

Parent Handbook



Fifth Grade Residential Outdoor Education Program

Your child's class is scheduled for the following session:

**Harford County Public Schools
102 South Hickory Avenue
Bel Air, Maryland 21014**

2018-2019



Dear Parents and Guardians,

We invite your child to spend three days and two nights with us at Harford Glen. It will be our privilege to teach your child about the world that we live in and the opportunities we all share to practice environmental stewardship every day. The Harford County Public Schools Fifth Grade Residential Outdoor Education Program has been in existence since 1980 and is known throughout the State of Maryland for its history of excellence and environmental leadership.

Your child will be immersed in environmental field experiences that support, extend and enhance the fifth grade *Environmental Stewardship* curriculum. The Harford Glen environmental educators are highly qualified former classroom teachers who are employed by Harford County Public Schools. All lessons highlight environmental literacy objectives and are aligned with the Next Generation Science Standards. In addition to curricular instruction, your child will discover a sense of teamwork, self-reliance, and appreciation of nature in a residential setting.

OPEN HOUSE

If you are new to the Harford Glen program, we invite you to attend an open house. The dining hall, lodges, and classrooms will be open so you can see where your son or daughter will be living and learning. The open house dates and details are listed in this handbook. They are also posted on the Harford County Public Schools website, www.hcps.org, and Harford Glen's website, www.hcps.org/harfordglen, where you can find additional copies of the Harford Glen forms.

Feel free to bring your child with you, but please understand that you will be responsible for his or her whereabouts and behavior while on site. You are also encouraged to attend an open house after your child's field experience so he or she can take you on a tour of the property and share the knowledge gained during the program.

FEES and MEALS

The only fee for the three-day program is to cover the cost of meals. Each child will be charged for the two breakfasts and three lunches served during the session. Harford County Public Schools will cover the cost of all dinners and snacks while your child is at Harford Glen. Your food service cost for each breakfast and lunch will be based on your child's meal eligibility status (free, reduced price, or paid meals). Breakfast for the paid child is \$1.20 and the reduced price breakfast is \$.20. Lunch costs \$2.30 for the paid child and \$.40 for the reduced price meal. The paid child will be charged a total of \$9.30 from his or her food service account for the entire program, the reduced price meal charge will be a total of \$1.60 and the free child will not be charged. If your school serves universal free breakfasts, the program will also be in effect while the students are at Harford Glen. Please be advised that HCPS meal prices are subject to change.

The Harford Glen Dining Hall manager will access the Harford County Public School student database and charge each child's school food service account throughout the session. Your child's teacher will send home a menu before the program. The menu and additional allergy and nutrition information are also available on Harford Glen's website, www.hcps.org/harfordglen. Please feel free to contact the Harford Glen staff if you have any questions about the meals served during the session.

ATTENDANCE

Since this is a residential program, students should remain at Harford Glen throughout the session. If your child is involved in after-school sports, music lessons, religious activities, etc., please let the leaders know that your child will be participating in a school-sponsored event. The Harford Glen staff is well trained and experienced in helping children through homesickness and you will be notified if a serious case develops.

While present, students are expected to honor the school's behavioral expectations as all Harford County Public Schools rules and policies apply. If you decide that your child should not participate any portion of this program, you are required to complete the early dismissal details on the back of the permission slip found in this handbook.

MEDICATIONS and FORMS

Each student participating in the program is required to complete the **Consent for Administration of Approved Discretionary Medications & Health Contact Information** form, which must be signed by the parent or legal guardian. This document includes authorization for the student to receive discretionary medications if the Harford Glen nurse deems it necessary.

Children that have medications and medication permission forms on file at school **do not need** additional forms completed by their physician. As with any field trip, the school nurse will make copies of the school medication permission form and will send it with the medication to Harford Glen.

If your child needs to take **additional prescription or non-prescription** (over-the-counter) **medication or doses** while at Harford Glen, other than those on file at school, a **Medication Policy and Permission Form** for each medication must be completed by an authorized prescriber and signed by the authorized prescriber and parent/legal guardian. Only the needed doses of medication for the time spent at Harford Glen should be sent. Please send only the medications that are absolutely necessary and make sure that the medication has not expired. Forms and medications should be turned in to the school nurse at least three days before the Harford Glen trip.

Your child's teacher will carry all medications and forms to Harford Glen since students may not transport or have in their possession any medication. Please

consult with your school nurse if your child may require permission to self-carry or administer medications such as an Epi-pen or an inhaler.

ALLERGY NOTICE

One of Harford Glen's meadows hosts an educational honeybee hive. It is located over three hundred yards away from the classroom and lodge buildings. The hive is fully visible, signed, and fenced so that both the bees and our visitors are undisturbed. Students and counselors will not work directly in the hive. We invite you to learn more about using honeybees to teach students at www.classroomhives.org.

Harford Glen is an outdoor facility with a Dining Hall, so other allergens may be present on the property. Please be very thorough when describing your child's allergies and accommodations required on the Health Contact Information Form. The school nurse's office conducts annual anaphylaxis awareness training for staff and maintains a shared updated list of students and staff with severe allergies. Families who have questions or concerns about allergies at Harford Glen are directed to speak to the Harford Glen nurse prior to your child's residential outdoor education experience.

TRANSPORTATION

The **Family Contact Information Form** lets the teachers know your plans for transportation. Please make arrangements to have your child driven to school on the first morning of the program. The class will meet at school, board a bus, and ride together to Harford Glen. Busses will leave Harford Glen at noon on the last day of the session and return to school for pickup.

PACKING GUIDELINES

Harford Glen has adopted monitoring and packing guidelines to reduce the likelihood that pests are carried to and from our site.

- All Harford Glen buildings are continuously monitored for pests.
- All participants, including teachers, high school counselor volunteers, and fifth grade students, will pack their belongings in no more than two 13-gallon kitchen trash bags, clearly labeled with the person's name on the outside of the bags. Suitcases, duffel bags, and stuffed animals are prohibited.
- Upon arrival at Harford Glen, each participant will unpack his or her bags into a clear, lidded, 116-quart storage box that fits under each bunkbed.
- Backpacks will not be allowed in the lodges – they will be safely locked in the Dining Hall or classrooms each night.
- If you suspect or have experienced pest problems in your home, please contact the school nurse for guidance so appropriate measures can be taken to eliminate

them from your child's belongings before the Harford Glen field trip. All communications will be strictly confidential.

- Commercial clothes dryers will be used to heat student belongings for thirty minutes at 120-150 degrees if pests are found or suspected in or around their possessions. Parents will be contacted if this protocol is deemed necessary.

COUNSELORS

An appropriate number of teachers and staff members will provide supervision for the group during the trip. Every session, students from each of the public high schools in Harford County volunteer as counselors for the residential outdoor education program. These students are recommended by teachers, guidance counselors, and administrators in their schools and are excused from class for the duration of the session. Many of these high school students plan to pursue a career in education or the environment upon graduation. Counselors are held to the highest standards of behavior and citizenship while participating in Harford Glen programs.

If you know a high school student in grades ten, eleven or twelve that would be interested in the opportunity to volunteer as a counselor at Harford Glen, please direct him or her to learn more about the program on the Harford Glen website, www.hcps.org/harfordglen.

VALUABLES

All personal property sent to Harford Glen is the responsibility of your child.

It is best if your child leaves all valuables at home, including cellular phones. One of the goals of this unique program is to allow children to disconnect from electronics and daily routines so they may focus on the natural world and the people sharing this experience together.

Harford County Public Schools policy states, "Students in elementary school may possess a portable communication device (PCD) on school grounds during the regular school day provided the PCD is kept and maintained in the student's backpack or cubbie and is deactivated." If you choose to send a cellular phone with your child, it will remain off and in your child's backpack for the duration of the program. To protect the privacy of all participants, all cameras and cellular phones are prohibited in the lodges and restrooms.

THANK YOU

We appreciate the opportunity to share our knowledge and enthusiasm for the environment with your child. As a result, we hope that your student will come home with increased respect for the earth and its resources, a feeling of self-confidence and responsibility, and the knowledge that each person can make the world a better place.

EQUIPMENT LIST

Please label everything you want to keep!

Wear:

- Comfortable walking shoes (no sandals or flip flops) and long socks
- Clothes and appropriate outerwear that can get muddy and/or wet

Bring a small backpack with the following items:

- Change of clothes including long pants, long-sleeved shirt, underwear, long socks and shoes
- Hat
- Water bottle labeled with student name
- Extra outerwear based on weather forecast (raincoat/poncho, sweatshirt, warm coat, winter hat, gloves or mittens, etc.)
- Environmental Stewardship Journal
- 2 sharpened pencils
- (Optional) Sunscreen and/or bug repellent lotion or wipes (no sprays)
- (Optional) Disposable camera or camera with fresh batteries
- (Optional) Lip balm
- (Optional) Completed Merchandise Order Form with a personal check or exact change *in a sealed envelope*

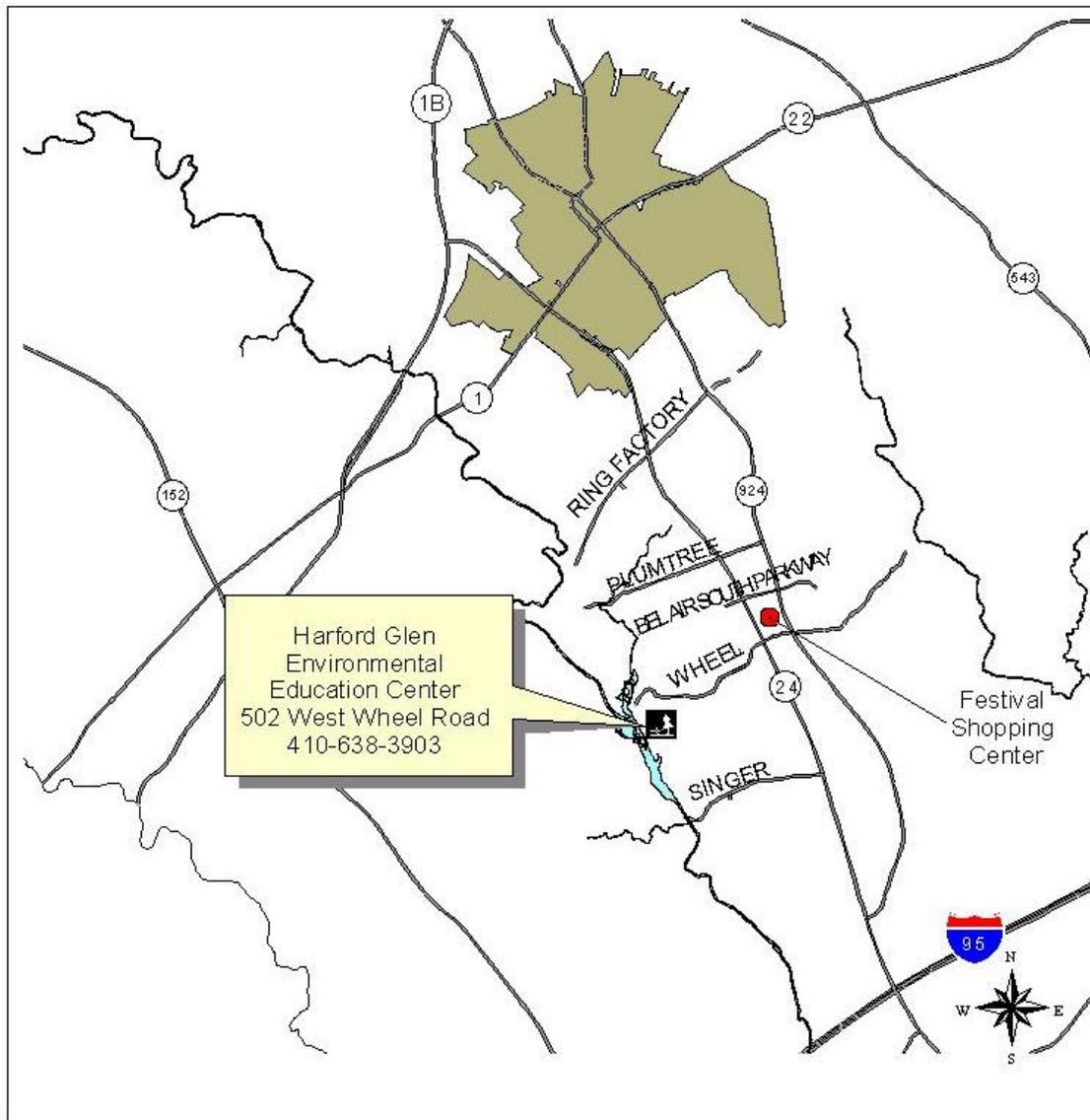
Pack in two 13-gallon kitchen trash bags, clearly labeled with student and lodge name:

- Pillow and case
- Sheets and blankets **OR** sleeping bag
- 1 pair of pants (*and 2 pairs of shorts if warm weather is forecast*)
- 2 shirts
- 2 pairs of long socks
- 3 sets of underwear
- 1 pair of pajamas
- Warm shoes/boots (*for cold months*)
- Reading material for Sustained Silent Reading (SSR) in the lodges
- Two extra 13 gallon kitchen trash bags for the trip home
- Bath towel/Wash cloth
- Soap/Shampoo/Conditioner
- Hairbrush/Comb
- Deodorant
- Toothbrush/Toothpaste/Dental floss
- (Optional) Flip-flops (for showers only)
- (Optional) Hair dryer

Do not bring:

- Knives, firearms, matches, and lighters
- Food and drinks
- Flashlights
- Valuables, electronics and cellular phones
- Luggage, suitcases, duffel bags, and stuffed animals

HOW TO REACH HARFORD GLEN



Directions: From Route 24, turn west onto Wheel Road (the light for Wheel Road is next to the Festival Shopping Center), go straight through the traffic circle at Tollgate Road and continue until Wheel Road reaches a dead end at the Harford Glen gate. The distance from Route 24 to the gate is about one mile.

If the main gate on Wheel Road is closed when you arrive, please use the call box at the gate to notify the staff that you have arrived. The automated gate will be opened and will immediately close behind you. Follow the signs to visitor parking and make the first left, right before the yellow gate, to park in the lot next to the Dining Hall.

You are invited!

Why: Open house for the Harford Glen Fifth Grade Residential Outdoor Education Program. Attendance is *optional, but recommended for families new to the program.*

When: Parents, guardians, and students may attend *any* open house session:

Wednesday, September 12 - 4:00-7:00 pm

Thursday, September 13 - 4:00-7:00 pm

Friday, November 2 (Early Dismissal) – 2:00-5:00 pm

Monday, November 19 - 4:00-7:00 pm

Friday, January 18 (Early Dismissal) – 2:00-5:00 pm

Thursday, February 14 - 4:00-7:00 pm

Friday, February 15 (Early Dismissal) – 2:00-5:00 pm

Friday, March 22 (Early Dismissal) – 2:00-5:00 pm

- 🌐 The main gate will be opened at the designated start time
- 🌐 Please allow thirty minutes for your visit – all sessions will conclude promptly at the designated time
- 🌐 Start your visit in the Dining Hall to sign-in and view the specific packing requirements for the residential program
- 🌐 You will have the opportunity to explore the Dining Hall, lodges, classrooms, and property on your own
- 🌐 Harford Glen teachers will be available to answer questions during all open houses
- 🌐 If you would like to explore the Harford Glen grounds, the property will be open to the public from 7am to 7pm on Saturdays and Sundays from September 8 until October 28 and again in the spring from April 6-May 26. (Please note – buildings will be locked and teaching staff will not be present on weekends)
- 🌐 Please visit our website, www.hcps.org/harfordglen, or the Harford Glen Foundation Facebook page for additional information about Harford Glen’s programs

Bring:

- 🌐 Students who will benefit from seeing the facility before participating in the program
- 🌐 Flashlight if sunset occurs before the end of the open house

Residential Program **Inclement Weather Policy**

Delay on the first day of the program

If HCPS delays the opening of school on the first day of the program, the Harford Glen Program will also be delayed the same amount of time.

- For example, if HCPS delays opening of schools for two hours, the bus will pick up the fifth grade students at school at 11:00 am (or 11:30 for fourth tier schools).
- In addition, instead of the counselors arriving at Harford Glen at 7:30 am, they should arrive at 9:30 am.
- All counselors and teachers should call Harford Glen at 410-638-3903 prior to leaving to be sure that the entrance road and parking lots have been cleared.

Cancellation on the first day of the program

If HCPS cancels school on the first day of the program, the Harford Glen program will also be cancelled for that day. Whenever schools open the following day, whether it is on time or a delayed opening, busses will arrive to pick up the fifth grade students. If it is a delayed opening, see above.

Counselors should report to Harford Glen whenever school opens, but please call before leaving home.

Cancellation on the first AND second day of the program

If HCPS cancels school on the first and second day of the program, the entire session will be postponed to a later date.

Threat of inclement weather during the program

If severe weather is forecast during your session, the Harford Glen staff will consult with the elementary school administrators and the transportation division of Harford County Public Schools to determine whether your students will remain at Harford Glen, if the session will be modified, or if the session will be cancelled and rescheduled.

****The HCPS automated telephone messaging system will be used to notify parents and guardians if inclement weather changes the Harford Glen schedule. Please ensure that all emergency contact phone numbers are up to date and that the number provided is one where a parent or guardian can be reached at any time of day or night during your child's visit to Harford Glen.****



Typical Harford Glen Schedule

A final schedule will be sent home by your child's teacher

| First Day | |
|-----------|-----------------------------------|
| 9:00-9:30 | Busses depart school |
| 9:30 | Welcome gathering at Harford Glen |
| 10:30 | Settle into lodges, fire drill |
| 11:45 | Lunch |
| 12:45 | Environmental Stewardship lesson |
| 3:45 | Recess and skit preparations |
| 4:15 | Reflections |
| 5:00 | Dinner |
| 6:00 | Binocular Basics lesson |
| 7:15 | Campfire program |
| 8:00 | Snack |
| 8:30 | Clean up and showers |
| 9:15 | Sustained silent reading |
| 9:30 | Lights out and quiet in lodges |

| Second Day | |
|------------|----------------------------------|
| 7:00 | Rise and shine |
| 7:30 | Class meeting |
| 7:45 | Breakfast |
| 8:45 | Bird's Eye View lessons |
| 11:45 | Lunch |
| 12:45 | Environmental Stewardship lesson |
| 3:45 | Recess and skit preparations |
| 4:15 | Reflections |
| 5:00 | Dinner |
| 6:00 | Teacher Choice lesson |
| 7:15 | Campfire program |
| 8:00 | Snack |
| 8:30 | Clean up and showers |
| 9:15 | Sustained silent reading |
| 9:30 | Lights out and quiet in lodges |

| Third Day | |
|-----------|--|
| 7:00 | Rise and shine Pack and clean up lodges |
| 7:30 | Class meeting |
| 7:45 | Breakfast |
| 8:45 | Teacher Choice lessons |
| 11:00 | Lunch |
| 11:45 | Final Reflections led by the Harford Glen Teachers |
| 12:00 | Student busses depart Harford Glen to return to school |

Harford Glen Residential Outdoor Education Program Menu

| | First day | Second day | Third day |
|-------------------------|---|--|--|
| <u>BREAKFAST</u> | | 7:45-8:45am <i>Breakfast Pizza</i> Choice of Cereal Fresh Fruit Yogurt Milk/Choice of Juice/Ice water | 7:45-8:45am <i>French Toast Sticks w/syrup</i> Choice of Cereal Fresh Fruit Yogurt Milk/Choice of Juice/Ice water |
| <u>LUNCH</u> | 11:45am-12:45pm <i>Hamburger/Cheeseburger</i> <i>Hot Dog</i> Baked Beans Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water | 11:45am-12:45pm <i>Asian Chicken</i> Brown Rice Steamed Broccoli Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water | 11:00-11:45am <i>Bagged Lunches</i> <i>Turkey & Cheese</i> <i>Ham & Cheese</i> Fresh Fruit Sunchips Milk/Choice of Juice/Ice water |
| <u>DINNER</u> | 5:00-6:00pm <i>Chicken Nuggets</i> <i>Macaroni & Cheese</i> Green Beans Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water Fruited Jello | 5:00-6:00pm <i>Roast Turkey</i> Mashed Potatoes w/gravy Corn Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water Jello | |
| <u>SNACK</u> | Fresh Fruit | Fresh Fruit | |

- 🕒 Salad Bar includes yogurt, cheese, field greens, seasonal fruits and vegetables, and much, much more.
- 🕒 Peanut butter and jelly will be available at all meals.
- 🕒 Additional allergy and nutritional information is available on the HCPS website, www.hcps.org. On the HCPS homepage, please click on the “Breakfast and Lunch Menus” tab and in the “Choose Your School” search bar, select “Other” and “Harford Glen outdoor education.” Follow the prompts to find your child’s menu.
- 🕒 Medical documentation for special diet accommodations must be submitted with required Harford Glen paperwork. Please contact the Harford Glen nurse at 410-638-3903 for instructions.



Barbara P. Canavan, Superintendent of Schools
102 S. Hickory Avenue, Bel Air, Maryland 21014
Office: 410-838-7300 • www.hcps.org • fax: 410-893-2478

FIELD TRIP PERMISSION FORM

My child, _____, has my permission to participate in the field trip to the Harford Glen Environmental Education Center to complete the field experience portion of the Grade Five Environmental Stewardship unit.

In the event of an emergency, please contact me:

| | | |
|------------|------------|------------|
| Home Phone | Cell Phone | Work Phone |
|------------|------------|------------|

In the event you cannot contact me, please contact the following person:

ALTERNATIVE CONTACT: _____

PHONE: _____

Please check any of the following that apply:

- My child will remain at Harford Glen for the entire three-day, two-night program.
- My child will not participate in the overnight portion of the program and I will complete the early dismissal details on the back of this form.
- My child must leave Harford Glen for a short period of time during the program but he or she will return in time to participate in the overnight portion of the program. I will complete the early dismissal details on the back of this form.

ACKNOWLEDGEMENT

I understand that my child’s participation in this field trip is voluntary and that there are risks involved in this participation that would be present for all types of physical activity. I acknowledge that neither protective equipment, safety rules, nor instruction will prevent all injuries. I will seek to communicate any concerns I have about this activity and ask questions as they arise. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the HCPS policies/procedures, and to abide by all decisions made by teachers, staff, and those in authority. I agree that my child’s participation in this trip may at any time be terminated by HCPS in light of my child’s failure to follow these rules, or for any reason deemed to be in the best interest of the safety/security of HCPS students/staff, and that my child may be sent home at my own expense. I understand that if I use my private vehicle to transport my child on a field trip, I do so at my own risk. I have read and understand the description of the field trip.

Parent/Guardian Signature

Relationship to Child

Printed Parent/Guardian Name

Date

EARLY DISMISSAL FROM HARFORD GLEN

Instructions for Parents and Guardians

The procedures below are in place to maintain a safe, secure learning environment for all.

- ✓ Unless otherwise noted, students will ride the bus with the class to the Harford Glen Environmental Education Center on the first morning of the session and back to school at midday on the last day of the session. Parents and guardians are responsible for transportation at all other times.
- ✓ Students who are not participating in the overnight portion of the program should be picked up before 9pm and should arrive at Harford Glen after 7:30am. Please check the schedule for meal and lesson times.
- ✓ Only drivers listed on the table below will be permitted to transport the child; this includes parents and legal guardians.
- ✓ Harford Glen is located at 502 West Wheel Road, Bel Air, Maryland 21015. If the driver is going to be delayed, Harford Glen should be notified at 410-638-3903.
- ✓ Harford Glen is closed to the public on all school days, so all visitors must stop at the black call box located on the left side of the road at the main gate. Once the button is pushed on the call box, a Harford Glen staff member will answer the call, ask the driver to identify him or herself, and then open the gate.
- ✓ If the driver approaches the gate and another automobile is driving in or out of the property, he or she must still stop at the call box and speak to a Harford Glen staff member before entering the property. This will ensure the safety and security of all visitors to Harford Glen.
- ✓ Once admitted onto the Harford Glen property, the driver must follow the parking signs and park in the visitor's lot. When the car has been parked, the driver will follow the signs from the Dining Hall, adjacent to the parking area, to the Nurse's Office. He or she must be prepared to show a valid driver's license to the nurse for identification. Once the driver has been positively identified, the child will be brought to the Nurse's Office for dismissal. Drivers are not permitted to enter other rooms, buildings, or pavilions.
- ✓ Parents and guardians are responsible for insuring that all drivers are aware of these guidelines.

Child's Name _____ Teacher _____

| | | |
|----------------|-------------|--|
| Pickup Date(s) | Pickup Time | Drop Off Time (if returning to Harford Glen) |
| _____ | _____ | _____ |
| Pickup Date(s) | Pickup Time | Drop Off Time (if returning to Harford Glen) |
| _____ | _____ | _____ |
| Pickup Date(s) | Pickup Time | Drop Off Time (if returning to Harford Glen) |
| _____ | _____ | _____ |

Persons authorized to pick up or drop off your child at Harford Glen:

| Name of Driver | Relationship to Child | Phone Numbers | | |
|----------------|-----------------------|---------------|-----|-----|
| | | (C) | (H) | (W) |
| | | (C) | (H) | (W) |
| | | (C) | (H) | (W) |

Please list any persons **NOT PERMITTED** to transport your child below:



Merchandise Order Form

Photos of products may be found on our website, www.hcps.org/harfordglen



| Please write the quantity of each item in the spaces provided below. | | <i>Tax is included.</i> | |
|--|---|----------------------------------|--|
| Item | Description | Tax Breakdown | Quantity & Total |
| Harford Glen Long Sleeve Tee-Shirt Adult sizes S ___ M ___ L ___ XL ___ | Black with a small cream colored 'distressed' Wood Duck logo screen printed on the front | \$18.80 + \$1.20 (6% tax) | \$20.00 x ___ = ___ (indicate size in first column) |
| Harford Glen Baseball Cap 1 st choice ___ 2 nd choice ___ Brown ___ Brown ___ Red ___ Red ___ Butter ___ Butter ___ Blue ___ Blue ___ | Brown, red, butter, or blue hat with a full color Wood Duck logo embroidered on the front (please specify first and second choices in the table to the left) | \$16.04 + \$0.96 (6% tax) | \$17.00 x ___ = ___ (indicate color choices in first column) |
| Harford Glen Short Sleeve Tee-Shirt Adult sizes S ___ M ___ L ___ XL ___ | White with a large multi-colored Wood Duck logo screen printed on the front | \$14.15 + \$0.85 (6% tax) | \$15.00 x ___ = ___ (indicate size in first column) |
| Plush Bald Eagle | Stuffed animal Bald Eagle with Harford Glen Bandana that makes authentic Bald Eagle call | \$14.15 + \$0.85 (6% tax) | \$15.00 x ___ = ___ |
| Book: <u>Harford Glen: An Outdoor Classroom and Preserve</u> | Paperback book, 143 pages, printed in 2007 <i>by local author Jack Shagena</i> | \$14.15 + \$0.85 (6% tax) | \$15.00 x ___ = ___ |
| Reusable Lunch Bag with Beverage Pocket | Navy blue with white screen printed Wood Duck logo | \$5.66 + \$0.34 (6% tax) | \$6.00 x ___ = ___ |
| Reusable Water Bottle | Blue, wide-mouth, BPA-free plastic bottle with black Wood Duck logo | \$5.66 + \$0.34 (6% tax) | \$6.00 x ___ = ___ |
| Animal Tracks Field Guide | Heavy duty fold out pocket guide with color pictures and simple species descriptions | \$5.66 + \$0.34 (6% tax) | \$6.00 x ___ = ___ |
| Maryland and D.C Bird Field Guide | Heavy duty fold out pocket guide with color pictures and simple species descriptions | \$5.66 + \$0.34 (6% tax) | \$6.00 x ___ = ___ |
| Maryland and D.C. Trees and Wildflowers Field Guide | Heavy duty fold out pocket guide with color pictures and simple species descriptions | \$5.66 + \$0.34 (6% tax) | \$6.00 x ___ = ___ |
| Harford Glen Ceramic Mug | White ceramic mug with Wood Duck logo on one side and 'No Child Left Inside' on other side | \$5.66 + \$0.34 (6% tax) | \$6.00 x ___ = ___ |
| Harford Glen Key Lanyard | Tan with woven dark green letters | \$5.66 + \$0.34 (6% tax) | \$6.00 x ___ = ___ |
| String Backpack | Dark green with white Wood Duck logo and zippered outside pocket | \$3.77 + \$0.23 (6% tax) | \$4.00 x ___ = ___ |
| Pencil | Blue, made of recycled denim | \$0.47 + \$0.03 (6% tax) | \$0.50 x ___ = ___ |
| Please pay by check (to <i>Harford Glen Foundation</i>) or exact change. | | TOTAL: _____ | |

NOTE: Please pack this order form and payment in a sealed envelope and place it in the backpack brought to Harford Glen. A Harford Glen staff member will collect it on the first morning of the field experience and your order will be given to your child on the last day of the program.

Student Name _____ Teacher _____ School _____



**HARFORD COUNTY PUBLIC SCHOOLS
HARFORD GLEN MEDICATION POLICY AND PERMISSION FORM**

This form must be completed and signed by the student's health care provider and parent/guardian for all prescription and over the counter medications.

- All medication must be accompanied by this form and a **separate** form must be completed for each medication.
- Students are not permitted to carry medication on school buses, school grounds or on field trips.
- Medication must be brought to school by a parent/guardian or responsible adult **ONE WEEK PRIOR TO HARFORD GLEN trip.**
- Prescription medications must be in a labeled prescription container with specific instructions.
- Over the counter medications must be in the original container.
- Lunch time medications are not given on departure day.

HEALTH CARE PROVIDER INSTRUCTIONS FOR GIVING MEDICATION AT HARFORD GLEN

Student Name: _____ Teacher: _____ Date of Birth: _____

School: _____ Allergies: _____

Medication Name: _____ Route: _____

Reason for Administration: _____

Exact dose to be given (Must specify in mg and/or # of puffs): _____

Time/Frequency of Administration (see standard times below): _____

(Before breakfast 7:30 AM, after breakfast 8:30AM, before lunch 11:30AM, after lunch 12:30PM, before dinner 5:00 PM, after dinner 6:00 PM, bedtime 8:30 PM)

If PRN, frequency: _____ for what symptoms: _____

Health Care Provider Signature: (no stamps) _____ Date: _____

Health Care Provider Name (Printed): _____ Phone /Fax: _____

PARENT/LEGAL GUARDIAN AUTHORIZATION

Parent/Legal Guardian Signature: _____ **Date:** _____ **Phone:** _____

FOR SCHOOL PERSONNEL USE ONLY

School Nurse: Received and reviewed for accuracy by: _____ **Date:** _____

Harford Glen Nurse: Medication received upon arrival - # of pills/capsules/bottle/inhaler: _____ **Signature:** _____

| Date- Day 1 | Time | Signature | Date- Day 2 | Time | Signature | Date- Day 3 | Time | Signature |
|----------------|------|-----------|----------------|------|-----------|----------------|------|-----------|
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HARFORD COUNTY PUBLIC SCHOOLS

A.A. Roberty Building
102 S. Hickory Ave.
Bel Air, Maryland 21014

HARFORD COUNTY HEALTH DEPARTMENT

120 South Hays Street
Bel Air, Maryland 21014

**CONSENT FOR ADMINISTRATION OF APPROVED
DISCRETIONARY MEDICATIONS AT HARFORD GLEN**

Dear Parent/Guardian:

On the reverse side of this letter is a consent form for the administration of certain nonprescription/over-the-counter medications which will be available, at no charge, for all students at Harford Glen. This service is available to alleviate your student's minor discomforts and to avoid early dismissals from the Residential Outdoor Education Program. These medications are approved by the Harford County Health Department and the Supervisor of Health Services for Harford County Public Schools. This service helps our students improve attendance and enhance academic performance. Please note that there will be a limited supply of cough drops this school year. You may signify your permission to have your student self-carry cough drops from home by checking the appropriate box.

Your consent must be obtained before any medication is given to your student. Only the Registered Nurse/Licensed Practical Nurse at Harford Glen may administer these medications in accordance with established protocols. The consent form lists the medications which may be available. Please complete the consent form and return it to your child's teacher at least one week before the Harford Glen session. The consent is only in effect for your child's Harford Glen session.

Approved discretionary medications are intended for occasional use only. Discretionary medication will be administered at the **discretion of the Harford Glen nurse**. If your student requires any prescription or nonprescription medication on a regular basis, you must obtain a written order from your health care provider and supply the medications.

If you have any questions or would like further information, please contact your school nurse.

Sincerely,

Dr. Russell Moy, MD, MPH
Deputy Health Officer
Harford County Health Department

Mary Nasuta, RN, MS, NCSN
Supervisor of Health Services
Harford County Public Schools

Office Use Only

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Harford Glen Consent For Administration of Approved Discretionary Medications & Health Contact Information

Student Name: _____ DOB: _____ M / F: _____
Last First MI

Student Weight: _____ Homeroom Teacher: _____ School: _____

Address: _____ Home Phone: _____
Street Town Zip Code

Medication Allergies/Sensitivities: _____

List ALL Medications your student takes on a regular basis: _____

Reason for Medication(s): _____

Physician: _____ Phone: _____ Dentist: _____ Phone: _____

MEDICAL/HEALTH PROBLEMS: Check all that apply.

- | | | | | |
|---|---|--|-----------------------------------|--|
| <input type="checkbox"/> Severe Allergy* | <input type="checkbox"/> Bleeding Disorder | <input type="checkbox"/> Glasses | <input type="checkbox"/> Contacts | <input type="checkbox"/> Migraines |
| <input type="checkbox"/> Food _____ | <input type="checkbox"/> Cancer | <input type="checkbox"/> Hearing Impairment | | <input type="checkbox"/> Neurological Impairment |
| <input type="checkbox"/> Insect _____ | <input type="checkbox"/> Cardiac Conditions | <input type="checkbox"/> IEP | <input type="checkbox"/> 504 plan | <input type="checkbox"/> Orthopedic Concerns |
| <input type="checkbox"/> Medication _____ | <input type="checkbox"/> Diabetes** | <input type="checkbox"/> Kidney/Urinary | | <input type="checkbox"/> Seizure Disorder** |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Fears | <input type="checkbox"/> Limited Physical Activity | | <input type="checkbox"/> Sleepwalking** |
| <input type="checkbox"/> ADHD | <input type="checkbox"/> Genetic Disorder | <input type="checkbox"/> Loss of Vision | <input type="checkbox"/> Blind | <input type="checkbox"/> Shunt/Hydrocephalus |
| <input type="checkbox"/> Bed Wetting*** | <input type="checkbox"/> GI Conditions | <input type="checkbox"/> Mental Health | | <input type="checkbox"/> Other |

If yes, explain: _____

* IF Severe Allergy Noted Above – Student Uses: EpiPen® _____ Benadryl® _____ No Medication _____ Other Medication (severe allergy only) _____

Student will sleep on a bottom bunk *Student will sleep on a bottom bunk – please send sheets and blankets rather than a sleeping bag

Is there anything else you want the Harford Glen staff to know? _____

MEDICATION ADMINISTRATION:
 I give permission for my student to receive any medication listed below on this form as deemed by the Registered Nurse/Licensed Practical Nurse.
 I understand that a generic equivalent may be used.

I would like the following medication(s) made available to my student. (Please check) For skin irritation Calamine lotion

| | | |
|--|--|--|
| <u>For Upset Stomach</u> | <u>For Mild Allergic Reactions</u> | <u>For Coughs / Sore Throat</u> |
| <input type="checkbox"/> Chewable Antacid Tablets (Like Tums) | <input type="checkbox"/> Diphenhydramine (Like Benadryl) | <input type="checkbox"/> Cough Drops (My child may also self-carry cough drops from home) |
| <u>For Headache/Fever/Burns/Earache/Sore Throat</u> | <u>For Muscle Aches/Pain or Menstrual Cramps/Headaches</u> | |
| <input type="checkbox"/> Acetaminophen (like Tylenol) | <input type="checkbox"/> Ibuprofen (like Advil –for students ages 12 & older) <small>For headaches, HCPS protocol permits administration of Acetaminophen only.</small> | |

I do NOT want any medication given to my student at Harford Glen.

I understand that the above medications I have checked will be administered by the Registered Nurse/Licensed Practical Nurse at Harford Glen in accordance with established protocols developed by the Deputy Health Officer, Harford County Health Department and the Supervisor of Health Services for Harford County Public Schools.

PARENT/GUARDIAN INFORMATION:

Parent/Guardian #1: _____ (H) Ph: _____ (C) Ph: _____ (W) Ph: _____

Parent/Guardian #2: _____ (H) Ph: _____ (C) Ph: _____ (W) Ph: _____

Parent/Guardian email: _____

IF PARENT/GUARDIAN CANNOT BE REACHED ONLY LISTED PERSONS WILL BE CONTACTED AND PERMITTED TO PICK UP STUDENT

Name: _____ Relationship: _____ Ph: _____ Ph: _____

Name: _____ Relationship: _____ Ph: _____ Ph: _____

***ALL INFORMATION MAY BE SHARED WITH STAFF AND/OR TRANSPORTATION ON A NEED-TO-KNOW BASIS UNLESS OTHERWISE NOTIFIED.**

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

FAMILY CONTACT INFORMATION

Student Name _____ Parent Name _____

Parent e-mail address (please print clearly) _____

Please complete all sections and return as soon as possible to your child's teacher.

The normal school bus route cannot accommodate all of the camper luggage and bedding. Parents will need to provide transportation to the elementary school on the morning of the Harford Glen field trip. Please choose one of the following:

I will be bringing my child to school on _____.

Date

I am unable to bring my child to school. He/she will be brought to school by:

Name

Phone Number

Students will be served lunch on the last day of the program and the student busses will leave Harford Glen at 12:00 pm. Your child will be dismissed from school as soon as the busses are unloaded. Please choose one of the following:

I will pick up my child at school on _____ at _____.

Date

Time

I am unable to pick up my child at school on _____ and have made

Date

arrangements for him or her to be picked up at _____ by:

Time

Name

Phone Number

In case of emergency, please list parents of fifth grade students at your school who you authorize to transport your child home:

