

## **Child Health Checks via Genesis form and Reporting your Child Absent**

### **Parent Information Regarding Health Checks**

The **COVID Daily Parent form** will be available on **Genesis in the Forms section** and **required daily to be filled out** by the parent if your child is in a rotation group scheduled to be in-person that day. The form will be available starting with the first day of school and will reset each day. Parents must log into the Genesis portal **before your child leaves for school**, navigate to the Forms section, and complete the COVID Daily Parent Form. You do not have to complete the form for any school day that your child is scheduled to be virtual.

If your responses on the COVID Daily Parent Form indicate a warning or quarantine concern, you will be directed to keep your child home, enter your child absent in Genesis, and call the school nurse for further instructions.

**If you have not submitted the form, your child will be directed to the nurse's office and the principal or school nurse will call you.**

### **ABSENCES**

#### **CHILD SAFE PROCEDURES**

We are all aware of the importance of having our children arrive at school safely and on time. With this in mind, the elementary schools sponsor a program called "Child Safe". If your child is going to be tardy or absent for ANY reason, please access the Genesis Parent Portal by 8:30 AM and input the absence or tardy including the reason for the absence or tardy. We are aware that no method is foolproof but feel that the "Child Safe" program is a precautionary measure that will give parents peace of mind.

#### **PROCEDURES FOR REPORTING STUDENT ABSENCE**

When your child will be absent or tardy from school please log into the **Genesis Parent Portal** to report a student absence. Follow the steps below to report a student absence:

1. Click the "Notify the Attendance Office" link on the summary screen
2. Enter the date of absence/ tardy
3. Student(s) that will be absent/tardy

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4. Type the reason for the absence/tardy

*Our main office staff will process the attendance notes each morning. Only if you are unable to enter the student absence in the Genesis Parent Portal should you call the school 973-428-7588 and at the prompt, enter #2 and leave a message.*

NOTE: Any child with a fever above 100 degrees F must stay home until at least **24 hours after their fever is gone, without using fever reducing medicines** like acetaminophen or ibuprofen.

If there is no report of why a child is out sick or what the illness symptoms are, you will be contacted for further information regarding the child's absence.