



Family, School and Community Partnerships  
Leading to Successful Learning

*31410 Highway 45 ~ Libertyville, IL 60048*  
*Phone: (847) 680-8349 ~ Fax: (847) 680-8583*

## **SCHOOL INFORMATION & PERMISSION FORMS**

All of the attached items & signature lines must be filled in **prior to** the student's **first day of attendance** in any given year. Thank you.

### **SCHOOL HOURS**

**August – May:** Mondays, Tuesdays, Wednesdays & Fridays: 9:00 – 3:00  
Thursdays: 9:00 – 2:00

**Summer School:** Tuesdays, Wednesdays & Thursdays: 9:00 – 3:00

### **ABSENCES**

Please phone the school in the morning if your child will be absent. Office hours are 8:00 to 4:00, but messages can be left at any time.

### **LATE ARRIVAL/EARLY PICK-UP**

If you bring your child late, or pick him/her up early, you must come to the desk and sign the child in or out. Students must be brought and/or picked up by an adult. Again, please notify the school if this will be necessary.

## **CABS/BUSES**

It is the responsibility of the parent to notify the cab/bus company of the following:

- If your child will be absent in the morning
- If you bring your child in late and he/she needs a ride home
- If you plan to pick up your child early from school

Your child's school district will give you all the transportation information you require, including the transportation company's phone number. We can also provide this information to you at any time.

## **FOOD**

Food is provided for students. Please do not send any food to school with your child, including pop and/or candy, mints, etc.

## **MEDICATION**

Absolutely NO medication will be given at school without written permission from both parents and doctor. This includes over the counter medication. Please see the "Authorization for Administration of Medication at School" from.

## **INSURANCE**

Connection's Day School will not be liable for medical bills for any accidents or injuries that happen at school. Parents are encouraged to maintain insurance available through your public school district.

## **INDIVIDUAL & GROUP THERAPY**

Connection's Day School provides extensive individual and group therapy services for all students, as well as diagnostic testing for all students in the Diagnostic/IAES program.

All therapy and testing is provided by qualified clinicians, some of whom may be doctoral or masters-level students-in-training under the direct supervision of a Licensed Clinical Psychologist with over 10 years of experience within this program.

CDS is a recognized training site for advanced degree academic programs in the area, and we are proud of the high quality of clinical training, and therapeutic services, that we provide at our school.

## **DEPARTURE FROM SCHOOL WITHOUT PERMISSION**

The following steps will be taken when a student has been transported to Connection's Day School and fails to enter school and/or when a student leaves campus without permission:

- Verbal warning to student if possible.
- Call to Parent/Guardian
- If not found in approximately 20 minutes, a call to the local police department will be made.
- Student/Parent meeting with CDS Staff prior to returning to school.

## **SPECIAL TREATMENT TECHNIQUES**

The Staff at Connection's Day School believe that a student's development will progress as long as the child experiences structure, consistency and a caring, stimulating environment. If behavioral or emotional disabilities

become evident, an additional element becomes necessary for development: cognitive and behavioral restructuring to help the child learn the skills (academic, social and emotional) necessary to succeed and thrive in the school environment.

Throughout the school day, Connection's Day School Staff will identify problem-dominated situations for the student and explains, in non-confrontive ways, why the behavior is unsuccessful. They point out the negative effects of the problem on the student, suggest alternative behaviors, and help the student practice them in nurturing and non-punitive interactions.

At times, the student may persist with disruptive and disturbing behaviors. When this occurs, the student will be asked to leave the activity, but remain in the proximity of the rest of the group while taking a "time out". If the behavior continues to disrupt the group, the student may be removed from the class, with a referral to the Behavioral Intervention Services (BIS) Office. Our Behavioral Intervention Specialists are trained in crisis intervention, conflict resolution, and helping the student reconnect with more preferred and appropriate behaviors.

Once calm, the child will discuss the problem with the staff member – identifying what the problem was, as well as alternative ways it could have been handled. The child will then rejoin the class and follow-through on any logical consequences for their problematic behavior.

If a student has been removed from class for more than 30 minutes without starting to resolve the problem, the Principal (or designee) will be notified for consultation.

If a student is acting in a manner which indicates the possibility of physical harm to him/herself or others, it may be appropriate to engage in therapeutic "holding" to prevent these outcomes. This involves physical holding of arms and/or legs in a manner as unobtrusive as possible. After a physical hold, the School Nurse will evaluate the student and staff involved in the hold for any injury and follow up appropriately. Such cases will be referred to the Principal for administrative review and parent notification. The safety and dignity of the child, as well as the safety of peers and staff, is of paramount

importance. Staff training in crisis prevention and non-violent intervention techniques is provided by Connection's Day School and is required of all Staff Members.

If a therapeutic hold is necessary to maintain care, welfare, safety, and security for students and staff, school personnel will:

1. Notify principal (or designee)
2. Notify nurse (or designee)
3. Notify primary therapist
4. Notify parents during same school day
5. Complete CPI paperwork including:
  - a. Behavior Intervention Form (precipitating classroom events, antecedents, interventions used)
  - b. CDS Incident Report (narrative by all staff involved in the hold)
  - c. CDS CPI Hot Sheet (therapist, nurse, principal evaluating the child immediately after the hold)
  - d. Student Intervention Form (behavior intervention form completed by student)
  - e. Analysis of effectiveness of current behavior intervention plans and techniques (modify if necessary)
6. Team discussion of current behavioral concerns at next Functional Behavioral Assessment Meeting (next time held for student in question)

Connection's Day School follows all procedures specified in the 23 Illinois Administrative Code C.H.I.S. Subpart B Section 1.285. At times, the nature of the threats to self or others may necessitate contacting:

- An emergency assessment team who will evaluate for hospitalization
- The Grayslake Police Department
- Any community contacts involved with the student – psychiatrist, therapist, probation officer, caseworker, etc.

Chronic threatening or aggressive behavior may also result in a careful assessment of whether this student continues to be appropriate for Connection's Day School. If it is determined that the student may resume attendance at Connection's Day School, an informal parent meeting and/or formal staffing may be required prior to the student returning to school.

We do not endorse the use of time out rooms, mechanical restraint or harsh/punitive interventions. Connection's Day School does not engage in physical holding of a student as a consequence for using profanity or other verbal displays of disrespect. We believe that students can learn to act in safe and appropriate manner with the positive guidance of nurturing adults, who adhere to the clear rules, boundaries and limitations established within Connection's Day School.



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**INDIVIDUAL & GROUP THERAPY**  
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**DEPARTURE FROM SCHOOL WITHOUT PERMISSION**  
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**SPECIAL TREATMENT TECHNIQUES**

**SIGNATURE PAGE**

Your signature below acknowledges that you have read the information above regarding “**Individual & Group Therapy**”, “**Departure from School Without Permission**” and “**Special Treatment Techniques**” from Connection’s Day School.

**RE:** \_\_\_\_\_  
*(Print Student’s Name)*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## FIELD TRIP PERMISSION

Periodically students will be given the opportunity to participate in activities and events off campus. A separate field trip form will be sent for trips more than 10 miles from school.

I give permission for \_\_\_\_\_  
*(Print Student's Name)*

to participate in the connection's Day School events that take place within a 10 mile radius of campus.

I understand that all school rules apply at any off campus event.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## PICTURES

I understand that pictures may be taken of students during classroom projects, on field trips, and for school open houses, brochures, and yearbook.

I do give permission to have my child photographed.

I do not give permission to have my child photographed.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## PERMISSION FOR USE OF SUNSCREEN & INSECT REPELLANT

As long as the weather permits, our physical education program includes going outside for walks and to the park for outdoor games. Being mindful of students' health and possible sensitivity, we would like to give you the options of having your child protected with sunscreen and insect repellent. Ideally, you could apply the product to your child before he/she comes to school. You may also choose to supply your own product for use at school. We would like them to be pump sprays (no aerosol products) so that no one needs to use hands on method of applying the product. Any products brought from home will be kept locked in the nurse's office. A small school supply will be on hand in the nurse's office.

Please indicate by checking one of the boxes whether you give permission for your child to use these products at school or not. Students will go outside without sunscreen or repellent unless this authorization is provided.

### SUNSCREEN

- Yes, my child may have sunscreen applied
- No, I prefer my child not have sunscreen applied

### INSECT REPELLANT

- Yes, my child may have insect repellent with DEET (6-7% DEET)
- Yes, my child may have insect repellent applied **without** DEET
- No, I prefer my child not have insect repellent applied

We need to have this form returned for each child. Please keep in mind that students will go outside without sunscreen or repellent unless this authorization is provided.

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Signature of Parent/Guardian

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Date