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September 2017

Dear Parents/Guardians:

WELCOME TO OUR NEW SCHOOL YEAR! I am looking forward to a healthy school year for your child and will always be available to assist you with this objective. Please feel free to call or stop in to discuss any allergies or concerns you might have for your child's health. Open communication between home and school will be our best tool in ensuring this important goal.

The emergency card form is online. Please make every effort to supply alternate contacts in the event you are unavailable in the case of an emergency. Please fill out 3 forms and **return them to the school by September 6th.**

If medication is required during the school day, please call me and I will send home the necessary medication form(s) (the forms can also be found online) to be completed by you and your doctor. Please do not send over-the-counter medications in with your child unless you speak with me. These meds do not need a doctor's signature; however they need a medication permission form signed by you. Please note that all medications must be in their original container with proper labeling of dosage and time for prescriptions.

If your child will be absent or late, it is important that you call 973-633-3165 ext. 70. The voice mail is available overnight and in the early morning hours so you can call at your convenience. Please state the reason for the absence. We track illnesses in the school, community and state, so it is important that I know the specific illness your child has. If you would like to speak directly to me, please call me at ext. 21 after 8:00 A.M.

If an illness or injury happens to your child outside of school, please take a moment to call or to jot a note to the teacher or myself letting us know what happened. This helps to avoid any confusion once your child has reached school and allows us to take extra precautions when necessary in the care of your child.

Please remember that my goal is to help keep your child safe and healthy. I'm looking forward to a good school year!

Sincerely,

Elizabeth Tengwall, R.N.