

# Parent Handbook



## Fifth Grade Residential Outdoor Education Program

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

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

2023-2024

## **PARENT CHECKLIST**

- Read the Parent Handbook.
- Attend an Open House or watch the Virtual Open House on YouTube.
- Add money to your student's My School Bucks Account.



- Help students pack their bags.
- (Optional) Order Harford Glen Merchandise
- Send medication(s) and Medication Policy and Permission Form(s) to the School Nurse no later than one week prior to departure.

### **FORMS:**

- Discretionary Medication Form (last page in this handbook)
- Medication Policy and Permission Form(s) (only students who need to take medication while at Harford Glen)
  - Please plan ahead!
    - Doctors offices often need time to fill out these forms.
    - Please follow instructions on pages 2 and 3.

Your child's classroom teacher will decide if they use the electronic form or the paper copies.

### **Electronic Forms:**

- Fill out the electronic MSForm. Link sent to you by the classroom teacher

### **OR**

### **Paper Copies of Forms:**

- Field Trip Permission Form
- Family Contact Information Form
- Early Dismissal from Harford Glen Form (only necessary for students who need to be picked up at Harford Glen at some point during their trip)



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 child 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/harfordglen](http://www.hcps.org/harfordglen), where you can find electronic versions of the Harford Glen forms.

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

If you are unable to attend an Open House, feel free to scan the QR Code above to take a virtual tour of Harford Glen.

**FEES, MEALS & SNACKS**

During your student's stay, Harford Glen provides all meals and snacks starting with lunch on day one and ending with lunch on day three - see the menu in this handbook or the menu online at [www.hcpsmenus.com](http://www.hcpsmenus.com). The meal program is run by HCPS Department of Food and Nutrition Services so your student will see familiar foods. Meal costs are the only fee associated with this field experience and are applied directly to the student's account for two breakfasts and three lunches based on current school meal prices and the price your student normally must pay at their school. HCPS covers the cost of your student's dinners and snacks. Be sure to add funds to the meal account!



Welcome from Mr. Eakes



Virtual Tour of Harford Glen



Fees and Meals



The Food

Students may not bring outside food to Harford Glen.

If your school participates in the Universal Free Breakfast Program or the Community Eligibility Provision, these programs will also be in effect while the students are at Harford Glen.



To ensure that students with medical diet accommodation needs are met, the Harford Glen Special Medical Diet Accommodation Form must be completed - contact your school nurse for this form. In most cases, the medical documentation provided to the school provides enough information for the Harford Glen staff to meet students' needs. Occasionally more medical information may be required. See the Allergy Notice section for more information.

### **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., 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 communicate early dismissal plans with your child's classroom teacher via email.

### **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 who 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. A copy of the form is on pages 16-17.

- The Medication Policy and Permission Form must be signed by an authorized prescriber and signed by the 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 necessary
- School Nurses cannot accept expired medication.
- Forms and medications should be turned in to the School Nurse at least **one week** before the Harford Glen trip.
- **NO medications or Medication Policy and Permission Forms can be accepted on the morning of departure.**
- The Harford Glen nurse may not give over-the-counter NON-FDA APPROVED medications, even with a signed Medication Policy and Permission Form. This includes Melatonin.
- Lunchtime or mid-day medications will not be given on the day of departure.
- Students may not transport or have in their possession any medication. If you need help transporting the medication to school, please reach out to your school nurse or administrator for assistance.

### **ALLERGY NOTICE**

Harford Glen is an outdoor facility with a Dining Hall, so 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 that 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.

Medical documentation for special diet accommodations must be on file at school. Please contact the school nurse for **Harford Glen Special Medical Diet Accommodation Form** to specify and coordinate the student's individual plan.

### **TRANSPORTATION**

If your child is participating in the full overnight program:

- Complete the electronic MSForm or Family Contact Information Paper to communicate transportation plans for your student.
- Arrange 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.
- Buses will leave Harford Glen at noon (10:45 on Early Dismissal Days) on the last day of the session and return to school for pickup.
- Arrange to have your child picked up from school on the last day of the program.

If your child is not participating in the overnight portion of the program, but will be with us all day:

- Students will ride the bus on the first and last day with their class.

- Parents are responsible for transportation on the first night, second day and third morning.
- Complete the electronic MSForm or Early Dismissal Form in the Paper Packet
- Email your child’s teacher to let them know the pickup and drop off plan.

If you need to pick your child up for an appointment and will drop them back off the same day at Harford Glen:

- Fill out the electronic MSForm or Early Dismissal Form in the Paper Packet
- Email your child’s teacher to let them know the pickup and drop off plan.

### **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, participants will unpack their 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, 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°F-150°F 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, direct them to learn more about the program on the Harford Glen website, [www.hcps.org/harfordglen](http://www.hcps.org/harfordglen).

**VALUABLES**

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

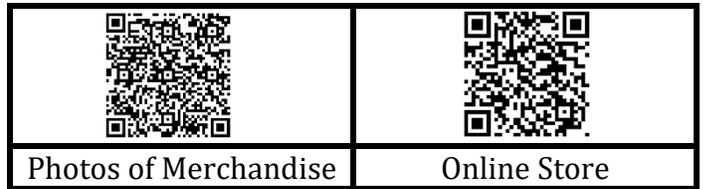
It is best if your child leaves all valuables at home, including cellular phones and Apple Watches. One of the goals of this unique program is to allow children to disconnect from electronics and daily routines so they may focus on the natural world and the people sharing this experience together.

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 cubby 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.

**HARFORD GLEN MERCHANDISE**

The Harford Glen Foundation is a non-profit organization that supports environmental education programs in our county. If you would like to

purchase Harford Glen merchandise (t-shirts, hats, etc.), the proceeds directly benefit Harford Glen and the students in Harford County Public Schools. If you decide to support this cause, visit the Harford Glen Foundation online store. You can find a link to the store website and photos of available merchandise at <https://www.harfordglenfoundation.org/?v=7516fd43adaa> and at the bottom of Harford Glen’s webpage on HCPS.org: <https://www.hcps.org/departments/docs/curriculum/science/harfordglen/MerchandiseAvailableInTheHarfordGlenOnlineStore.pdf>



All orders must be placed by 11:59pm on the first day of your child’s experience.

To avoid the shipping charge, you may choose for your merchandise to be delivered to your child at Harford Glen on the last day of the field trip.

**At checkout, enter the following coupon code:** \_\_\_\_\_

**HCPS NONDISCRIMINATION STATEMENT**

The Board of Education of Harford County Public does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*), Harford County Public Schools does not discriminate

on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to [410-809-6087](tel:410-809-6087) or by email to [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org) or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone [1-800-421-3481](tel:1-800-421-3481), or both.

**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**

**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

### **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, snacks, candy, and drinks
- Medications (prescription or over-the-counter)
- Flashlights
- Valuables, electronics and cellular phones
- Luggage, suitcases, duffel bags, and stuffed animals



# You're invited!

## FIFTH GRADE RESIDENTIAL OUTDOOR EDUCATION PROGRAM OPEN HOUSE



**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.

**BRING:** Students who will benefit from seeing the facility before participating in the program. *Please be aware that parents/guardians are responsible for supervising their children during the open house.*



### MARK YOUR CALENDAR!

- Thursday, September 7, 2023 4:00 - 7:00 p.m.
- Wednesday, September 13, 2023 4:00 - 7:00 p.m.
- Tuesday, September 26, 2023 4:00 - 7:00 p.m.
- Thursday, October 19, 2023 2:00 - 5:00 p.m.
- Wednesday, November 1, 2023 4:00 - 7:00 p.m.\*
- Tuesday, December 19, 2023 4:00 - 7:00 p.m.\*
- Friday, February 16, 2024 2:00 - 5:00 p.m.
- Thursday, March 21, 2024 4:00 - 7:00 p.m.

*\*We recommend you bring a flashlight to these dates because it will be partially after dark!*

Scan this QR code to  
take a virtual tour!

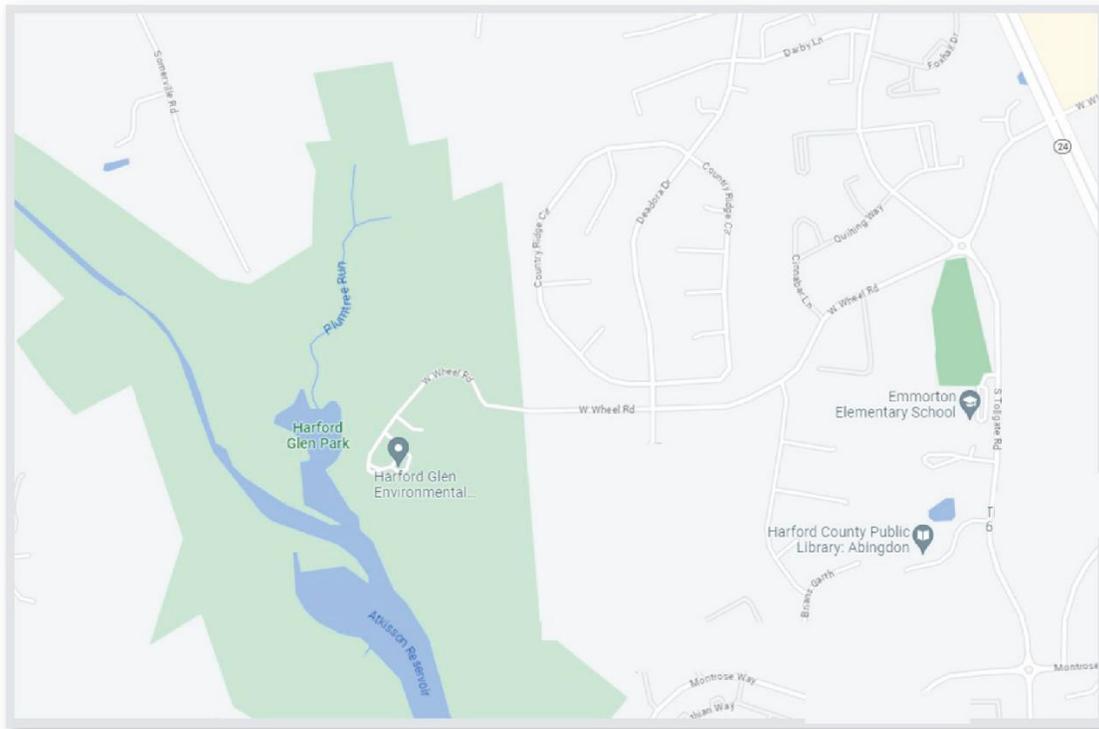


- The main gate will open automatically at the designated start time.
- This is a self-guided event with Harford Glen teachers available to answer questions. Stay for as long or as little as you like.
- Please allow thirty minutes for your visit – all sessions will conclude promptly at the designated time. The gate will close 15 minutes prior to the end of the session.
- 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.
- If you would like to explore the Harford Glen grounds, the property will be open to the public from 7:00 a.m. to 7:00 p.m. on Saturdays and Sundays until October 30 and again in the spring from April 1. *(Please note – buildings will be locked, and teaching staff will not be present on weekends.)*
- Please visit our website, [www.hcps.org/harfordglen](http://www.hcps.org/harfordglen), or the Harford Glen Foundation Facebook page for additional information about Harford Glen's programs.
- If you can't attend an Open House, please use the QR Code to access a virtual self-guided tour.
- If HCPS closes schools for inclement weather, the Open House will be cancelled.



[www.hcps.org/HarfordGlen](http://www.hcps.org/HarfordGlen)

# 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.

# 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 8:00 am, they should arrive at 10:00 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.

## 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 cancelled, and make-up dates will be scheduled for later in the school year.

## 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 make-up dates will be scheduled for the end of the school year.

**\*\*The HCPS automated telephone messaging system will be used to notify parents and guardians if inclement weather changes the Harford Glen schedule. Ensure that all emergency contact phone numbers are up to date and 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.\*\***

Revised 2022

# 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
4:15	Binocular Basics lesson
5:30	Dinner
6:30	Reflections
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
4:15	Teacher Choice lesson
5:30	Dinner
6:30	Reflections
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
7:45	Class meeting
8:00	Breakfast
9:00	Teacher Choice lessons
10:50	Lunch
11:45	Final Reflections led by the Harford Glen Teachers
12:00	Student busses depart Harford Glen to return to school

Third Day (HCPS Early Dismissal)	
7:00	Rise and shine Pack and clean up lodges
7:45	Class meeting
8:00	Breakfast
9:00	Teacher Choice lessons
10:30	Final Reflections led by the Harford Glen Teachers
10:45	Student busses depart Harford Glen to return to school
	Bagged Lunch (to be determined)

## Harford Glen Residential Outdoor Education Program Menu

	First day	Second day	Third day
<b><u>BREAKFAST</u></b>		7:45-8:45am <b>Breakfast Pizza</b> Choice of Cereal  Fresh Fruit Yogurt Milk/Choice of Juice/Ice water	8:00-9:00am <b>French Toast Sticks w/syrup</b>  Choice of Cereal Fresh Fruit Yogurt Milk/Choice of Juice/Ice water
<b><u>LUNCH</u></b>	11:45am - 12:45pm <b>Orange Chicken</b> <b>CHIK'N Nuggets</b>  Brown Rice Steamed Broccoli Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water	11:45am-12:45pm <b>Hamburger/Cheeseburger/Veggie Burger</b>  <b>Hot Dog</b> Baked Beans Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water	10:50-11:30am <b>Bagged Lunches</b> <b>Choice of: Turkey &amp; Cheese, Ham &amp; Cheese or Cheese Sandwich</b>  Fresh Fruit Sun Chips Milk/Choice of Juice
<b><u>DINNER</u></b>	5:30-6:30pm <b>Taco Bar (6" tortilla and/or tortilla chips)</b> <b>Choice of: Taco Meat, Salsa Chicken, Veggie Chili</b>  Black Beans and Corn Fresh Fruit Salad Bar w/ Baked Potato (butter, sour cream) Milk/Choice of Juice/Ice water Jell-O	5:30-6:30pm <b>Chicken Smackers</b> <b>Macaroni &amp; Cheese</b>  Green Beans Fresh Fruit Salad Bar w/ Baked Potato (butter, sour cream) Milk/Choice of Juice/Ice water Warm Cinnamon Apples	
<b><u>SNACK</u></b>	<b>Fresh Fruit, Grain &amp; Protein Boosters</b>	<b>Fresh Fruit, Grain &amp; Protein Boosters</b>	 - Vegetarian option
<ul style="list-style-type: none"> <li> Salad Bar includes yogurt, cheese, field greens, seasonal fruits, and vegetables, and much, much more.</li> <li> Limited peanut butter and jelly uncrustables will be available.</li> <li> Menu subject to change due to product availability.</li> <li> Harford Glen menu, allergen, and nutritional information available at <a href="http://www.HCPSMenus.com">www.HCPSMenus.com</a>.</li> <li> 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 and the Special Diet Accommodations Form.</li> <li> Snack will consist of three components. Students may have one of each. Offerings will vary session by session. (Examples: sunflower seeds, cheese sticks, graham crackers, pretzels, crispy cheese crackers...)</li> </ul>			



## EARLY DISMISSAL FROM HARFORD GLEN

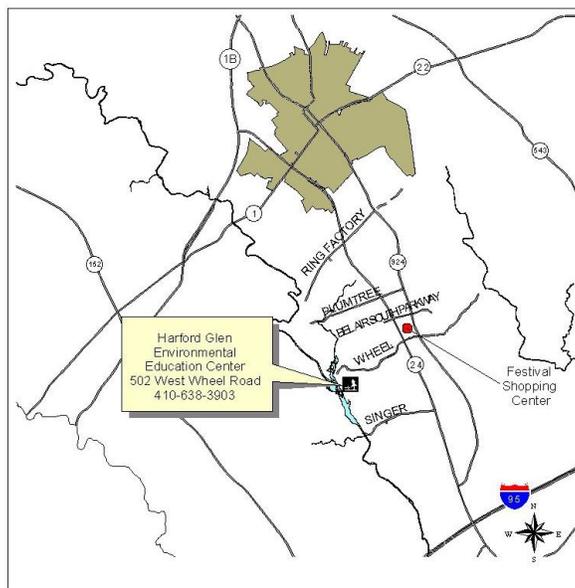
### *Instructions for Parents and Guardians*



### **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 at 8:30pm on day one and two. Students should arrive at Harford Glen at 7:45am on days two and three. Breakfast begins between 7:45am and 8:00am and will be available to students who did not spend the night.
- ✓ Email your child's classroom teacher and let them know your pickup and drop off arrangements.
  - Include the date(s) and time(s) of pickup and drop off
  - Include the name and cell phone number of the person picking up your child.
- ✓ 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.

### **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.

The main gate on Wheel Road will be closed when you arrive. 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. Please follow the signs to the Nurse's Office.





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

It is the policy of Harford County Public Schools to prohibit students from possessing or using prescription/over-the-counter medication on school buses or on school property. Note: **a student may NOT carry pills, capsules, or liquid medication** at any time.

- The medication and completed Medication Policy and Permission Form must be brought to the health suite by a parent/guardian or responsible adult. Students are not permitted to carry medication on school buses or on school grounds. Under extenuating circumstances, there may be exceptions. This is for the safety of all students.
- Prescription medications must be in a labeled prescription container with specific instructions that match the following order.
- Over the counter medications must be in the original container.
- A new form is needed each new school year and for all changes in medication, dose, or time.
- All medication not picked up by the last day of school will be destroyed.

**HEALTH CARE PROVIDER INSTRUCTIONS FOR GIVING MEDICATION IN SCHOOL**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Route: \_\_\_\_\_

Reason for Administration: \_\_\_\_\_

Exact Dose to be Given (Must specify in mg and/or # of Puffs) \_\_\_\_\_

Time/Frequency of Administration: \_\_\_\_\_ If PRN, Frequency: \_\_\_\_\_

IF PRN, for what symptoms: \_\_\_\_\_

Duration of Administration: \_\_\_\_\_

Relevant Side Effects: None Expected: \_\_\_\_\_ Specify: \_\_\_\_\_

Any additional instructions or follow-up: \_\_\_\_\_

**HEALTH CARE PROVIDER SIGNATURE: (required):** \_\_\_\_\_

Health Care Provider Name **Printed:** \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

PHYSICIAN STAMP:     
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**PARENT/LEGAL GUARDIAN AUTHORIZATION**

- I request designated school personnel to administer the medication as prescribed by the above health care provider.
- I certify that I have legal authority to consent to medical treatment for the student named above, including the administration of medication at school.
- I authorize the school nurse to communicate with the health care provider as needed.

Early dismissal days: Administer Medication: \_\_\_\_\_ Omit Medication: \_\_\_\_\_

Delayed opening days: Administer Medication at usual time: Yes  No  Alternate time to administer \_\_\_\_\_

**Harford Glen Only:** On departure day, No lunchtime medications will be administered

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_





**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 no cough drops provided this 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,

Jamie Sibel, MD, MPH

Dr. Jamie Sibel, MD, MPH, MS  
Medical Deputy Health Officer  
Harford County Health Department

Mary Nasuta RN, MS, NCSN

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

Office Use Only :

Date:						
Time:						
<b>Medication</b>						
Acetaminophen						
Ibuprofen						
Signature:						

