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Executive Director
Gary Bowman, M.S. Ed.

September 6, 2013

Dear CMP Community,

As the number of students with nut allergies has increased, I would like to inform the CMP community of our practices in regards to food allergies.

This is a collaborative partnership between the school campus and families which will help parent/guardians and their children to make the transition between the safety of their home environment onto the school campus. Each partner has a vital responsibility to ensure a safe and healthy learning environment.

Responsibilities of Students with Food Allergies:

- Do not trade or share food.
- Wash hands before and after eating.
- Sit in designated eating areas that are restricted from food allergy.
- Learn to recognize the symptoms of an allergic attack.
- Say “No thank you” when offered food that did not come from home.

Responsibilities of the Parents/Guardians of a Student with Food Allergies:

- Inform campus administration of your child’s allergies prior to beginning of the school year – or as soon as possible after a diagnosis.
- Complete the Individualized Health Care Plan for Allergies with your child’s physician.
- Fill out Administration of Medication Form.
- Provide updated medication and appropriate number of emergency kits.
- Provide a list of alternatives for snacks and lunches.
- Work collaboratively with campus administration to educate the school community with respect to food allergies.
- Be willing to provide “safe snacks” for your student to keep in the classroom so there is always something for your child to choose from during an unplanned event.
- Be willing to go on your child’s field trips and/or campus events if possible and if requested.

Responsibilities of CMP:

- Support a proactive process when informed of a student with a food allergy by making sure the Individualized Health Care Plan is implemented.
- Notify the classroom community when a student has a food allergy.
- When community snacks are offered to classes which have student(s) with a food allergy ask parents to completely refrain from the identified food or products produced in factories where the identified food are processed. If an item is questionable, it is not served.
- Establish eating areas that are restricted from food to which the student is allergic.
- Wash eating tables after every use with appropriate cleanser to remove all possible residues of food and oils.
- Encourage general practice for all students to wash their hands before and after eating.
- Provide appropriate training for staff in administration of medication.
- Provide all staff with Individualized Health Care Plan of students with food allergies.
- Provide opportunities for the campus community with education and awareness of food allergies.

Responsibilities of Parent/Guardians of Students **without** Food Allergies:

- Be aware of your child's classroom community.
- Respect your child's classmates by looking for opportunities to provide appropriate snacks and lunches.

Responsibilities of Students **without** Food Allergies:

- Be a good citizen by respecting your classmates and celebrating our differences.
- Do not trade or share food.
- Refrain from sitting in designated eating areas when your lunch/snack contains the restricted food allergy.
- Wash hands before and after eating.

Please join me in the compassionate consideration of our community members as we work together to increase understanding and education about life threatening food allergies. If you have any questions please contact me or your school administration.

Respectfully,
James Hartley
Student Services Coordinator