



Saint Thomas the Apostle School

50 Byrd Avenue, Bloomfield, NJ 07003
Phone: 973.338.8505 Fax: 973.338.9565
www.staschoolnj.org

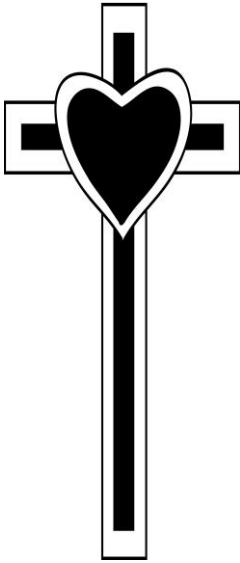
When you enroll your child, we enroll your family.

NEW FAMILY REGISTRATION REQUIREMENTS 2020/2021

Please keep for your reference.

“Put on Christ!” in your life, and you will find a friend in whom you can always trust; “Put on Christ!” and you will see the wings of hope spreading and letting you journey with joy towards the future; “Put on Christ!” and your life will be full of his love; it will be a fruitful life.

Pope Francis, July 25, 2013



MISSION STATEMENT

Saint Thomas the Apostle School provides a challenging and comprehensive education **integrating spiritual values rooted in the Roman Catholic tradition.** We cultivate and herald the growth of our students in mind, body, and spirit, preparing them to take their place in the Church and in the world, in roles of leadership and service.

March 2020

Dear Prospective Parents/Guardians:

Thank you for your interest in our school. Enclosed please find all the necessary application forms for the 2020/2021 school year. **Please complete and return the following forms in the envelope provided (please do not write on the envelope):**

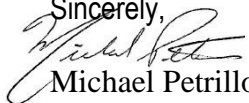
- ✓ 2020/2021 Registration Form (per student)
- ✓ Pre K Registrant Schedule (All Pre K students - in addition to the 2020/2021 Registration Form)
- ✓ \$450 Registration Fee (NON-REFUNDABLE - per family – payable on the school website using Buy Now button)
- ✓ Smart Tuition Pamphlet – **Online registration is required**
- ✓ Media Release Form
- ✓ All required Health Office Registration Information
- ✓ Transportation Form B6T (if applicable)
- ✓ Home & School In-Service Bond Agreement (K-8 only)
- ✓ Safe Environment Forms*

Please bring the following original documentation (copies will be made by our staff and returned to you immediately):

- ✓ Birth Certificate
- ✓ Baptismal Certificate (if applicable)
- ✓ Report Cards – 2 years (Grades 1-8)
- ✓ Standardized Testing – 2 years (Grades 1-8)
- ✓ 3 Reference Letters (Grades 5-8)

We look forward to your family joining our school community – *when we enroll your child, we enroll your family!*

Sincerely,



Michael Petrillo, M.Ed.
Principal

*The Archdiocese of Newark has implemented Safe Environment conduct policies aimed at ensuring the safety of all children entrusted to our care and education within the Archdiocese. All STA School employees and volunteers who work or volunteer in activities that involve the students must comply with all requirements established by the Archdiocese as follows:

- **Background Check** – A *Disclosure and Authorization Form* (included in the registration packet) must be completed. The check is done by our parish security compliance officer, and all information from the background check remains confidential.
- **Protecting God's Children Program** – This child sexual abuse prevention training program is provided at various sites throughout the Archdiocese. For workshop locations and times, go to the Archdiocesan website, www.rcan.org, and click on the *Protecting God's Children* tab.
- **Archdiocese of Newark Policies on Professional and Ministerial Conduct** – Read sections VII, VIII B, VIII C, & VIII D and complete the *Volunteer/Employee Acknowledgement Form* (included in registration packet).

TUITION CONTRACT 2020/2021

Financial Policy

The Saint Thomas the Apostle School Board Finance Committee in conjunction with the Finance Office of the Roman Catholic Archdiocese of Newark establishes the regulations under which the tuition and fees be paid. The Principal is charged with the duty of impartially enforcing these regulations. A student's class registration is provisional until such financial obligations have been satisfied.

The Finance Office of the Roman Catholic Archdiocese of Newark reserves the right to change the regulations of the school including those concerning tuition, fees, parish contributions, and the manner of payment. Such changes are effective for all students from the date when they are first promulgated.

Tuition Rates

Tuition rates are based upon the actual operating expenses of the school.

Parishioners

- Parishioners are defined as any family registered as a member of a parish in the Roman Catholic Archdiocese of Newark and actively participates in the parish life of that community.
- Every family who receives the parishioner rate must complete and return the *Confirmation of Student Parishioner Status* form. The non-parishioner fee of \$500 per student will be assessed on the family's account:
 - If a family does not complete and return the form to the school office.
 - If the pastor does not sign the form.

Non-Parishioners

- Any family not registered and active in a parish of the Roman Catholic Archdiocese of Newark will be assessed the non-parishioner fee of \$500 per student.

Tuition Policy

Saint Thomas the Apostle School will terminate educational services, class trips, and extra-curricular activities to any family whose account is **30 days delinquent**. Students will not be permitted to return to school until the account is brought current.

- Should an emergency arise and interfere with the responsible party's ability to make payments as scheduled, the principal must be notified, in writing, by the responsible party in order that an alternate payment plan may be considered.
- Should a child be withdrawn or expelled from school, tuition may be reimbursed on a pro-rated schedule as to the date on which he/she leaves during the academic year.
- A choice of tuition payment plans is available through the school vendor, Smart Tuition.
- **All tuition payments are made through the Smart Tuition Company only. Payments cannot be accepted in the school office or parish center.**
- Fees will be added to your Smart Tuition Account for the following:
 - Late Payments* (There is a 3-day grace period. Payments made after this period will be assessed a late fee.)
 - Failed checks*
 - Failed debit/credit payments*

*Please consult your Smart Tuition account for the amount of current fees.

SMART TUITION

- All new families must enroll/setup their account in the Smart Tuition system, www.enrollwithsmart.com. Please see the **Enrollment for Parents** pamphlet included in the registration packet for instructions.
- Only one Smart Tuition account per family will be established.
- All billing inquiries about your invoice and/or account (including late fees and extracurricular fees) must be made in writing to staoffice@staschoolnj.org within 10 days of receipt of your Smart Tuition invoice.

BEFORECARE & AFTERCARE

The Saint Thomas the Apostle School BeforeCare and AfterCare Programs provide a safe, loving, and challenging environment for the children. These services are provided by Saint Thomas the Apostle School certified teachers and/or other staff members.

BeforeCare begins at 7:00 a.m. Parents are required to personally drop the children off to a Saint Thomas the Apostle staff member. Drop off without parental supervision may result in exclusion from the program.

AfterCare begins after school and ends promptly at 6:00 p.m. (late fees are enforced). The children may complete their homework, have a nutritious snack, and enjoy playtime. On special days we have pizza and a movie! **AfterCare is provided on 12:15 p.m. dismissal days as well.**

BeforeCare & AfterCare can be used on a daily basis, on specific days, or on an as-need or emergency basis. There is no need to schedule ahead as long as your emergency information is on file.

BeforeCare & AfterCare Payments

All BeforeCare & AfterCare payments (weekly & daily) will be billed through Smart Tuition.

Registration for the BeforeCare or AfterCare Programs is included on the back of your child's STA School Registration Form.

	<u>Hourly per child</u>
<u>BEFORECARE COSTS</u>	\$ 6.00
<u>AFTERCARE COSTS*</u>	\$ 6.00
	*12:15 Dismissal Days - \$6 hourly per child.
<u>LATE FEE COSTS</u>	<u>\$10.00 PER 15 MINUTES PER CHILD – CHARGES BILLED THROUGH SMART TUITION</u>

TRANSPORTATION INFORMATION

Please check with your local Board of Education to see if they participate with the aid-in-lieu transportation program regarding reimbursement.

If your town participates, you must complete a *Transportation Form BT6* for each child and return the form(s) with your registration packet. Please do not send the forms directly to your local Board of Education. State and local regulations require that this information is on file in our school office.

The school is required to forward completed forms to your local Board of Education. However, the school cannot complete the form on behalf of the family.

Forms are included in your registration packet and are available on the school web site.

Uniform Philosophy

- ◆ *Uniforms indicate membership, community, cooperation, spirit of camaraderie, and a common agreement of values among those who wear them. Saint Thomas the Apostle School uniforms enable students to represent and participate in the membership of a strong, loving, Christian community.*
- ◆ *Students wear the Saint Thomas the Apostle School uniform with pride: pride in themselves and in their school. Saint Thomas the Apostle School encourages each student's uniqueness within the learning community.*
- ◆ *Our uniforms provide choices, acknowledge individuality, and maintain a dignified presence.*
- ◆ *Saint Thomas the Apostle School takes great pride in the students who wear the uniform and all that the uniform represents.*

Saint Thomas the Apostle School Uniforms must be purchased from the vendors listed below:

Lobel's Uniform Outfitters*

5819 Bergenline Avenue
West New York, NJ 07093
Phone: 201-864-1700
www.lobels.net

Lands' End School Uniforms

Phone: 1-800-469-2222
www.landsend.com/school
Preferred School #9000-6907-1
Preferred Logo #0280874K

***Lobel's Uniform Outfitters is the exclusive supplier for the Girls' Jumpers & Kilts and the Girls' & Boys' Gym Uniform components.**

Kindergarten Uniform

Fall & Spring Uniform

Green Gym Shorts
Gray Short-Sleeved T-Shirt w/STA logo
White Socks
Sneakers (any color/no platforms)

Winter Uniform

Green Gym Sweatsuit
Gray Short-Sleeved T-Shirt w/STA logo
White Socks
Sneakers (any color/no platforms)

Boys Grades 1 through 5

Fall & Spring Uniform

Navy Shorts*
White Socks
White Short-Sleeved Knit Polo Shirt w/STA logo
White Sneakers

Winter Uniform

Khaki Pants
Long-Sleeved Blue Oxford Shirt w/Choice of Tie
Navy Socks
Dark Shoes (no work-boots)

Boys Grades 6 through 8

Fall & Spring Uniform

Khaki Shorts*
White Socks
Navy Short-Sleeved Knit Polo Shirt w/STA logo
White Sneakers

Winter Uniform

Khaki Pants*
Long-Sleeved Blue Oxford Shirt w/Plaid Tie
Navy Socks
Dark Shoes (no work-boots)

***Belts required to be worn with shorts & pants**

Girls Grades 1 through 5

Fall & Spring Uniform

Navy Shorts*
White Short-Sleeved Knit Overblouse w/STA logo
White Socks
White Sneakers

Winter Uniform: Combination A or B (No Mixing Items)

Combination A:

Plaid Jumper
Long-Sleeved Blouse w/Peter Pan Collar
Navy Knee Socks or Tights
Navy Blue Criss-Cross Tie
Dark Shoes**

Combination B:

Khaki Pants*
White Long-Sleeved Overblouse w/STA logo
Navy Socks
Dark Shoes**

Girls Grades 6 through 8

Fall & Spring Uniform

Khaki Shorts*/Plaid Kilt***
Navy Short-Sleeved Knit Overblouse w/STA logo
White Socks
White Sneakers

Winter Uniform: Combination A or B (No Mixing Items)

Combination A:

Plaid Kilt***

Navy Long-Sleeved Knit Overblouse w/STA logo
Navy Knee Socks or Tights Dark Shoes**

Combination B:

Khaki Pants*
Navy Long-Sleeved Knit Polo Overblouse w/STA logo
Navy Socks Dark Shoes**

* Belts required to be worn with shorts & pants.

**No open heels; heels & soles no higher than 1".

***Kilt length – above the knee 23" from waist.

Gym Uniform - Boys & Girls Grades 1 through 8

Fall & Spring Uniform

Green Shorts
Gray Short-Sleeved T-Shirt w/STA logo
White Socks
Sneakers (any color/no platforms)

Winter Uniform

Green Sweatsuit
Gray Short-Sleeved T-Shirt w/STA logo
White Socks
Sneakers (any color/no platforms)

Optional Items - Boys & Girls Grades 1 through 8

- Please note that only STA School Uniform Items may be worn in the classroom.
- No other sweaters/sweatshirts are acceptable in the classroom.

Navy Fleece Jacket w/logo
Navy/White Sweater Vest w/logo
Navy/White-Varsity Sweater w/logo
Navy/White Pullover Sweater w/logo

SCHOOL HEALTH SERVICES REGISTRATION REQUIREMENTS

All Health Office registration forms, including all updated Physical Forms/Vaccine Records, should be returned to the School Nurse.

NEW ENTRY/TRANSFER STUDENTS

The following documents **MUST** be submitted to the school nurse **PRIOR** to the student entering Saint Thomas the Apostle School.

- **Immunization Record** from either the health care provider or official school record. The child must be up to date on all vaccines required for their age/grade level before starting school.
(Please refer to the Immunization Requirements section in this booklet for specific requirements for preschool, kindergarten and grade 6)
- **Physical Examination Report** which was done within one year of the start of school. (physical reports expire after one year)
- **Health Information Release/Health History Form** which has been fully completed and signed.
- **Sudden Cardiac Death Pamphlet Acknowledgement** signed by both parent/guardian and student. (Grades 6-8 only)
- **Sports-Related Concussion and Head Injury Fact Sheet Acknowledgement** signed by both parent/guardian and student. (Grades 6-8 only) * Fact Sheet can be found at the end of this booklet.

THE CHILD WILL NOT BE PERMITTED TO START SCHOOL UNTIL ALL FORMS HAVE BEEN SUBMITTED!

HEALTH SERVICE POLICIES & INFORMATION

This important information is for parents/guardians of all students attending PreK-Grade 8 regarding Health Services policies and requests for the school year. It is requested that the parents/guardians adhere to the following in order to promote and maintain the wellness and safety of all students, faculty, and staff of Saint Thomas the Apostle School.

A school nurse is available to provide students with limited support and treatment for an illness, injury or medical emergency that **occur during school hours**. Other medical issues that occur outside of the regular school day should be addressed by the student's parent/guardian and followed up as necessary with their health care provider (HCP).

Please note that the school nurse does not cover BeforeCare/AfterCare, after-school activities such as sports or clubs, and does not accompany students on class trips. In the absence of the school nurse, designated office staff will treat students with minor injuries or illness. The office staff and teachers are not able to administer any medication to a student; only the school nurse or parent can administer medication.

Please note the following:

- Parents/guardians or alternate emergency contacts must pick up the student being sent home within 30 MINUTES of being contacted.
- Please notify the school ASAP of any change in your home, mobile and work phone numbers, as well as changes in listed numbers for alternate emergency contacts.
- Parents/Guardians are asked to inform the school nurse of any other illness or medical condition that their child may have.
- The HEALTH INFORMATION RELEASE/HEALTH HISTORY FORM must be submitted on each student for each school year.

Please feel free to contact the school nurse at 973-338-8505 if you should have any questions or concerns. Appointments are preferred if a meeting is requested.

All Health Services forms can be obtained from the main office or school nurse. Most are also available online @ www.staschoolnj.org under Quick Links "School Nurse".

IMMUNIZATION REQUIREMENTS

- All students, PreK-8, must be in compliance with New Jersey age/grade level vaccine requirements for school attendance. (Refer to the *Immunization Requirements for School Attendance in New Jersey*.)
- Written requests for *Religious Exemption* to the student receiving vaccines must be submitted to the school nurse for approval by the Principal. Once approved, a *Religious Exemption Acknowledgement* form must be completed and returned. This form will be provided by the school nurse. **Religious Exemption requests need to be submitted only one time.**
- *Medical Exemption* for the student not receiving a specific vaccine must be documented by the student's HCP and submitted to the school nurse. **Medical Exemption requests must be re-submitted each school year.**
- All new entry and transfer students must provide the school nurse with an immunization record PRIOR to starting school. Parents/guardians will be notified of any deficiencies and are expected to have the vaccine(s) administered and documentation submitted by the date requested.
- All additional grade level immunizations must be administered, and documentation provided PRIOR to the start of that school year.

Immunization Requirements for School Attendance in New Jersey

The New Jersey Department of Health and Human Services makes available the law that states which vaccines a child needs to attend school in New Jersey. As per New Jersey Administrative Code (N.J.A.C.) 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL; REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY below is listed, according to age/grade, the vaccines required.

Pre-K

Dtap = minimum of 4 doses

Polio (IVP) = minimum of 3 doses

MMR = 1 dose given on or after the 1st birthday

HiB = minimum of 1 dose given on or after the 1st birthday

Pneumococcal Conjugate (PCV) = minimum of 1 dose given on or after the 1st birthday

Varicella = 1 dose given on or after the 1st birthday or parental/health care provider written statement of previous chicken pox disease or copy of laboratory evidence of immunity

Influenza = 1 seasonal dose given annually between September 1st and December 31st

Kindergarten through Grade 5

Dtap = minimum of 4 doses, with 4th dose given on or after the 4th birthday OR any 5 doses properly spaced

Polio (IVP) = minimum of 3 doses, with 3rd dose given on or after 4th birthday OR any 4 doses properly spaced

MMR = 2 doses given on or after 1st birthday and properly spaced OR laboratory evidence of immunity in lieu of dose 2

Varicella = same as above (the ACIP is presently recommending that a 2nd dose be given at age 4 as a booster)

HIB = not required after age 5

Pneumococcal Conjugate (PCV) = not required after age 5
Hepatitis B = 3 doses properly spaced

Grade 6, 7 & 8

All immunizations required as above PLUS:

Tdap = 1 dose by 11 years of age

Meningococcal Conjugate (MCV4) = 1 dose by 11 years of age

Any child born on or after January 1, 1997 and transferring into a New Jersey school from another state or country after September 1, 2008, must provide documentation of having received 1 dose of Tdap and Meningococcal Conjugate.

Any child transferring into a New Jersey school from another state or country may enter school provided they have received at least 1 dose of each required vaccine. They must complete the vaccine series in accordance with the ACIP recommended catch up schedule to be in compliance.

Documentation of these required immunizations must be submitted to the school nurse **PRIOR** to the child entering school/grade. Noncompliance will temporarily prevent school attendance until the vaccines are given and documentation submitted. Please keep the school nurse updated on any additional vaccines your child receives.

PHYSICAL EXAMINATIONS

- All new students in Pre K – and K – 8 are required to submit a physical report prior to entering school.
- All students in Grades K – 8 are required to have an annual physical on file in the Health Office in order to participate in Gym Class.
- Physicals expire one year from the date performed. The physical must have been performed/done within one year prior to the first day of school.
- All physicals in PreK – 2 must be documented on either the physical form provided by the school (preferred) or one provided by the HCP.
- All physicals in grades 3 - 8 must be documented on the **NJDOH *Pre-participation Physical Evaluation (PPE) Physical Examination Form and History Form.*** These forms must be used even if the student is not participating in sports/cheerleading.
- All physical forms must document the student's ability to participate in gym class and sports/cheerleading (see section for *Sports/Cheerleading Participation* for specific physical requirements).
- A “note” alone from the HCP that a physical was done will not be accepted. The proper forms must be used!
- The student will **NOT BE PERMITTED** to participate in gym class or sports/cheerleading until an update physical form(s) is submitted. **The student's gym grade will be affected.**

SPORTS/ CHEERLEADING PARTICIPATION REQUIREMENTS (As of 09-01-15 - Grades 6 – 8)

(As per the *Scholastic Student-Athlete Safety Act (P.L.2007, C.18A:40-41.6)*)

Prior to participation on a school-sponsored interscholastic or intramural athletic team or squad, each **student-athlete in grades six through 12** must present a completed *Pre-participation Physical Evaluation (PPE)* form to the school nurse. Important information regarding the PPE is provided below, and you should feel free to share this with your child's health care provider (HCP).

The PPE may ONLY be completed by a licensed physician, advanced practice nurse (APN) or physician assistant (PA) that has completed the Student-Athlete Cardiac Assessment professional development module. It is recommended that you verify that your child's HCP has completed this module before scheduling an appointment for a PPE.

- The required PPE is to be conducted within 365 days prior to the first official practice in each sports season. The PPE forms are available at www.staschoolnj.org under the school nurse link.
- The parent/guardian must complete the *History Form* (page 1), and insert the date of the required physical examination at the top of the page. This form must be signed and dated at the bottom of the page.
- The parent/guardian must complete *The Athlete with Special Needs: Supplemental History Form* (page 2 only), **if applicable**, for a student with a disability that limits major life activities and insert the date of the required physical examination at the top of the page.
- The HCP who performs the physical examination must complete the remaining two pages of the PPE, and insert date of the examination on the *Physical Examination Form* (page 3) and *Clearance Form* (page 4). **The HCP must sign the certification statement on page 4 of the PPE attesting to the completion of the cardiac assessment module.** The school nurse must provide written notification to the parent/guardian, **signed by the school physician**, indicating approval of the student's participation in school-sponsored sports/cheerleading based upon review of the physical report, or provide the reason(s) for the disapproval of the student's participation.

- For students that had a physical examination completed more than 90 days prior to the first official practice of the season, the parent/guardian must complete and sign the *Health History Update Questionnaire* (HHQ). The HHQ must be reviewed by the school nurse and, if applicable, the school physician.

The following forms must also be signed by BOTH the student and parent/guardian each school year and returned to the school nurse for sports/cheerleading participation:

- Sports-Related Concussion and Head Injury Fact Sheet: Parent/Student Acknowledgement
- Sudden Cardiac Death Pamphlet: Parent/Student Sign-Off Sheet

All of the above forms must be completed as required and submitted to the school nurse before the student will be allowed to participate in sports/cheerleading practice or competition. Coaches are NOT permitted to accept these forms. All forms must be kept on file in the school health office and are available on the school website under the school nurse link.

ASTHMA/ASTHMA-RELATED CONDITIONS

- Parents/guardians are asked to please inform the school nurse if their child has asthma or an asthma-related condition, such as Reactive Airway Disorder "RAD"
- Any student who requires the use of asthma medication during school hours MUST provide the school nurse with the following forms:
 1. Asthma Treatment Plan (signed by both parent/guardian and health care provider) – both sides
 2. Signed Parent/Guardian Authorization and Release Form
 3. Prescribed medication and nebulizer tubing (if not approved to self-administer)
- These students may carry on them and *self-administer* their own inhaler ONLY if authorized by parent/guardian and health care provider on the required forms. These students are responsible for having their inhaler at school and with them at all times, as well as on class trips.
- In the event the student has an "asthma attack", the emergency squad will be called if no medication is available.

FOOD ALLERGIES/EMERGENCY USE OF EPINEPHRINE

- Parents/guardians MUST inform the school nurse if their child has a life-threatening food or other allergy which may require emergency use of epinephrine.
- Any student who has a life-threatening food allergy and may require emergency epinephrine to be given during school hours must provide the school nurse with:
 - 1) Food Allergy Action Plan (signed by both parent/guardian and health care provider)
 - 2) Signed Parent/Guardian Authorization and Release Form
 - 3) Prescribed medication (if not approved to self-administer)
- These students may carry on them and *self-administer* their emergency epinephrine ONLY if authorized by their parent/guardian and health care provider. These students are responsible for having the epinephrine at school and with them at all times, as well as on class trips. (Benadryl can only be administered by the school nurse.)
- In the event that emergency epinephrine is given, 911 will be called.

STUDENTS WITH DIABETES

- Parents/guardians MUST inform the school nurse if their child has diabetes.
- Blood glucose testing and insulin administration instructions from the child's health care provider must be submitted to the school nurse.
- All blood glucose testing and insulin administration must be done in the health office under the supervision of the school nurse.
- All medications, testing supplies, juice, and snacks are to be provided by the parent/guardian.
- If the student does not have a "volunteer" delegate, as required by law, to administer Glucagon in the absence of the school nurse, the parent/guardian must then accompany their child on any class trip.
- In the event that Glucagon is given, 911 will be called.

MEDICATION ADMINISTRATION (other than above)

- Only the school nurse or the parent/guardian can administer medication to the student during school hours.
- All medications, whether prescribed or OTC (over the counter including, but not limited to: nasal spray, cough drops, eye drops, topical medication), cannot be given unless a written request, signed by both the health care provider and the parent/guardian, is submitted to the school nurse on the provided MEDICATION CONSENT FORM available on the school website under the school nurse link.
- Medication will be kept in the health office for the duration of the treatment.

- Medication must be brought to and taken from school by the parent/guardian or another adult.
- Parents/guardians are asked to medicate their child if necessary (i.e. for headaches, sore throats, muscle injury, cold/allergy symptoms etc.) prior to the child coming to school.
- Parents/guardians are also welcome to come to school and medicate their child only if necessary or requested by the school nurse. This must be done in the presence of the School Nurse or Principal.
- Except for those students who have written approval by their HCP to carry on them and *self-administer* their asthma inhaler or emergency epinephrine, **students are ABSOLUTELY NOT PERMITTED to have any medication, prescribed or OTC, with them at school.** This includes having it in their backpack, pocket or giving it to a teacher to hold and give. All medication must be kept in the Health Office and have the required form for administration.
- If a student is found to have unauthorized medication with them at school, the medication will be taken away and parent notified. The medication will be kept by the school nurse until picked up by the parent/guardian.

NO MEDICATION WILL BE GIVEN TO A STUDENT OR TEACHER TO TAKE ON A CLASS TRIP. THE PARENT/GUARDIAN IS RESPONSIBLE FOR THE ADMINISTRATION OF ANY MEDICATION DURING THESE TRIPS. In the event of an emergency, 911 will be called. Please note that BeforeCare and AfterCare do not have access to and cannot use any medication kept in the Health Office for students.

EXCLUSION FROM SCHOOL

The school nurse is authorized to exclude students from school for the following:

- Failure to submit an immunization record for any transfer/new entry student
- Immunization deficiencies for age/grade level not administered by the requested date
- Communicable and vaccine-preventable disease (VPD)
- During a VPD outbreak for any student claiming a *religious exemption* from receiving vaccines and those claiming *medical exemption* to the specific vaccine
- Non-compliance in the return to school policy for head injury/concussion or head lice
- Non-compliance in receiving the state-mandated seasonal flu vaccine between 09/01 and 12/31 for all PreK children. These children can be excluded through March 31st (end of flu season) or until the vaccine is given.
- At the specific request of the School Principal

HEAD INJURIES (Please refer to the Sports-Related Concussion and Head Injury Fact Sheet)

- Any student who sustains a head injury with signs of a possible concussion during school hours or school-sponsored sports/cheerleading **will be immediately sent home from school or removed from practice/competition.** Parents/guardians are asked to also notify the school nurse and coach if their child sustains a head injury with possible concussion outside of school or school-sponsored sports.
- These students **MUST** be evaluated by a physician or other licensed health care provider who is trained in the evaluation/management of a concussion in order to determine the presence/absence of a concussion.
- **Written medical clearance** must be submitted to the school nurse and/or coach **BEFORE** the child can return to school, gym class or sports/cheerleading. This clearance must include whether or not a concussion was present and restrictions, if any, in returning to school, gym class and sports/cheerleading.

THE “24 HOUR RULE”

- Students with **vomiting, diarrhea or temperature of 100 degrees F or above** **MUST** stay home from school and school-sponsored sports/clubs until they are free of the above for 24 HOURS, **without** the use of any medication to control these symptoms.
- Students who have a **contagious bacterial infection** (such as strep throat and pink eye) **MUST** be on an antibiotic for at least 24 HOURS before returning to school, and school-sponsored sports/clubs.

INFLUENZA “The Flu”

- Students who have been diagnosed with or are suspected to have the flu should stay home from school for at least 5 days from the onset of symptoms (contagious period) and be fever free as above before returning.
- Please teach/remind your child to cover their mouth with arm/elbow when they cough or sneeze, not to share their food or drink and to wash their hands frequently.
- Seasonal flu vaccines are strongly recommended. **This is a state requirement for all PreK students.**

IF CHILDREN ARE SICK, PLEASE DO NOT SEND THEM TO SCHOOL!

PEDICULOSIS “Head Lice”

- Any student, who has a suspected or confirmed case of head lice, whether detected at school or at home, **MUST** be sent/kept home from school. The student **MUST** be treated with a medicated shampoo approved for the treatment of head lice, such as *Rid* or *Nix*, AND be “nit free” before they may return to school. (Nits are viable lice eggs which are oval in shape, light gray or whitish in color and which strongly adhere to the hair shaft close to the scalp. Unlike hair product debris or dandruff, viable nits are difficult to remove manually.)
- **These students MUST be checked by the school nurse BEFORE they can re-enter their classroom.**
- The affected student’s class will only be checked if more than one case is detected in that particular class.
- A written notice of possible exposure will be sent home to the parents/guardians of the remaining students in the classroom and other students who may be affected. It will be the responsibility of the parents/guardians to check their child’s hair over the next 2 weeks for the presence of lice/nits.
- The school nurse must be notified if head lice are detected on your child at home.
- Please teach/remind your child not to share hair accessories such as combs, brushes or hats.
- It is recommended that long hair be tied up and off the shoulders and boy’s hair be kept short.

STUDENT ABSENCES (does not apply to Preschool)

- Any student with an “unauthorized” (not pre-approved) absence from school for 3 or more consecutive school days is required to submit, upon their return, a written statement from their HCP as to the reason for the absence and the date they are allowed to return to school/gym class/sports and any restrictions to activity if necessary.
- A note from the HCP may also be requested for those students who are frequently absent or upon request from the Principal.

LIMB/JOINT INJURIES

- Any student who comes to school wearing a sling, cast, brace or another supportive device **MUST** submit to the school nurse a written statement from their HCP as to the reason, duration, and activity restrictions.
- Students are **absolutely not permitted** to use crutches at school unless they submit a written request from their HCP as to the reason and duration. **Without this request from the HCP, the student will be sent home.**
- **Requests alone from a parent/guardian will not be accepted.**

ELEVATOR USE

- An elevator pass will only be issued if the student is physically unable to safely use the stairs. (i.e. use of crutches or lower extremity injury with supportive device)
- Students who require use of the elevator for medical reasons, other than above, must submit a written request from their HCP as to the reason and duration.
- **Requests alone from the parent/guardian will not be accepted.**

GYM CLASS EXCUSES

- A written request from the student’s HCP must be submitted in order for the student to be excused from gym class. The request must include the reason and duration of the excuse.
- **Requests alone from the parent/guardian will not be accepted.**
- **Any student who has been granted a gym excuse due to the above is NOT PERMITTED to physically participate in school recess or school sports/cheerleading for the duration of the excuse.**
- As deemed necessary, the school nurse will issue a 1-time gym excuse for a student who sustains an injury at school that day.

NOTIFICATIONS/REFERRALS

- **Notifications will be sent home to the parent/guardian for:**
 - 1) Head injuries
 - 2) Exposure to communicable or vaccine-preventable disease
 - 3) Exposure to head lice
 - 4) Classroom food allergies
 - 5) High incidence of illness in the classroom
 - 6) Immunization deficiencies, physical updates and other missing required forms for the school year**(These notifications may also be done via e-mail.)**

- **Referrals for medical follow-up will be sent home to the parent/guardian for:**
 - 1) Any student who fails a state required school health screening (vision, hearing, scoliosis)
 - 2) Any student who sustains a head injury with signs of a possible concussion
 - 3) Any student who has a health issue that is of concern

OTHER REQUESTS

- Please encourage your child to eat breakfast before school. Because of the possibility and high incidence of food allergies, the school nurse does not provide food/drink (except for water) for these students.
- Please provide healthy snacks and lunches.
- Please check the “Nurse’s Notes” section of the weekly school newsletter that is posted on the school website every Friday. Here you will find other general requests, reminders, as well as important updates and information. In certain instances, as deemed necessary by the Principal/school nurse, phone alerts will be initiated to all or specific families in order to get important/time-sensitive information out quickly.

SPORTS-RELATED CONCUSSION AND HEAD INJURY FACTS AS PER NJDOH

A concussion is a brain injury that can be caused by a blow to the head or body that disrupts the normal functioning of the brain. Concussions are a type of Traumatic Brain Injury (TBI), which can range from mild to severe and can disrupt the way the brain normally functions. Concussions can cause significant and sustained neuropsychological impairment affecting problem-solving, planning, memory, attention, concentration, and behavior.

The Centers for Disease Control and Prevention estimates that 300,000 concussions are sustained during sports-related activities nationwide, and more than 62,000 concussions are sustained each year in high school contact sports. Second-impact syndrome occurs when a person sustains a second concussion while still experiencing symptoms of a previous concussion. It can lead to severe impairment and even death of the victim.

Legislation (P.L. 2010, Chapter 94) signed on December 7, 2010, mandated measures to be taken in order to ensure the safety of K-12 student-athletes involved in interscholastic sports in New Jersey. It is imperative that athletes, coaches, and parents/guardians are educated about the nature and treatment of sports-related concussions and other head injuries. The legislation states that:

- All Coaches, Athletic trainers, School Nurses, and School/Team Physicians shall complete an Interscholastic Head Injury Safety Training Program by the 2011/2012 school year.
- All school districts, charter, and non-public schools that participate in interscholastic sports will distribute annually this educational fact to all student-athletes and obtain a signed acknowledgment from each parent/guardian and student-athlete.
- Each school district, charter, and non-public school shall develop a written policy describing the prevention and treatment of sport-related concussion and other head injuries sustained by interscholastic student-athletes.
- Any student-athlete who participates in an interscholastic sports program and is suspected of sustaining a concussion will be immediately removed from competition or practice. The student-athlete will not be allowed to return to competition or practice until he/she has written clearance from a physician trained in concussion treatment and has completed his/her district’s graduated return-to-play protocol.

Quick Facts

- Most concussions do not involve loss of consciousness.
- You can sustain a concussion even if you do not hit your head.
- A blow elsewhere on the body can transmit an “impulsive” force to the brain and cause a concussion.

Signs of Concussion

- Appears dazed or stunned.
- Forgets plays or demonstrates short-term memory difficulties (e.g. unsure of game, opponent).
- Exhibits difficulties with balance, coordination, concentration, and attention.
- Answers questions slowly or inaccurately.
- Demonstrates behavior or personality changes.
- Is unable to recall events prior to or after the hit or fall.

Symptoms of Concussion (reported by student-athlete)

- Headache
- Sensitivity to light/sound
- Nausea/vomiting
- Feeling of sluggishness or foggiess
- Balance problems or dizziness
- Difficulty with concentration, short-term memory, and/or confusion
- Double vision or changes in vision.

What Should a Student-Athlete do if they think they have a concussion?

- **Don't hide it.** Tell your Athletic Trainer, Coach, School Nurse, or Parent/Guardian.
- **Report it.** Don't return to competition or practice with symptoms of a concussion or head injury. The sooner you report it, the sooner you may return to play.
- **Take time to recover.** If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to sustain a second concussion. Repeat concussions can cause permanent brain injury.

What can happen if a student-athlete continues to play with a concussion or returns to play too soon?

- Continuing to play with the signs and symptoms of a concussion leaves the student-athlete vulnerable to the second-impact syndrome.
- Second-impact syndrome is when a student-athlete sustains a second concussion while still having symptoms from a previous concussion or head injury.
- Second-impact syndrome can lead to severe impairment and even death in extreme cases.

Should there be any temporary academic accommodations made for student-athletes who have suffered a concussion?

- To recover, cognitive rest is just as important as physical rest. Reading, texting, testing, even watching movies, can slow down a student athlete's recovery.
- Stay home from school with minimal mental and social stimulation until all symptoms have resolved.
- Students may need to take rest breaks, spend fewer hours at school, be given extra time to complete assignments, as well as being offered other instructional strategies and classroom accommodations.

Student-Athletes who have sustained a concussion should complete a graduated return-to-play before they resume competition or practice according to the following protocol:

- **Step 1:** Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without reemergence of any signs or symptoms. If no return of symptoms, next day advance.
- **Step 2:** Light aerobic exercise which includes walking, swimming, and stationary cycling, keeping the intensity below 70% maximum heart rate. No resistance training. The objective of this step is increased heart rate.
- **Step 3:** Sport-specific exercise including skating and/or running. No head-impact activities. The objective of this step is to add movement.
- **Step 4:** Non-contact training drills (e.g. passing drills). Student-athletes may initiate resistance training.
- **Step 5:** Following medical clearance (consultation between school health care personnel and student athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by coaching and medical staff.
- **Step 6:** Return to play involving normal exertion or game activity.

For further information on Sports-Related Concussions and other Head Injuries, please visit:

www.cdc.gov/concussion/sports/index.html

www.ncaa.org/health-safety

www.nfhs.com

www.bianj.org

www.atsnj.org

SAINT THOMAS THE APOSTLE SCHOOL PHILOSOPHY

We promise . . .

- † To guide our students to grow in faith and knowledge in a God-centered environment, instilling the moral values necessary to enable our children to lead Christian lives.
- † To awaken in each child, a love, desire, and appreciation for learning in a Catholic environment.
- † To educate the *whole person*, preparing our students to live joyfully, capable and confident that they, just as the Catholic school they attend, can make a difference.
- † To celebrate an attitude of successful achievement with each learner impacting his or her success with hard work and determination.
- † To teach our children to be aware of and care about the plight of other people, in our school community, our local community, national community, and global community.
- † To guide our children in their growth and development, integrating respect for the Creator, respect for self, and respect for others, to use their talents and gifts to serve others, so that they may become future leaders of the Catholic Church and greater community.