



Betty Maddalena Early Learning Center

West Orange Public Schools

747 Northfield Avenue

West Orange, New Jersey 07052

(973) 435-9630

FAX (973) 243-8647

Principal

Ms. Constance Salimbeno

Dear Parents/Guardians

Greetings from the health office! I hope that you have had an enjoyable vacation and are anticipating a successful year at the Betty Maddalena Early Learning Center! In order to safeguard the health of your child, I would like to share some important information:

- If your child is absent, please call the school's absence line before 9:00 a.m. You will receive a call if you did not leave a message reporting your child's absence. Please mention the reason for the absence, the expected length of absence and any symptoms such as fever cough or sore throat. We expect the children every day and need to be notified by you if they are absent.
- Please be sure to update your contact information in the Parent Portal. We rely on this information to contact you in case of an emergency or illness. Please include all phone numbers such as home, cell phone and work. Also consider your network of friends and family as emergency back-ups, in case you are unable to reach the school in a timely fashion. Remember to advise the school if there are any changes in numbers throughout the school year. If you will be at a different number on any given day, please call and inform us of the number! If you cannot do this, please be sure to check your messages on your answering machine frequently during the time that you are unable to be reached.
- All new students are required to have a physical exam. Please have your private physician complete the medical form and return it as soon as possible. If you have not received a medical form, please contact me, or look on the website to download one.
- If your child must take prescription or non-prescription medication during school hours, a **written order from the prescribing physician and consent from the parent / guardian is required.** These written requests must be **renewed each school year.** Medications must arrive to school in the original, labeled container, where they will be stored in a locked cabinet in my office.

Please advise me of any changes in your child's health status, such as allergies, fractures, recent surgeries, or serious illnesses. As always, I remain available to speak to you about any concerns that you may have, and can be reached at (973) 435-9630 extension 34515.

Sincerely,

Linda Connolly-Schoner

Linda Connolly-Schoner, BSN, CSN.