable that children will catch illnesses from each other. We at SNS will do all that we can to control and prevent the spread of diseases.

**Children will not be admitted to school with a fever or contagious illness.** If a child becomes ill while at school with a fever, severe cough, red eyes, diarrhea, or vomiting or if the child's behavior is very much different from normal, the parent or guardian will be called and asked to pick the child up from school. A sick child will be placed in a comfortable place away from other children while waiting to be picked up. A child sent home with a fever or other contagious symptoms will not be admitted back to school until they are fever or symptom free for 24 hours. Parents are asked to let SNS know when their child is diagnosed with a communicable disease. We will inform parents of children who were in contact with that child.

### **MEDICATION, ALLERGIES & SPECIAL DIETS**

Medications can only be given if parents/guardians give instructions in writing. A medication form is available for that purpose. Prescription medicines must be in the original container with the doctor's instructions. The medication form should include name, date, dosage and time. The teacher will place a written record of medication administered on the form.

If a child has a medicine or food allergy or is on a special diet, that information will be posted and kept in the classroom and in the emergency file.

## INFECTION CONTROL POLICY

The following routines will be carried out in all classrooms:

- Clean mats, tables, desks and chairs daily by spraying with disinfectant and wiping down.
- Clean toys or communally used manipulatives at least weekly by dipping in chlorine solution.
- Wash hands with soap and water after diapering or after contact with bodily fluids;
- Use gloves for diapering, tube feeding, suctioning, first aid, etc.

## INJURIES

As mandated, a majority of the SNS staff is CPR and First Aid Certified. All reasonable precautions are taken to avoid accidents. However, accidents do occasionally occur. If an injury occurs, SNS staff will take necessary steps to obtain medical care for the child. If an injury is minor, 1<sup>st</sup> aid measures will be implemented, an incident report filled out and placed in the child's file and the parents will be notified. If the injury is severe, 1<sup>st</sup> aid measures will be accessed and/or implemented and/or the following steps will be taken as appropriate:

1. Call paramedics
2. Contact parent/guardian
3. Contact child's physician
4. Contact another physician or poison control
5. Take the child to the nearest emergency hospital (GMC)

## CARE OF MOST COMMON INJURIES

1. **Bumps:** If swelling/bruise appears, apply ice at intervals.
2. **Bites:** If skin is broken, wash thoroughly with soap and water, disinfect, and cover with clean dressing. Inform parent and recommend that a doctor be called. If the skin is not broken, wash and apply ice as needed.
3. **Cuts:** Wash with soap and water, disinfect and cover with clean dressing. If stitches may be needed, contact parents.
4. **Choking:** Call for help. Follow CPR procedures for choking.

## **HEAD LICE**

Head lice are very contagious, are seen in schools periodically and do not indicate a lack of cleanliness. If head lice are seen on a child, the parent/guardian will be called and asked to pick the child up from school. They will be asked to contact a physician or pharmacist concerning appropriate treatment and surrounding areas and to carry it out. The child will not be readmitted to school for at least 24 hours following treatment. Children who were in contact with the child will be checked for lice immediately following the sighting and at weekly intervals.

## **GEORGIA SPECIAL NEEDS PRIVATE SCHOOL SCHOLARSHIPS**

**Special Needs Schools of Gwinnett, Inc. has been selected by the Georgia Department of Education as an eligible private school to accept their scholarships program as space here at SNS allows.** Please visit their website ([SB10@doe.k12.ga.us](mailto:SB10@doe.k12.ga.us)) for any information regarding this program. You may also contact them directly through Carmen Hernandez-Freemire, 2053 Twin Towers East, Atlanta, GA 30334 – (404) 656-2800.

**ACCREDITATION** SNS is Provisionally Accredited with the **Georgia Accrediting Commission** as an “Education Agency with Special Purposes”. Full Accreditation is expected to be complete during the 2008-09 school year.