

Dear (FAMILY).

We are so excited your student is attending the Winter Retreat! We cannot wait to see what God has in store for everyone there.

We understand your student requires medication during the retreat. We know how important this is and want to make the process as easy as possible so check-in and the weekend go smoothly.

On February 1st or 5th, I will give (or mail) you/your student their medication envelopes. We are asking you and your student to place the medication in the appropriate envelopes, seal the envelopes, and **bring them to check-in on Friday, February 10th, to the Medication Table.**

Each envelope represents a time of day they are taking those meds. So, it's not one envelope per medication. It's one envelope per time of day they are taking their required variety of meds (breakfast, lunch, dinner, before bed).

Instruction + Example:

No. Campus + Grade Date Time of Day
For Name of child
Directions Pertinent instructions

Dr. Number of pills in the envelope

No. FOX, 8 Date Before Bed
For John Smith
Directions Blue pill optional: for sleep

Dr. 3 pills

If there have been any changes made to your child's medication regimen between when you filled out their GC General Waiver and today, please make those adjustments ASAP by clicking on the waiver link at grace.org/students. You should be able to search your child's name and update their information. **We rely on the accuracy of this information** so that you're not copying down instructions multiple times. **This should include:**

- names of all their prescribed medications
- descriptions of the pills (any of the following: color, shape, letters, numbers)
- dosage
- administration instructions
- pertinent side effects

Pertinent side effects: if your child's medication affects their demeanor or appetite in a way that is helpful for us to know, please make note of this in their waiver. In building meaningful, positive, and safe relationships with your kids, it's helpful for us to know if a behavior is a choice or a side effect. Further, if your child's meds affect their appetite or your child doesn't like to eat, but requires meals to take their meds, please develop a plan with your child and let your campus director know so that they can be supportive. You can send them with nutrition bars, non-candy snacks, etc. that you know they will eat should the need arise.

During the retreat, there will be one table in the dining hall manned by a **Campus Student Ministry Director**, where your student can obtain their medication envelopes for that time-of-day's dose, including before bed.

If you have any questions, please reach out to your campus director.