



Helpful Reminders for the Beginning of School

Per Knox County Schools (KCS) written policy:

- **TN Department of Health Certificate of Immunization (“Shot Record”)** is due immediately upon enrollment.
- **Physical examination** is due in 30 days.
Paperwork proving your child received an exam can be dated any time between August 8, 2017 and now. *Paperwork is due by Monday, September 10, 2018.*
 - If we do not receive a shot record and proof of physical exam by the deadline, your child will not be allowed to attend school until the documents are received (per policy of Knox County Schools)
 - *If you gave us this last year, you do not need to provide it again.*
- **Remember to keep your phone numbers, for parent/guardian and emergency contacts, updated with the office.** If there is an emergency, we must be able to speak with you!
- **If your child has serious food allergies, insect allergies, or needs medication given at school** (as-needed or daily), please have your child’s doctor fill in the necessary KCS forms as soon as possible. Forms are available from the nurse or front office.
 - Medication **MUST BE** signed in with the front office by parent/guardian, and we **MUST have medication administration orders** completed and signed by the prescribing doctor in order to give medication. Children **CANNOT** carry medication to school.
- Our cafeteria cannot provide food substitutions or provide soy milk, almond milk, or Lactaid **unless we have the proper KCS forms** completed and signed by your child’s doctor.
 - If your child needs another kind of milk or has specific food requirements, you are welcome to pack his/her lunch and snack.

- **If your child has a fever, diarrhea, throws up, pink eye, or undiagnosed rash, for the health and safety of students and staff, your child must go home.**
 - *If your child is sent home by the nurse due to illness, the next day will be an excused absence. Some illnesses require a doctor's note to return to school.*