2019-2020 St. Andrew Apostle
Family Handbook Acknowledgement

*The Principal reserves the right to amend the Family Handbook at any time

Please read, sign and return the following agreement to the School by September 6, 2019

I/we have accessed a copy of the School Handbook from SchoolSpeak and have carefully read, understand and agree to comply with the policies, regulations, procedures and traditions of this school. I/we further agree to meet all financial responsibilities, to conform to all uniform and dress codes and to fulfill all parent responsibilities.

I/we hereby accept the policies, regulations and traditions of St. Andrew Apostle School a condition for the enrollment of my child/ren.

Print Name of Parent/Guardian #1                      Print Name of Parent/Guardian #2
___________________________________________      ______________________________

Date_________________________                     Date___________________________

Signature of Parent/Guardian #1                      Signature of Parent/Guardian #2
___________________________________________      ______________________________

Date_________________________                     Date___________________________
Parents should park and walk with their student to the class door.

- Please park in the “Park & Walk” lot, proceed toward the Rectory, walk along the brick wall and down along the side of the building.
- This is a long walk but is designed to keep you safe.
- Please do not cut across the parking lot.
- Please consult Mrs. Anastasi for specific procedures for arrival/departure times.
- Arrival begins at 7:30am and the late bell rings at 7:55am.
- All arrivals after 7:55am are late and you will need to park and walk your student to the school office to sign them into class.
- All students (PK – 8th) are strongly encouraged to use the pull up and drop off option.
- If you park and walk, you must park only in the lower lot and walk toward the rectory and along the brick wall. Walkers are not permitted to cut across the main parking lot.
- When dropping off, all students must use the passenger side to exit. Crossing in front of/behind cars is not permitted. Please avoid retrieving items from trunks.
- No cell phones/texting/emailing is permitted on campus, in any moving vehicle.
- Please follow the directions of the staff and volunteers. They are there for your safety.
The dismissal bell rings at 3:00pm, students will begin lining up on the basketball court, with their classes around 2:50pm.

- Either students are moving or cars are moving – never are both moving at the same time.
- Neither students or parents are permitted to cross the line of cones until the bell rings.
- You may not move your vehicle until your row is dismissed by a staff member. Please do not move out of turn.
- Not every car will fit in the rows and there may be 2-3 waves of dismissal.
- No cell phones/texting/emailing is permitted on campus, in any moving vehicle.
- Please follow the directions of the staff and volunteers. They are there for your safety.
- Parents should use the 3rd driveway on the left when coming from Arcola (directly after the church), park their car and walk in with the student to the all-purpose room.
- Students must have a parent/guardian with them to be signed in.
- Beforecare begins at 7:00am and is $5 per day per family.
- Please consult the parent handbook for specific details for the Before Care Program.
- PS – 2nd Grade can be picked up at the door with the star in the primary wing
- 3rd – 8th Grade can be picked up at the door with the star in the junior high wing
- All students must be signed out on the sign out sheet, by a parent/designated guardian
- Please park away from the cones, which designate the area where students can play outside. Please do not park right up against the cones
- In inclement weather, and the cones are not out, you may pull into and park in the basketball court
- Please consult the Handbook for additional After Care policies/procedures
FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: ___________________________ D.O.B.: ____________________

Allergy to: __________________________________________________________________________________________________

Weight: ________________ lbs.  Asthma: □ Yes (higher risk for a severe reaction)  □ No

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following allergens:

THEREFORE:

□ If checked, give epinephrine immediately if the allergen was LIKELY eaten, for ANY symptoms.

□ If checked, give epinephrine immediately if the allergen was DEFINITELY eaten, even if no symptoms are apparent.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: ________________________________________________________________

Epinephrine Dose: □ 0.1 mg IM  □ 0.15 mg IM  □ 0.3 mg IM

Antihistamine Brand or Generic: ____________________________________________________________

Antihistamine Dose: __________________________________________________________________________

Other (e.g., inhaler-bronchodilator if wheezing): ________________________________________________
HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENACLICK®), USP AUTO-INJECTOR, IMPAX LABORATORIES
1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off red safety guard.
3. Place black end of Auvi-Q against the middle of the outer thigh.
4. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
5. Call 911 and get emergency medical help right away.

HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN
1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it ‘clicks’.
5. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
6. Remove and massage the injection area for 10 seconds.
7. Call 911 and get emergency medical help right away.

HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO
1. Remove Auvi-Q from the outer case.
2. Pull off red safety guard.
3. Place black end of Auvi-Q against the middle of the outer thigh.
4. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
5. Call 911 and get emergency medical help right away.

ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:
1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.