

Dear Parents & Guardians,

December 12, 2022

Our administration team has been working diligently these last couple of months to improve procedures and policies at Websterville Christian Academy. Our efforts are focused on various areas that we acknowledge would benefit both students, parents and faculty. One of these areas is the health and safety of the student body with regard to medication dispensing.

In adherence with state regulations, we have created a new document outlining our new procedures and policies. The most important changes include limiting medication dispensing including over-the-counter medications. Any medications dispensed will be solely provided by the parent/guardian accompanied by a physician's written prescription. We will continue to provide First Aid services to all students including cold packs, band-aids, sting relief, burn gel, and temperature checks for fevers. Emergency medications such as Epi-pens and inhalers also require a physician's prescription and will be located in locations closest to the student's classes for quick access.

Each student will be required to have a separate Health & Safety form completed for the remainder of this school year 2022-2023 and a new updated form for each new school year for registration. Students will not be required to have an annual physical at this time but will be required for the upcoming school year 2023-2024 completed by Friday, August 25<sup>th</sup>, 2023. If your child has a diagnosis that requires a prescription or OTC medications, you should be able to request your doctor's office to fax us that information without needing an appointment. We would ask that you provide a small unopened container of an approved medication with proper labeling. The approved OTC medications include Ibuprofen, Tylenol, Advil, Children's Tylenol, and children's lollipop lozenges.

It is our goal to care for our student population in the safest way possible. Thank you for your support and cooperation as we continue to improve. If you have any questions or concerns please direct your communications to our Vice Principal Michelle Lunde in the office by email at [wcaoffice@wcavt.org](mailto:wcaoffice@wcavt.org) or call 802-622-0298. Faxes can be sent to 802-622-0033.

Blessings,

Michelle Lunde, Vice Principal & Business Office Manager

Cesar Trigos, Vice Principal

Chris Rossell, Head of School

Websterville Christian Academy