

St. Andrew Apostle School  
11602 Kemp Mill Road  
Silver Spring, MD 20902  
(301) 649-3555 fax (301) 649 2352  
www.standrewapostle.org

## 2018-2019 St. Andrew Apostle Family Handbook Acknowledgement

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

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**Please read, sign and return the following agreement to the School by September 7, 2018**

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 as 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\_\_\_\_\_

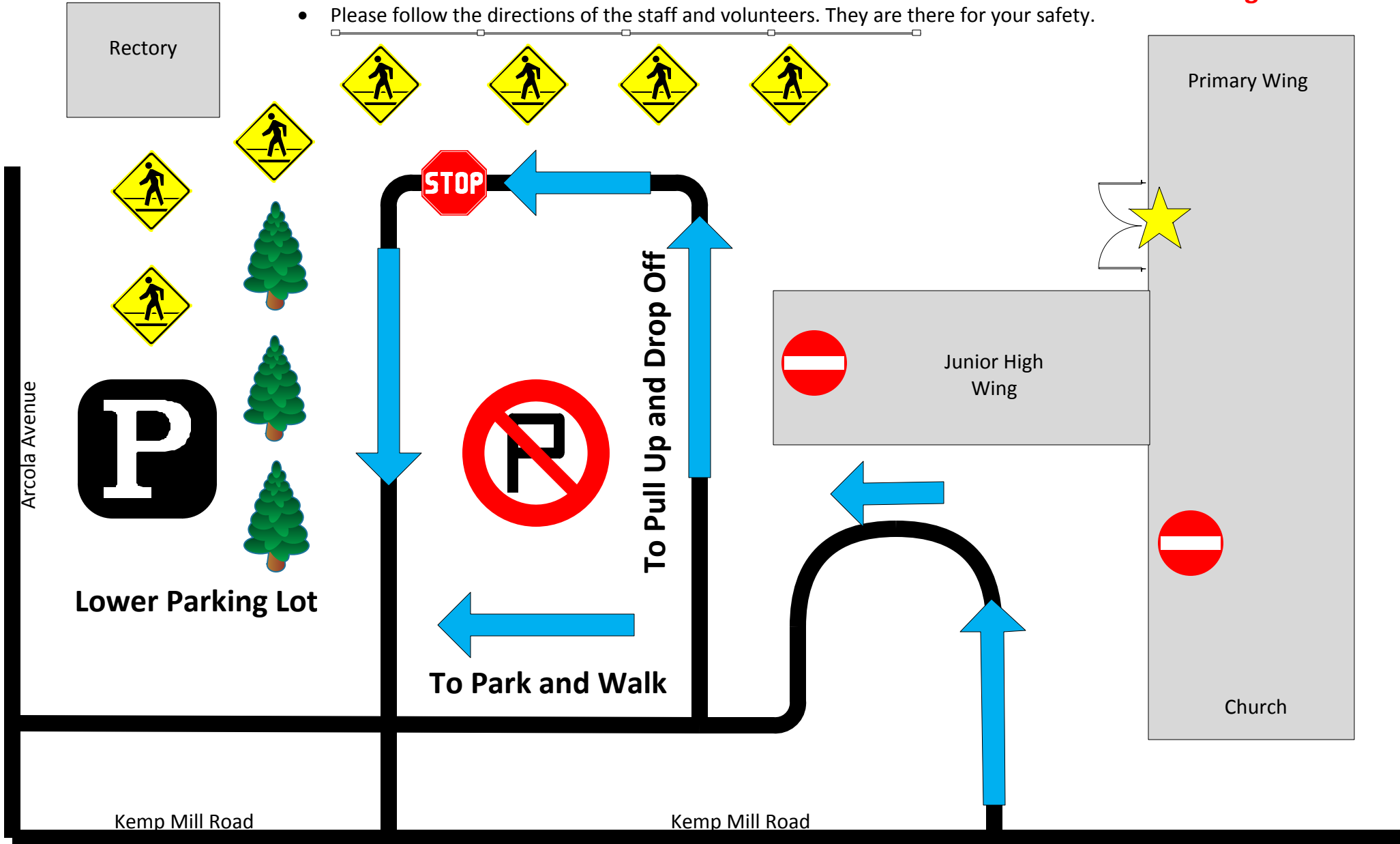
Date\_\_\_\_\_



- 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 – 8<sup>th</sup>) 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.

# St. Andrew Apostle School

## Morning Drop-Off Diagram



Arcola Avenue

Lower Parking Lot

Kemp Mill Road

Kemp Mill Road

Primary Wing

Junior High Wing

Church

Rectory

STOP

To Pull Up and Drop Off

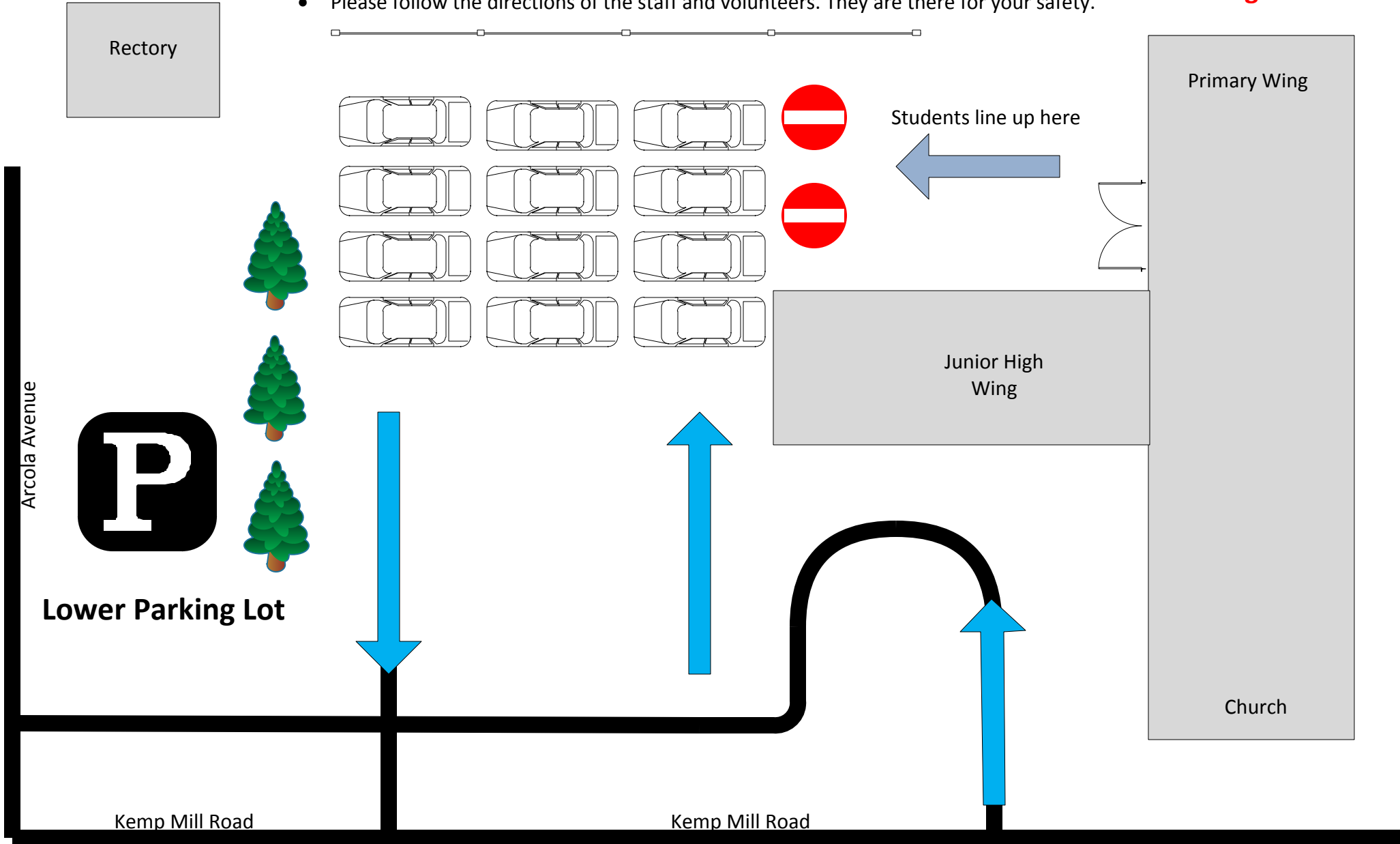
To Park and Walk



# St. Andrew Apostle School

## Afternoon Pick-Up Diagram

- 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.

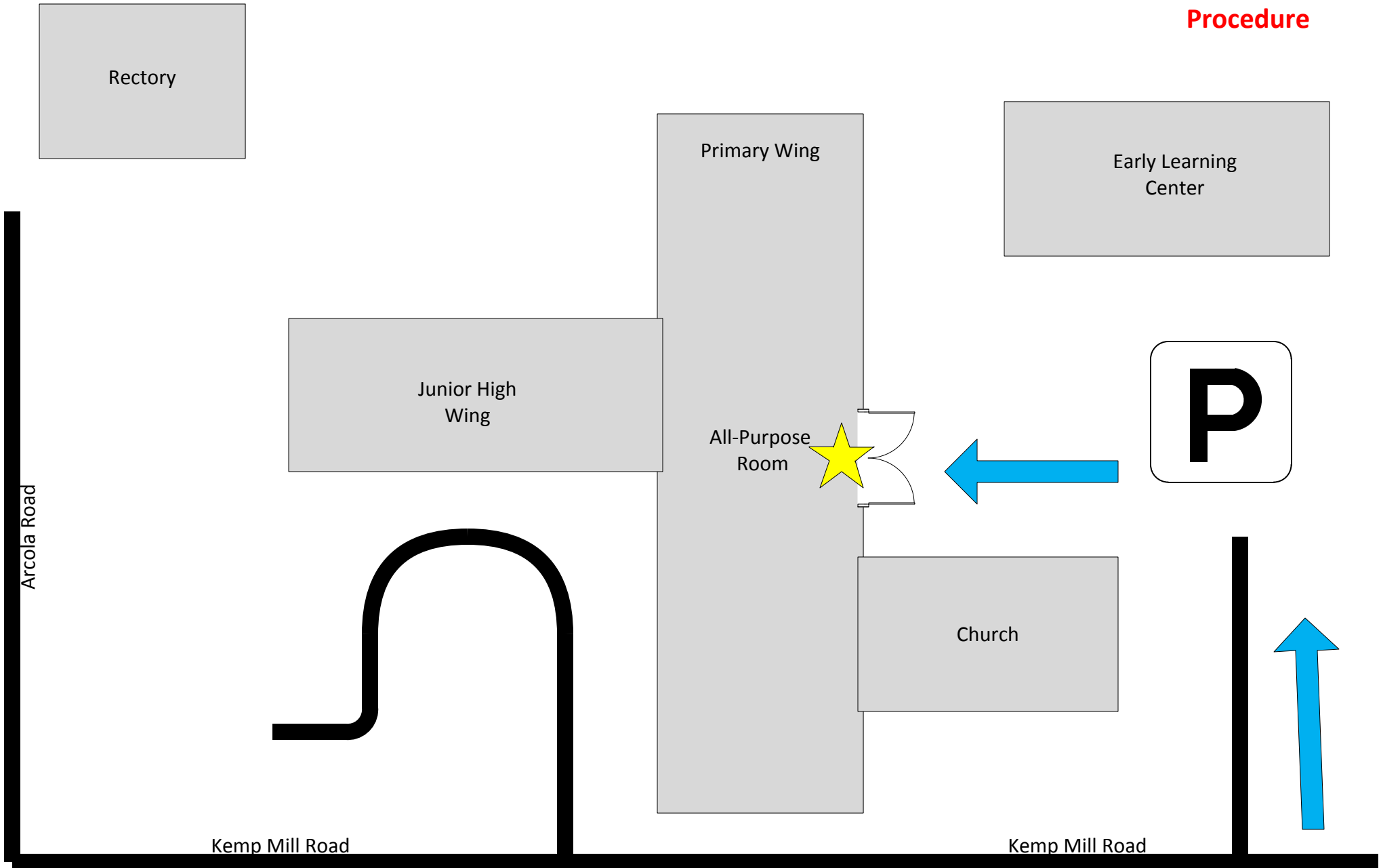




- Parents should use the 3rd driveway on the left when coming from Arcola (directly after the church), park their car and walk in with the student to the all-purpose room.
- Students must have a parent/guardian with them to be signed in.
- Beforecare begins at 7:00am and is \$5 per day per family.
- Please consult the parent handbook for specific details for the Before Care Program.

## St. Andrew Apostle School

### Before Care Drop Off Procedure

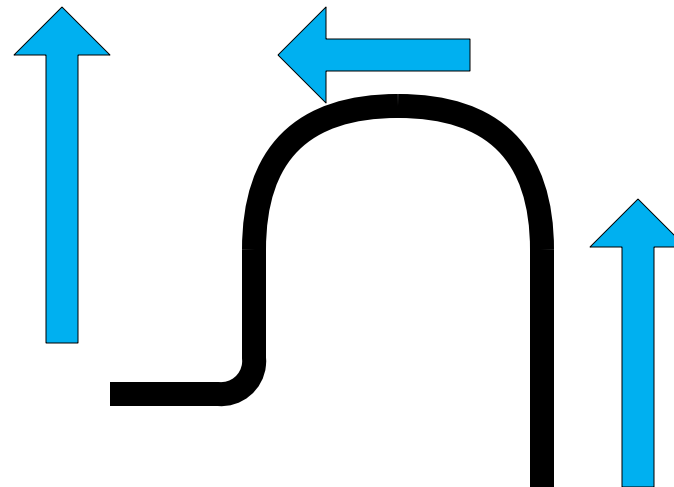
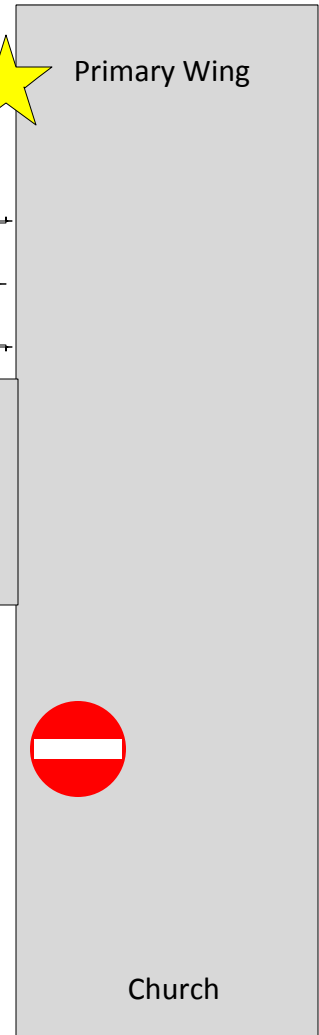
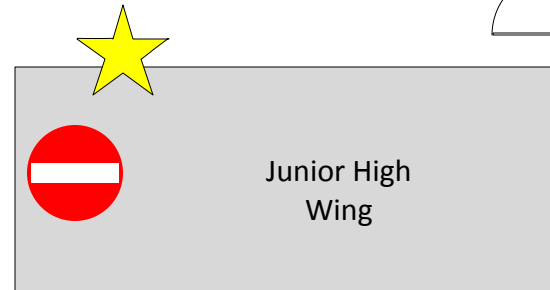
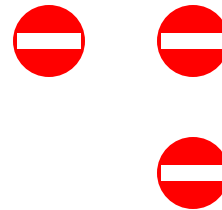
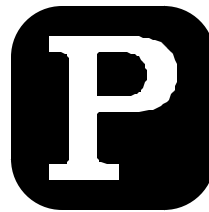




- PS – 2<sup>nd</sup> Grade can be picked up at the door with the star in the primary wing
- 3<sup>rd</sup> – 8<sup>th</sup> Grade can be picked up at the door with the star in the junior high wing
- All students must be signed out on the sign out sheet, by a parent/designated guardian
- Please park 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

## St. Andrew Apostle School

### Aftercare Pick-Up Diagram



Kemp Mill Road

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 ANY OF THE FOLLOWING:  
**SEVERE SYMPTOMS**



**LUNG**

Shortness of breath, wheezing, repetitive cough



**HEART**

Pale or bluish skin, faintness, weak pulse, dizziness



**THROAT**

Tight or hoarse throat, trouble breathing or swallowing



**MOUTH**

Significant swelling of the tongue or lips



**SKIN**

Many hives over body, widespread redness



**GUT**

Repetitive vomiting, severe diarrhea



**OTHER**

Feeling something bad is about to happen, anxiety, confusion

**OR A COMBINATION**  
of symptoms from different body areas.



1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
  - Consider giving additional medications following epinephrine:
    - » Antihistamine
    - » Inhaler (bronchodilator) if wheezing
  - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
  - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
  - Alert emergency contacts.
  - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

**MILD SYMPTOMS**



**NOSE**

Itchy or runny nose, sneezing



**MOUTH**

Itchy mouth



**SKIN**

A few hives, mild itch



**GUT**

Mild nausea or discomfort

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

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.

**MEDICATIONS/DOSES**

Epinephrine Brand or Generic: \_\_\_\_\_

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

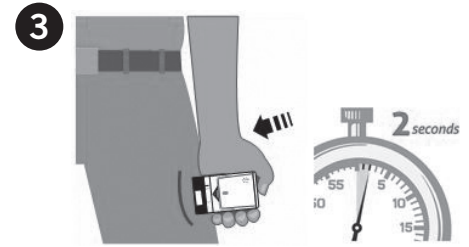
Antihistamine Brand or Generic: \_\_\_\_\_

Antihistamine Dose: \_\_\_\_\_

Other (e.g., inhaler-bronchodilator if wheezing): \_\_\_\_\_

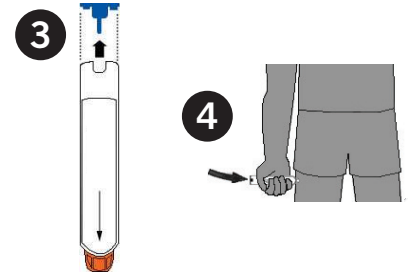
## HOW TO USE AUVI-Q® (EPINEPRHINE INJECTION, USP), KALEO

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.



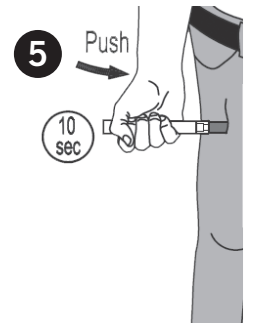
## HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

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 IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENALICK®), USP AUTO-INJECTOR, IMPAX LABORATORIES

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip.
3. Grasp the auto-injector in your fist with the red tip pointing downward.
4. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh.
5. Press down hard and hold firmly against the thigh for approximately 10 seconds.
6. Remove and massage the area for 10 seconds.
7. 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.

### EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: \_\_\_\_\_

DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

### OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME/RELATIONSHIP: \_\_\_\_\_

PHONE: \_\_\_\_\_