From the Director
We live in troubling times. We have an increased awareness of just how quickly life can change and how important it is to be prepared to the best of our ability. Please be aware that the staff at the Child Development Laboratory keeps the health, safety and security of your child and all the children at the Lab School at the forefront of their work with the children.

If you have not filled out the attached Emergency Information Form, or if the form we have needs updating, please provide us with this information. This does not replace any of the other forms we use but is a concise collection of emergency information for use in the event of a serious incident.

This newsletter will be devoted to many topics related to the health and safety of your child. Please read it carefully and let me know if you have questions.

PICNIC TIME!!
BRING THE WHOLE FAMILY!

Our annual fall family picnic will be held at McKenna Park on Bonnie Brae St., Friday, October 9 at 5:30 p.m. (or as soon as you can make it). Please bring a picnic supper for your family, and a little something to share with others for our dessert table.

LOOKING AHEAD:
Dates We’re Closed

The CDL will be closed on the following dates:

- September 25 – Teacher In-Service
- November 26 & 27 – Thanksgiving

WE do not bill parents for tuition fees. Please look for notices on the door and gate, as reminder that fees are due. Should you not notice or forget, we will tape a friendly reminder to your child’s cubby. Tuition payments for the fall semester are due on the 1st of the month. Payments should be made by check or money order. WE CAN NOT ACCEPT CASH!

HISPANIC HERITAGE MONTH
GRUPO PAKAL DANCE GROUP

September 15 is the date for this exciting performance. Children who stay for lunch will walk to the Library Mall and eat lunch while watching this event. Parents are invited to bring a lunch and join us. A gift bag and snacks will also be provided. The location in case of rain is the One O’Clock Lounge in the Union Building. Of course, children who do not normally stay for lunch may attend with their parents.
PICTURE DAY
Picture day is scheduled for Thursday, October 15th. Pictures will be taken of all children beginning at 9:00 a.m. and again at 1:00 p.m. More information will be sent home as the time draws nearer.

Pick-Up Time Reminder:
Pick-up times are 11:50 a.m. - 12:00 noon, 12:50 - 1:00 p.m., and 4:50 p.m. - 5:05 p.m., depending on the session(s) for which the child is enrolled. Parents are required to arrive no later than 5:10 p.m., since doors are locked for the day at 5:15 p.m. After two reminders, a late fee of $1.00 per minute will be assessed.

Keeping Children Healthy
In Preschool Settings
Parents are sometimes unsure about our school policies concerning illnesses. These are clearly stated in the Parent Handbook, but we want to give you a brief highlight here. Help us keep illnesses to a minimum for all children by keeping your child home when any of the following symptoms are present:
- fever (one degree or more)
- severe coughing or breathing problems
- diarrhea
- vomiting
- unusual spots or rashes
- sore throat
Our program requires that children with a temperature of one degree above normal stay home, and out of school for 24 hours after symptoms are gone. We stress hand-washing with soap for children and staff, to prevent the spread of disease. With the great concern over a possible Swine Flu epidemic, it is even more critical that we prevent the spread of germs.

Since we spend some time outside every day, unless weather is rainy or extremely cold, please be sure your child has a hat, jacket, etc., depending on the weather. Please keep children at home when they are not feeling well. It is not possible to have a staff member stay inside to care for your child and maintain required licensing ratios on the playground. Parents have told us many times that the health of their child is of utmost importance to them. Thanks to all of you for helping us keep your child and the other children in our center as healthy as possible.

The Relocation Area for our center is the Willis Library Mall area or as directed by Risk Management Office.
Illness
Children should be kept home for the day if:
(1) A physician has diagnosed, or the director has reason to believe (because of other illness in the school) that a child may have a contagious disease.
(2) The child has had fever, vomiting, or diarrhea within the last 24 hours.
(3) The child cannot play and function normally due to an illness or other debilitating condition.

Allergies
Written information concerning a child's allergies must be provided. In addition, parents are requested to discuss a child’s allergies, medications, or other treatment, as well as any food limitations, with the head teacher(s) responsible for their child.

Medical Emergencies
There is at least one staff person who has received CPR and First Aid training on duty at all times. Should children become ill or injured during the school day, immediate attempts are made to contact parents and/or all persons listed on the emergency information card kept on file for each child. In case of severe illness or injury, the Child Development Laboratory will call 911 for an ambulance and follow the advice which is given, taking the child to a hospital which offers emergency treatment if necessary, on behalf of the parent. Parents have an obligation to inform the office in writing when there are changes of address, telephone number, or persons designated to pick up a child, so they can be easily reached in case of an emergency.

Accidents
In the event that a non-emergency incident occurs while your child is in our care, parents will be notified by phone call, in person or in writing, as quickly as is possible. A written report of how the incident occurred will be shared with the parent. The parent is required to apply their signature to the report indicating that they have reviewed it or received a copy of the report, within 48 hours of when the incident occurred.

Medications
If a child must take medicine while at school, a medication form must be filled out. Forms are available in each classroom. Medications must be in their original containers with the child's name on the label. All medications should be hand delivered to the director or the teacher along with the completed medication form. Please review our medication form included with this newsletter.
The following information is a part of state law:

§746.3601
What type of illness would prohibit a child from being admitted for care?

Unless you are licensed to provide get-well care, you must not admit an ill child for care if one or more of the following exists:

(1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
(2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
(3) The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
   (A) Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
   (B) Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
   (C) Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
   (D) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
(4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

§746.3603
What communicable diseases would exclude a child from attending my child-care center?

Communicable diseases that exclude a child from care, including a get-well care program, are defined by the Texas Department of Health (TDH) in 25 TAC §97.7 (relating to Diseases Requiring Exclusion from Child-Care Facilities and Schools). You can access this information from the Texas Department of Health or Licensing staff.
# AUTHORIZATION FOR DISPENSING MEDICATION

### PARENT’S AUTHORIZATION

<table>
<thead>
<tr>
<th>Name of Child to Receive Medicine</th>
<th>Name of Medication</th>
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<th>Dosage</th>
<th>When to Give</th>
<th>Continue Medication Until (date)</th>
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NOTE: Medication must be in its original container and labeled with your child’s name and the date medication is left at the facility. Medication can only be administered in amounts according to the label directions.

____________________________      ____________
Signature of Parent or Guardian                 Date

### CAREGIVER’S RECORD OF ADMINISTERING MEDICATION

<table>
<thead>
<tr>
<th>FULL NAME OF CHILD</th>
<th>NAME OF MEDICATION</th>
<th>DATE GIVEN</th>
<th>TIME GIVEN</th>
<th>AMOUNT GIVEN</th>
<th>FULL NAME OF CAREGIVER</th>
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Disposition of Left-over medication

______ Returned to Child’s Parent/Guardian  ____ Thrown Away  Date: ____________

# AUTHORIZATION FOR DISPENSING LONG-TERM MEDICATION

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Symptoms and detailed description of when and how to administer medication:

NOTE: Medication must be in its original container and labeled with your child’s name and the date medication is left at the facility. Medication can only be administered in amounts according to the label directions.

____________________________      ____________
Signature of Parent or Guardian                 Date

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Disposition of Left-over medication

______ Returned to Child’s Parent/Guardian  ____ Thrown Away  Date: ____________