

Medication Administration Policy

Medications will be administered at St. Matthew's Episcopal Church Preschool to children for whom a plan has been made and approved by the Director. A written, signed and dated consent is required prior to the administration of any prescription or over the counter medication or of special procedures.

Parents/guardians should check with the child's health care provider to see if a dose schedule can be arranged that does not involve the hours the child is in care at St. Matthew's Episcopal Church Preschool. Parents/guardians may come to administer medication to their own child during the day. If a liquid oral medication is to be administered at St. Matthew's Episcopal Church Preschool, the parent/guardian must provide the administration device with clearly marked measurements (medicine sip-vial, medicine cup, dropper). Medications must be labeled with your child's name on it and will be administered in accordance with the pharmacy label directions as prescribed or in accordance with product label directions. The Medication Administration Form will be completed by the parent/guardian in order to authorize the administration of any medication.

I understand the Medication Administration Policy

X _____
Signature Date

Does your child have any allergies or reaction to food, drink or the environment?

Are there any medical/emotional/social situations that if we knew could better serve your child?

Behavior and Discipline Policy

The teachers use positive encouragement and reinforcement to maintain a standard of good behavior. We strive to create an atmosphere of success, teaching the child to understand his/her role in the class.

- Children who break the rules will be stopped; the infraction and the inappropriate behavior will be explained. The child will be asked to verbally repeat the proper behavior in order to help with understanding the rule. In the case when the child does not verbally communicate, the child will be shown and the correct way will be practiced with the teacher to teach the appropriate behavior.
- Our intention is to resolve a problem by sharing ways to manage the behavior and to eventually have the child respond appropriately explaining to the child what to expect and what will be expected is necessary and appreciated.
- St. Matthew's prohibits corporal punishment.

I agree to the discipline policies of St. Matthew's Episcopal Church Preschool.

X _____
Signature Date