

## JCM Primary School – Abridged Policies

### I. Personal effects

Please provide the following for your child each day.

- Morning snack and lunch, nutritious and healthy
- Water bottle
- Sunscreen and repellent to leave at school labeled with your child's name
- Special personal care products required by the child

Please also supply at the start of term the following:

- An oversized t-shirt for use as a painting/art smock
- A pencil case containing named materials

*Please apply sunscreen and insect repellent (if required) before dropping off your child at school*

### II. Clothing

- Your child should attend JCM primary school in simple, practical clothing
  - o Shorts or skirts - need to be mid-thigh length
  - o no midriff tops
  - o no shoe string straps on singlets or off the shoulder tops
  - o Hair - needs to be tied up
  - o Jewelry - must be appropriate and kept to a minimum. It should not interfere with activities.
  - o no nail polish or makeup
  - o swimming costumes to be 1 piece.
- Your child will get messy from both outdoor activities and indoor activities and their clothing will get dirty so dress them appropriately.
- children need to have appropriate footwear and clothing for PE lessons.

### III. Drop off and pick up

- Parents/guardians must walk the child to the door at the time of drop off and collect from a teacher at the time of pick up. In the case of Drivers and Nannies - we need their ID's and an authorisation form.

- For your child's security, only persons designated by the parents in advance in writing will be allowed to pick up your child. Personal identification will be required at the time of pick up.
- Gates open at 7:30 - no child will be supervised before 7:30
- Dismissal is at 1:30 for Lower primary and 2:00 for Upper primary. Please be prompt to collect your child.
- If your child is enrolled in an after school activity they must be collected from the teacher at 3:00. There is no supervision for children after 3:15.

#### **IV. Absences and early pick up/late drop off**

- Parents are asked to inform the school office by telephone if their child will be absent (whether planned or not) due to sickness, travel or other reasons.
- Parents are asked to inform the school office by telephone if their child will be dropped off late (after 8.30am) or picked up early (before 1:30pm).
- Parents are asked to inform the school office of any play dates or changes in procedures.
- School office phone number is **87 456 4756**.

#### **V. Snacks and lunch**

- Children will bring a morning snack from home. All snacks should be healthy and appropriate for the age of the child. No chips, candy, juice, sugar beverages, chocolate milk or other sweets please.
- Children will bring a bottle filled with water from home which will be refilled with bottled water throughout the day.
- All food should be healthy and reflect the nutritional standards of the school.
- Parents should inform the director and class teacher if their child has any dietary restrictions or allergies.

#### **VI. Medical declaration**

- Copies of your child's vaccination record must be provided at the time of registration and updated yearly.
- Parents must inform the school of any medical conditions (acute or chronic) that we should be aware of, including allergies.

- Please also include any allergies or other medical information that might be relevant in the event of an emergency requiring medical treatment by Medievac or hospital doctors (see below).

## **VII. Sickness and medication**

- Children should only attend school when, to the best of the parent's knowledge, the child is healthy and feeling well.
- Children should not attend the school if they show any of the following signs of illness: fever, diarrhea, vomiting, conjunctivitis, flu, ringworm, rash, chicken pox, impetigo or any other type of contagious illness.
- In addition, the following applies in the case of sickness:
  - Raised temperature or fever – children with a temperature at or above 37.5°C should remain at home and should wait at least 24 hours after the temperature subsides before attending again.
  - Vomiting and/or diarrhea – children should wait 48 hours after vomiting and/or diarrhea disappears before attending again.
  - A rash – children should wait 24 hours after the rash disappears before attending again as this could be the first sign of an infection like chickenpox or measles.
  - Other signs of a contagious illness – children should wait 24 hours after symptoms disappear before attending again.
  - Antibiotics – Children should wait 48 hours after the first dose of antibiotic before attending again.
  - JCM has a 0 tolerance policy on head lice - No child will be permitted at school whilst they have eggs or lice in their hair.
- **No** medication will be given to children at school, except under exceptional circumstances at the discretion of the director.

## **VIII. Accidents and emergencies**

- Minor accidents and incidents will be treated at the school according to standard first aid practices which shall be authorized by parents in the signed medical declaration.
- Parents will be informed upon departure in case of minor injuries or, if necessary, by telephone at the time of the incident.

- In the event of an emergency Medievac emergency services and its trained medical professionals will be called to administer emergency medical treatment to a child and transport him/her to hospital in the event of an emergency.
- It is the responsibility of the parents to always be contactable and available in case of emergency. If for any reason you are not contactable or available, then the person identified as your emergency contact should be contactable and available.
- In the event that a parent cannot be reached during an emergency, a child will be taken to the hospital deemed most appropriate by Medievac medical professionals.

Escolar Primaria JCM programme and policies as of 10 of January, 2024

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