



## RKC School Note Policy

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- 1. Rainbow Kids Clinic will not give out school excuses without a child being seen in the office.** When a parent calls and states that their child is sick, the front office will offer an appointment for the child or offer to get a member of our staff to triage the call.
- 2. If the parent prefers triage, such triage advice will be provided, but no school note will be given.** Parents have the ability to use one of the five days of school excuses allowed by the Montgomery County school system without the need for a note from the doctor's office.
- 3. If a child is seen in our office, a school note will be given by the provider.** The number of days allowed on such a note is entirely up to the discretion of the provider. If a child is still sick after the number of days approved by the provider, it is the responsibility of the parent to contact the provider either by web message or phone call and get additional days approved.
- 4. If the parent wishes an excuse from work,** it will be provided to the parent at the time of the visit. Only one parent will get such a note, not both. The number of days allowed in such a note is entirely up to the provider.
- 5. Our office will not fax excuses to the child's school.** A parent must pick up the note at the time of the visit; otherwise, they will need to come to the office in person to do so.
- 6. When a parent requests a school note for a date in the past,** the front office will review the progress note of the date of the visit and provide the note only for the number of days approved by the provider on that date and any documented in the telephone encounters.
- 7. When a child is sick, parents sometimes make decisions on their own not to send the child to school.** They might bring the child in after several such days and then expect us to give them a note for all of those missed days. If a child is sick for more than two days, we expect that the parent will bring the child in to be seen.
- 8. This school note policy has been approved by the management team at Rainbow Kids Clinic and is effective starting August 1, 2019.**

Thank you,

**Rainbow Kids Clinic**