



## **A Welcome from the Health and Wellness Coordinator**

Dear Parent(s) and Guardian(s):

Welcome to the new school year! We want to take this opportunity to remind you of important health requirements for the upcoming school year. Please review the information below and reach out if you have any questions.

### ☐ **Health Examinations (physicals):**

- New York State law requires a health examination\* for all new entrants and students in grades Pre-K or K, 1, 3, 5, 7, 9 & 11;
- When required by the Committee on Special Education (CSE) or Committee on Pre-School Special Education (CPSE).
- The health examination must be dated no more than 12 months before the start of the school year.
- Health certificates are required to be submitted to school within 30 days of the start of the school year.
- Please consider sending a copy of your child's physical every year so that the health office has the most up-to-date information.

*\*A dental exam form is also requested at the same time a grade-level health examination is required.*

### ☐ **Immunizations (shots/vaccines):**

- New York State law requires all students entering or attending (including remotely) any New York State school (public, nonpublic, and charter schools) must receive all doses of immunizations required for their grade level in order to attend school. The immunization requirements for each grade level are outlined on [NYSDOH Immunization Requirements for School Entrance/Attendance Chart](#).
- A request for a medical exemption to an immunization must be completed annually on this form: [Medical Exemption Statement for Children 0-18 Years of Age \(ny.gov\)](#).
- Proof of current immunizations must be on file at the Health Office no later than August 18<sup>th</sup>, 2025.
- A student who does not provide proof of vaccination will be unable to attend school for more than 14 days, or up to 30 days if they are transferring from another state or country.
- If you have an appointment scheduled after school starts, please write a note, send an email, call, or provide a copy of your appointment card to the health office as soon as possible to show your intention to comply with the law.

### ☐ **Prescribed & Over-The-Counter Medications**

If your student requires medications during the school day, the school must have the following:

- A written healthcare provider order (written attestation is also required for independent students)
- Written parent/guardian consent, and
- The medication must be brought to the school by an adult. The medications must be in their original labeled prescription or over-the-counter bottles/packaging. Any special supplies or equipment for the nurse to administer the medication must also be provided to the school.
- Students are not allowed to carry any medications unless they have a "self-carry" order from the doctor.

- The health office has common over-the-counter medications like ibuprofen, Tylenol, Benadryl, and antibiotic ointment in stock. However, these can only be dispensed with permission from a physician and a parent. Please see enclosed “Permission to Administer Over the Counter and Prescription Medications” form and “Provider and Parent Permission to Administer Medication at School/School Sponsored Events” form.

#### ☐ **Health Information**

- Please inform the health office of any student’s medical conditions or changes in health status and/or home medication regimens. This helps us monitor for side effects when new medications or dosage changes occur.
- Emergency Care Plans are crucial for students with serious medical conditions like asthma, diabetes, seizures, or allergies (food, latex, insect). Forms from your pediatrician or allergist are acceptable and need to be submitted each new school year. The school nurse will work with parents and healthcare providers to develop plans.
- Please note that confidential health information, such as food allergies or serious medical conditions, may be shared with HCDS teachers and staff as necessary to ensure student safety at school and during field trips.
- Please complete, sign, and return the enclosed HIPAA Release form ("Authorization for Use or Disclosure of Protected Health Information"). New York state law prohibits us from contacting healthcare providers without your written consent. Your permission enables us to provide more comprehensive care for your child.

#### ☐ **Food**

- HCDS is a nut-aware school and provides only Kosher, nut-free food items to students and staff. Students are not allowed to bring any food items onto school premises. This policy is in place to ensure the safety and well-being of all students. For details about special celebrations and cupcake orders, please refer to the parent-student handbook.

#### ☐ **Attendance**

- If your child is sick or coming late, please call the main office or the health office by 8:15 am. When leaving a message, please specify your child’s symptoms and/or reason for absence/tardiness.
- You can also use Toddler to notify the school of any absence/tardiness.
- All students arriving late must sign in at the main office desk.
- Please call or email the Health and Wellness Coordinator about any absences due to illness.

Attached is the **New York State Required Health Examination Form** to be used by the healthcare provider doing the health examination. An Electronic Equivalent Form is also accepted. A copy of the ***NYSDOH Immunization Requirements for School Entrance/Attendance Chart*** is also included.

Please submit all required health office paperwork by August 18th, 2025. You can drop it off at the front desk, email it, or fax it using the contact information provided below. Thank you for your cooperation and prompt submission. If you have any questions, please contact your school nurse using the details below!

Sincerely,

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