



Torey J. Sabatini
Health Office

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August, 2025

Dear Parent(s)/Guardian(s):

I am writing to clarify particular aspects of the district's Food Allergy Guidelines as they apply to birthdays and other food-related events as a balanced approach to dealing with food allergies in our schools. We intend to keep each student safe, physically and emotionally, while encouraging celebrations and opportunities for fun.

Important aspects of the guidelines:

- No food, **including ice pops**, will be permitted for birthday celebrations. Please arrange for another way to celebrate your child's birthday with your child's teacher.
- For Halloween and Valentine's Day celebrations only pre-packaged goods may be served. They must be peanut/nut-free. Please have the ingredient label on the package available for reference if needed.
- Cards or notes containing edibles such as lollipops, candy, or gum to take home are not permitted. The distribution of "goody bags" is not allowed.

Parent(s)/Guardian(s) Roles and Responsibilities of Food Allergic Students:

- Parents are strongly encouraged to provide a safe snack or treat to be kept at school.
- **If you choose to have your child eat the treat provided at Valentine's Day or Halloween celebrations, please authorize approval on the permission form prior to each celebration (form will be sent out to parents through the classroom teacher prior to the celebration). NOTE: Only those with food allergies need to sign the form.**
- Assist your child in self-management of food allergies by identifying:
 - o Safe and unsafe foods
 - o Strategies for avoiding exposure to unsafe foods
 - o Actions for how/when to inform an adult that they may be having an allergy-related problem
- Communicate with the teacher and room parent to determine if your child may eat the special treat provided.
- Review the cafeteria menu on a monthly basis and refer all ingredient-related questions to the food services staff (foodservice@madisonpublicschools.org) and the school nurse for clarification.
- Provide the school nurse with medications necessary for allergy management should an allergic reaction occur. An Allergy Action Plan completed by your child's doctor is required.

Teacher Roles and Responsibilities:

- Inform all parents of the dates of any food-based celebrations prior to the event.
- Coordinate the treat with room parents and ensure ingredients are provided to all parents
- Ensure that **parental permission** is obtained via the permission form if the food allergic child is consuming the treat provided.

We are committed to keeping all students safe and I thank you in advance for working toward that goal. Please feel free to contact the building principal, Ms. Garcia, or me for any clarification or questions.

Sincerely,
Carrie Guarino, RN, BSN, CSN