**Policy and Procedure Handbook**

**Davis School District**

**Child Care Centers**

**WELCOME**

Welcome to one of the Davis School District Child Care Centers. We are pleased that you have chosen to work in our program, and hope this handbook will be useful throughout the year.

**THE CENTER**

The Child Development Centers in the Davis School District provide care similar to a nurturing family environment with infants, toddlers, preschoolers, high school students, and adults interacting together. Developmentally appropriate practices and positive guidance are integral components of the program enhancing the creative, social/emotional, physical, and cognitive development of the child. This creates an ideal environment for growth and learning. Since we realize the tremendous impact this will have on the future of our community, as a district, we are committed to continue this partnership. The Davis School District has felt a critical need to prepare high school students with adequate knowledge and skills regarding appropriate child care techniques for the home and work place. Therefore, full time child care centers run in conjunction with the Child Development programs at all eight high school locations. Seven provide full-day child care and one provides preschool services only.

**ORGANIZATION / STRUCTURE:**

1. Licensing: Each center complies with the necessary regulations outlined by the Utah State Child Care Licensing Standards. In addition, the centers are inspected on a regular basis for health, fire, and safety standards regulated for public school facilities.

 2. Health: Each child's health is a matter of major importance to all of us, therefore, we have a "Stay Healthy" approach and encourage parents to follow the specific guidelines. Everyone will benefit when every parent shares the same commitment to keep a sick child home.

 3. Services provided through tuition collected include, but are not limited to, the following: supplies and toys for various developmental learning activities, snacks, lunch, hired employee salaries/benefits, overhead.

 4. Transportation to and from the center is the parents responsibility.

**HOURS**

The hours at most of our centers are 7:00 am to 4:30 pm Monday through Friday. (The starting and ending time may vary a little at each center.) The centers will operate on the school calendar for the Davis School District. A copy of this year’s calendar is included in this handbook. The centers are open 9 1/2 hours each day on the traditional school schedule. Since the primary purpose of the child care centers is as a training site for the high school CHILD CARE students and their help is required to maintain a quality program, when the high school students are not in school, child care will not be provided or the services and/or schedule may be modified. If the weather causes the school district to close, the center will close. Listen to local radio and television stations for school closure announcements.

**STAFF**

 a. Child Care Coordinator

 b. Child Care Coordinator Assistant(s)

 c. Student assistants (after school)

 d. Child Development/Child Care Instructor

 e. Approximately 5 -10 high school students each class period participate in an apprenticeship and are enrolled in the advanced child care courses. They have completed at least one semester’s training in another Child Development / Child Care class.\*

 f. In our centers, a maximum overall ratio of five children per staff member is maintained which allows for consistent, loving care. In addition, the high school students are under the immediate supervision of the full-time adult Child Care Coordinator and part-time assistant(s). This allows for consistent monitoring of the care, safety, and secure learning environment for each child enrolled.

 g. Each center welcomes parental involvement. Contact the center coordinator for specific ways to become involved; i.e., programs, field trips, observation visits, recognition days, etc.

\*High School Student: Students working in the child care center have completed course work and experience in Child Development and Child Care A courses. When in the center, students work under the supervision of the Child Care Coordinator

**CHILDREN**

 The Child Care Center serves children of employees of the Davis School District between the ages of six weeks and six years. Staff at the school has first priority when there are openings.

**ENROLLMENT**

 Enrollment papers must be completed before child care begins, and are available in the Center. $50 non-refundable deposit is required to reserve space. When services begin, the $50 will be applied toward the first monthly tuition payment.

 They include the following: Immunization record, Authorization form, Health form, Application for enrollment, and Release form.

 The state requires a copy of your child's immunization records and annual physical examination before services begin. Additional forms may need to be completed at the local center.

**AVAILABILITY OF SERVICES:**

The Davis School District Child Development Centers offer services for the children of all district employees as far as space, money and support will allow. In order to maintain a safe and quality child care program that is consistent and self supporting, it is important to care for children on a full-time basis (5 + hours/day; 180 days/year). Therefore, the following criteria will be used to determine priority enrollment at each center.

 1. Full-time/traditional calendar, parent/guardian employed at site.

2. Full-time/traditional calendar, parent/guardian employed in district.

3. Year round/full day calendar, parent/guardian employed in district.

4. Part-time parent/guardian employed in district.

 5. Relative of school/district employee as space allows (The district employee becomes liable for any/all financial responsibilities if payment is not received).

 Waiting lists are created each year to fill openings. Space availability may alter waiting list order. Enrollment is balanced to provide a variety of ages for optimum learning experiences. Once a child has been enrolled in the center, space will be maintained until the parent/guardian selects other child care or the child enters school full-time. In addition, once a family has been accepted for service, siblings will be given priority if the enrolled child still meets eligibility requirements. If not, they will be treated the same as any other child who has applied for services. If you elect to discontinue services, upon reentry, your name will be placed at the bottom of the waiting list. Principals are appraised of space availability. Enrollment is finalized by the center coordinator and child development teacher.

 The Davis School District reserves the right to deny services. The decision for such action will be made by committee with a minimum of one representative from the following: local school administration, child care teacher, child care coordinator, district Family and Consumer Sciences supervisor, parent representative, and appropriate support staff. Parents have the right to an appeal in writing. The decision of this committee is final.

**FEES:**

 Since the primary purpose of the Child Care Centers is a training site for the high

school child care students and their help is required to maintain a quality program, the

fees charged for services are based on the number of school days for the high school

student. When high school students are not in school, child care will not be provided

or the services and/or schedule may be modified. The centers are open 9 1/2 hours

each day on the traditional school schedule. The starting and ending time may vary at

each location. In order to equalize and simplify the charges, the fees are collected

during the nine months on the traditional school schedule at the first of each month.

Since a slot must be maintained for all full-time children served, there is no credit given

for absences. (If there is a doctor verified extended illness of six consecutive days

absence, one-half of the daily rate will be charged starting with the seventh day of

absence to help defray expenses.) Space can be maintained during maternity leave, if

one-half the rate is paid during the pre-approved leave of absence time.

a. Families with more than one child in the center: If full-time, full-day child care is provided for more than one child in the family, the older child will receive a 10% fee discount after the regular fees have been paid for the youngest child in the family.

 b. Collection of fees and payroll deduction option:

 1. The fee for full time care is due on the fifth day of each month if parents do not access the DSD payroll deduction option.

 2. A payroll deduction option is available to parents to assist in payment for services. If fees are paid through the two payroll deduction options, the designated amount would be deducted from nine or twelve paychecks, October through June, which pays after the services are provided. The payroll deduction option is coordinated through the local center. If the parent leaves district employment and is on the twelve month option, they may owe additional money to the district.

 For those who participate in this option and the flexible spending option, the district will submit the list monthly allowing automatic reimbursement to you. This eliminates the paperwork presently necessary for you to submit prior to receiving reimbursement.

 c. Late payment charge: If payment is not made by the tenth day of the month, a late fee of $15.00 per child will automatically be charged for each month delinquent. After two months delinquency, you will be required to use the automatic payroll deduction option or services will be terminated.

**STAFF**

The Child Care Coordinators will have a current First Aid/CPR Certificate.

High School Students working the lunch periods will be expected to sit with the children and encourage them to eat. Children need to be encouraged to eat not forced.

Food or drinks should not be taken into the classroom unless it is part of a class experience.

All students are expected to be on time for scheduled periods. If absence is necessary notify the center by 7:00 am so that substitute coverage can be arranged.

**GENERAL CARE GIVER RESPONSIBILITIES INCLUDE:**

 \*Model appropriate techniques for quality child care.

 \*Demonstrate knowledge about the growth and development of children when giving care.

 \*Communicate effectively with children throughout the day.

 \*Offer comfort to young children to aid their feelings of security.

 \*Demonstrate compassion, fairness and patience when dealing with young children.

 \*Follow basic care guidelines mentioned in this handbook.

 \*Assist in clean up procedures.

 \*Keep accurate records of arrival, departure, toileting and feeding for each child in the center on their individual charts.

**OUR PURPOSE/GOALS:**

 The Davis School District has felt a critical need to prepare high school students with adequate knowledge and skills regarding appropriate child care techniques for the home and work place. Therefore, full time child care centers run in conjunction with the Child Development programs at all eight high school locations. Seven provide full-day child care and one provides preschool services only. The main purposes of our centers are to:

 1. Provide an on-site training facility for high school students in the Child Development programs to work with developmental ages of children including infants through preschoolers. Therefore, student learning that takes place is experiential, experimental and academic.

 2. Provide nurturing, quality child care and appropriate learning experiences in a safe, secure, and weapon/violence free environment for infants, toddlers, preschoolers, and children with disabilities.

 3. Create a possible service for district employees by providing quality child care during employment hours per space available.

 Quality child care can make a big difference in the future of a child, the community, and even the world. By preparing high school students now to more appropriately care for children, we can provide a better opportunity for each student and child to become a more productive adult. It is the goal of the Davis School District Child Development Centers to ensure an organized, purposeful program responsive to the needs of ALL participants: children, high school students, teachers, parents, and administrators.

 Our goal is to provide your child with a caring and enriching environment that will encourage his/her positive growth and development. We believe that each child is a unique individual. We are sensitive to a child's social, emotional, intellectual, and physical needs. We provide developmentally-appropriate programs that focus on the process of learning and help children enjoy successful experiences. We encourage not just learning, but the love of learning.

 We work to insure that each child has a sense of belonging and a bond with their primary care giver/teacher. One of the ways we accomplish this is that each teacher provides care giving routines that respect the child's involvement. In both our care giving routines and the curriculum we offer, it is our goal to:

 \*encourage children's sense of curiosity and exploration rather than limiting it, while maintaining safety and a sense of security.

 \*provide children with a range of play possibilities that are encouraging them to actively change, organize and explore their world.

 \*encourage children to recognize their own limits, giving them safe but challenging opportunities to explore their own curiosity and interests.

 \*encourage children in their language development by offering them special one-on-one time with a caring, attentive adult. We also share the joy of being in a group and sharing the human experience of music, stories and books.

 \*support the bond between parent and child, by understanding that a parent always comes first with a child. We will work to handle separations sensitively and consistently so that they are successful for both parents and children.

 Our goal is to design a daily experience that promotes mutual trust and respect between children, parents and teachers as we care for your children by developing relationships that encourage active communication and respect for diversity, we believe we offer children opportunities to develop their own potential. We want to give parents the security of knowing that their children are receiving excellent care.

**GENERAL INFORMATION**

**WHAT TO WEAR TO THE CENTER**

Think of your child's comfort--and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities--and provide clothing that is washable. Think of our playground--and provide clothing that is sturdy. Think of the changeable autumn weather (and the fact that even though the sun may be bright and warm at 9 a.m. it might be cold and cloudy at 10 a.m.) and dress your child warmly. Provide sweaters and jackets even on the first sunny fall days. It is much easier to remove an unneeded item than to put on something you don't have.

Think of your child's comfort and provide them with long pants at least mid-October through about mid-April. Although we want you to know they are appropriate during the other months as well.

Think of how you would feel "playing" outdoors in wet, cold, and windy weather. For your child's own comfort, provide him with a suitable head covering when needed. A light-weight sweater should be worn under raincoats. Provide gloves, boots, and snow pants for the cold days of winter. We feel the children should have the opportunity for some outdoor play in all but the worst weather.

**Please do not send your child in sandals/flip flops. (Dirt, gravel, sand, wood chips, and stubbed toes.)**

Label all your children's outer garments, including hats and boots.

**EXTRA CLOTHING**

Please send a complete change of clothes (with long pants), including socks and underwear for emergency usage. These clothes need to be labeled as well.

**TOYS FROM HOME**

Except for toys that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in the car.

**NO GUNS, WAR TOYS, OR OTHER TOYS OF DESTRUCTION**!

In keeping with Safe Schools Policy, these items are taboo in our centers. A child must have the means to express feelings of aggression. We suggest clay to pound (manual dexterity), hammer and nails to use (good for visual-motor perception), punching bag to hit (and vent anger while developing perceptual abilities), and fingerpaints (to soothe jangled feelings while practicing a developmental rhythmic movement).

**SHOW AND TELL**

Your child will have an opportunity to bring a "show-and-tell" on a regular basis. (Each center determines their schedule.) Please label the item. It will be used at “show-and-tell” only and put back for the child to take home.

**NUTRITION**

We serve a morning snack/breakfast, lunch, and an afternoon snack each day. Lunch will feature foods from all seven food groups, "Snack Attack" provides nutrition from at least two of the four groups.

**REST PERIODS**

Children will have the opportunity to rest each afternoon. We provide a resting mat with clean sheets. You should send a small blanket and/or pillow clearly marked with your child's name. "Snuggles" from home are allowed if they are especially comforting to your child.

**BIRTHDAYS**

We celebrate birthdays! We welcome packaged treats only due to health regulations. Please let us know the day before so we can plan a party!

**IMPORTANT REMINDERS FOR PARENTS**:

1. Child care is for the “Well” child. Please keep them home if they're sick. Child should be symptom free without medication for 24 hours before returning to the center.

2. Please send a blanket (pillow, if desired) that the child may use for quiet or nap time. Please label it with the child's name.

3. Please send a small box with the child containing full change of clothes (long pants, shirt, underwear, socks). Mark clearly on the box the child's name.

4. Mark all personal clothing with your child's name. This helps us help your child. But give him/her - not the teachers - the responsibility for caring for his/her own possessions.

5. Please do not allow your child to bring toys or other items from home with the exception of their show 'n' tell day. A small comforting toy to rest with is okay.

6. Be sure that you bring your child into the classroom. Do not drop him/her off outside of the school building. There are too many distractions and he/she might lose his/her way.

7. Please notify the coordinators upon arrival if there will be a change in the "Pick-up" person that day.

8. Please send two wallet-size photos of your child.

**INFANTS/TODDLERS (Additional information)**

1. We ask that parents provide disposable diapers for the child. Also, any wipes, burp cloths, ointments, powders, etc. and an attached pacifier if your child uses one.

2. Please provide a bottle of Tylenol for your child.

3. Parents need to provide prepared bottles (enough for the day) and baby food for the child if he is too young to eat the school lunch food. Always make the Child Care Coordinators aware of any special serving amounts or needs for your child.

4. Label everything. The babies are assigned a color, it would be helpful if you labeled their items in their assigned color or if you're purchasing new items try getting them in their color.

**Failure to Pick up Child Policy**

If a child has not been picked up by the time agreed upon:

The Child Care Coordinator will begin trying to contact the parents. If the parents cannot be reached, the coordinator will try to reach one of the "Emergency" contacts for the child. We will continue to try to reach a parent or emergency contact person until someone has been reached.

One hour after the center closes we will contact Social Services and leave the child in their care. You will have to contact them and explain your reasons for not picking up your child from the center.

LATE Pick-up Fee It is expected that all children will be picked up by the designated closing time for each center. There will be an automatic overtime charge of $10.00 for up to 15 minutes and $2.00/minute thereafter for each child. This policy will be enforced.

**BASIC CARE GUIDELINES**

1. Before using the center, each parent will fill out an application for his/her child containing immunization records, emergency information, and specific food and diapering needs of his/her child. This information will be kept on file in the center.

2. Each child arriving in the center should have a crib or cot assigned to them. This will be labeled with the child's name.

3. All formula and specialized food used by individual children will be supplied by the parent and labeled with the child's name.

4. Weekly diaper supplies will be brought to the center by the parent and placed in the labeled cubby.

5. The center should be notified by 7:30 am if the child will not be using the center that day.

6. Daily records on diapering, feeding and sleeping as well as activity notes will be completed by care givers and available to the parent each day children attend the center.

7. Children are never to be left alone, either in a classroom, restroom or outside.

8. If weather permits, daily outings providing fresh air and exercise will be held. Parents are responsible for ensuring that their children have adequate coats, etc. for these outings.

9. Fire drills will be held once a month for the safety of the children. All children and adults are required to participate regardless of weather or other conditions.

10. First aid supplies will be available at all times.

11. At least one person who has completed infant and toddler CPR training will be in the center at all times.

12. All child care will be under the direction of the center coordinator/director.

13. No visitors will be allowed without the coordinator/ director's approval.

14. Only persons authorized on enrollment form or by special written permission from parent will be allowed to take a child from the center.

**CONFIDENTIALITY**

Responses for Parent Concerns:

It is extremely important that we use sensitivity and common sense when responding to parent concerns. All parents need to know that their children are in a safe and healthy environment. However, when responding to a parent concern, you may be confronted with the issue of confidentiality (discussing information about another family or child). Some ideas for appropriate responses to such situations might be:

 \* Thank you for sharing your concern with us.

 \* We will definitely address the situation.

 \* We are working with all inappropriate behaviors.

 \* All children do display inappropriate behavior on occasion.

 \* We work with the children to redirect their inappropriate behaviors.

**GUIDANCE POLICY**

Key elements in the Child Development Center include an environment which fosters social development, is safe, allows the freedom to explore within reasonable boundaries, has developmentally appropriate toys and has toys and materials within the child's reach.

Keeping these things in mind, the most appropriate guidance is that which teaches and models behavior for children. All guidance will be designed to help the child develop self control, self esteem and respect for others. All guidance shall be consistent, timely and appropriate for the age and development of the child.

In the following positive guidance techniques, ie:

 1. Model appropriate behaviors through our own actions.

 2. Set clear, reasonable limits and expectations that protect the child's health

 and safety, the rights of others and the environment .

3. Mention to children what they can do. This is the appropriate behavior that you want to encourage. Then, if necessary, explain why they should not do what they are doing. Keep what is said to children short and simple so they understand your request. Single requests are best as children do not understand if asked to do several things at the same time.

 4. Give children the most attention when they are doing what you would like

 them to do. A lot of attention for negative behavior causes children to do it again if they want your attention.

 5. Encourage and assist with verbalization and problem solving skills.

 6. Redirect a child's activity as necessary.

7. Plan a program and environment appropriate for the developmental level of the children involved. Offer flexibility within a consistent routine.

 8. Changing the environment is better than restricting a child's exploration and

 need to move.

 9. If safety of a child is involved, always move quickly to remove the child from

 the dangerous situation.

 10.Encourage self-help skills and independence.

Following are four basic classroom rules:

 1. WALK in our school

 2. Use KIND WORDS only

 3. HANDS and FEET to SELF

 4. Use INSIDE VOICE

Use the "Rainbow" concept to teach personal space and appropriate social skills:

Children spread arms, raise above them, to the side of them, and all around them. This is their Rainbow Space or Personal Space. They are in charge of that space. Everyone has that same "Personal Space" around them. We teach children to give others their space and not to get too close and respect individuals and their rights. The following concepts are acceptable behaviors and should be encouraged.

 1. Gentle Touch

 2. Friendly Talk

 3. Helping Hands

 4. Listening Ears

 5. Feeling Talk (Talking about our feelings instead of hitting, when angry etc.)

**OBSERVATION AND DOCUMENTATION**

Observations and documentation of events are an important part of caring for children. Staff need to be alert and observant of children's good physical, mental, and social development. The staff also needs to be observant of relationships with parents, other adults in the center or staff.

Documentation needs to occur when unusual events occur or unusual developmental patterns appear. Documentation should include:

 \* Date, time, and place

 \* People involved

 \* Brief description of what occurred

 Description needs to be objective avoiding subjective statements. In other words, it should not be influenced by judgments or interpretations. Explain what you actually hear or see.

ALL INFORMATION SHOULD BE KEPT CONFIDENTIAL.

PORTFOLIO: In addition to keeping a daily chart, students will be required to contribute meaningful observations, anecdotes, pictures, etc., which may be included in each child’s portfolio.

**GENERAL GUIDELINES FOR ALL MEALS**

Food services at centers are designed to promote the development of each child's positive self-concept, social skills and healthy nutrition attitudes and habits. The food is all prepared by DSD Nutrition Services. We provide the children with breakfast, snacks, and lunch. Teachers serve as role models to:

∙ Provide a relaxed, comfortable atmosphere at meal time.

∙ Encourage children to use words to ask for what they want. More developed language users are encouraged to make simple sentences - "more milk please." Non-verbal children are encouraged to make sounds that are close to words necessary - "cooka" for cookie, etc.

∙ Help children stay seated at the table while eating.

∙ Encourage children to use spoons for eating. Remember: There is value to a toddler using his/her fingers at times. Encourage, don't insist!

∙ Make small portions, offering all components of the meal to each child. Encourage them to sample all food. Encourage them to ask for more.

∙ Be seated at the table with the children during meals.

∙ Use meals as a time for talking together! It is often a good time for looking at something special, talking about the day, what you're eating, whom is here, etc., even a short story.

∙ Allow older toddlers to start serving themselves (if health permits). Help them scoop out dessert or take their own piece of toast.

∙ Be aware of and check food list, update as necessary for information regarding children's dietary restriction and adhere to it.

∙ Encourage, but never force a child to eat. If a child is not eating, allow the child to make that choice.

∙ Provide support to a child when a spill occurs and calmly help the child to clean up.

∙ Model appropriate mealtime manners.

∙ Foods will not be withheld from children for disciplinary reasons under any circumstances, nor is food offered as a reward.

**FEEDING PROCEDURES**

Children under one year of age:

∙ Feeding a child should be a positive, warm and loving part of the day.

∙ Small babies should be held while drinking a bottle. NEVER PROP A BOTTLE BY A SLEEPING CHILD. Milk pools on the gums of babies and can cause tooth decay.

∙ Talk to the child as you hold and feed them. Allow time for the child to leisurely eat. Burp a baby halfway through the bottle. Be sure that the child is held in such a way that not too much milk is being taken at a time as this causes choking and air in the digestive track.

∙ Small babies should be fed on the baby’s feeding schedule. Be sure to check times and amounts for each feeding. Check the child’s name on the bottle.

∙ Bottles with single-use plastic linings are encouraged for sanitary purposes.

∙ No liquids other than formula, milk, water, and 100% fruit juices will be served to children under one year of age.

∙ Solid foods shall not be fed to infants under four months of age without the consent of the health care provider.

∙ Any baby food heated in the microwave must be removed from the original container. It must be stirred several times before feeding is started. Test temperature on the back of the hand to be sure that food is only slightly above room temperature.

∙ Partially used portions of milk or food items must be discarded at the end of the day. If opened, food must be dated and immediately refrigerated after use.

∙ Any food consumed by an infant will be recorded on his/her chart.

CHILDREN OVER ONE YEAR OF AGE:

∙ Food served will include foods from each of the basic food groups.

∙ Foods must be served at breakfast and lunch as well as a small afternoon snack.

∙ Food is provided for children who eat solid food. It is prepared in our school cafeteria and meets requirements of the U.S.D.A. child nutrition program.

∙ All adults and children must thoroughly wash their hands with soap if participating in any food related activity: food projects, eating snacks and meals.

∙ All classroom surfaces used for food preparation or food service must be thoroughly cleaned directly before and after such use with a sanitizing solution. Food which falls to the floor must be cleared away.

∙ High chairs will be sanitized after each use.

∙ Children will be encouraged to feed themselves.

∙ Finger food will be served allowing children to feed themselves.

∙ A child will NEVER EAT UNATTENDED.

**EMERGENCY PROCEDURES:**

Injury

 Minor - (cuts, scrapes, bruises, etc.)

 1. Administer First Aid.

2. Record accident on child's take-home report and in Accident Log.

 Serious - (Deep cuts, sprains, etc.)

1. Child Care specialists administer First Aid and stay with injured child. Send staff to notify coordinator/director or designated person in charge. Remaining staff continues to supervise other children.

 2. Coordinator will call parent.

 3. If parent cannot be reached, child may be taken to the hospital.

 4. Take child's emergency release form with the child.

5. Record accident on Injury Report form (duplicate) and give to coordinator.

Life Threatening - (Child is not breathing, bleeding cannot be stopped.)

 1. Administer First Aid

 2. Contact coordinator/director or designated person in charge. If on field trip, call

 911 first.

3. Call 911 - Indicate where the Child Care Center is located in the school.

 4. Notify parents to meet child at the hospital.

 5. Take Emergency Release form with child to hospital.

 6. Record accident on Student Injury Report Form and give to coordinator. The report will be submitted to school and district. The coordinator or the assistant coordinator will be in charge and make all decisions about the care of the child. The parent will be expected to assume responsibility for any resultant expense. The center will maintain a parent's signed consent form agreeing to this provision. It is to a child’s benefit that parents keep the school up to date on phone numbers, emergency numbers, and other pertinent information.

**CHILD ABUSE**:

As a provider of child care, any staff member of the Davis School District Child Care Centers who has reasonable cause to believe that a child has been abused is required by law to report the incident. This report is made to the local Services for Children and Families or to a law enforcement agency, including juvenile department, which must cause an investigation to be made.

**FIRE/EVACUATION**:

1. Person hearing building alarm, observing fire, smoke or other hazard will sound the alarm.

2. Care givers will move children quickly and quietly, following the established evacuation procedures. Maps are posted near the entrance to each classroom.

 3. Coordinator or site supervisor will call 911 and report the emergency. Wait for

 the 911 people to hang up first.

4. Coordinator or site supervisor will have the attendance sheet and will verify that all persons have vacated the building.

 5. Staff and children may return when "all clear" sign is given.

Insert Student Injury Report Form here

(See School Secretary for 3-part form.)

**SICK CARE POLICY:**

The Center must be safe for all children using it.

**A "sick" child is defined as one who can jeopardize the health of other children in the center**. The center will not accept sick children. A daily health check of children will be completed by the staff. Any questions you may have should be directed to the coordinator/director. If the child has mild symptoms which do not impair his/her functioning the parent will be notified when he/she picks up the child.

If a child becomes very ill during the day, the parent will be notified and asked to remove the child from the center. Medical care may be suggested.

Please keep your child home:

 \* If she/he has a fever or has had one during the previous 24-hour period.

 \* If she/he has been taking antibiotics less than 48 hours.

 \* If she/he has a heavy, green nasal discharge.

 \* If she/he has a constant cough.

 \* If she/he has had diarrhea for more than 24 hours.

\* If she/he has the symptoms of a communicable disease such as chicken pox, measles, scabies, impetigo, conjunctivitis (pink eye), lice, etc.

Your child may return to the center:

 \* If his cold is over, but he is left with a minor nasal drip.

 \* If he has been exposed to a communicable disease, but the center has been notified so that the incubation period can be discussed and it can be determined on what dates he should stay home.

Remember, children who are ill need the special care of their parent or grandparent. The child should be symptom free without medication for 24 hours before returning to the center.

Insert Medication Release Form here

(<http://www.davis.k12.ut.us/policy/manual/Forms/medicat.pdf>)

**MATS AND CRIBS – CLEANING PROCEDURE**

 \* Mats and cribs need to be labeled with the child’s name.

\* Mats are covered with sheets when in use. Sheets are changed weekly. However, change the sheet each time a different child uses the same mat.

 \* Mats are cleaned weekly. Spray with bottled disinfectant and air dry.

 \* Infant cribs are cleaned weekly before sheets are put on.

 \* Crib sheets are changed weekly or as needed.

 \* Blankets and pads are washed as needed.

\* Mats and cribs also need to be disinfected and made up with clean sheets:

 After use by an ill child.

 If a child has soiled or wet the sheet and mat.

 Each time a different child uses the same mat or crib.

**SLEEPING OR NAP ROUTINES**:

 \* Children using the center will be assigned an individual sleeping area and a mat

 or crib.

\* Children under one year of age will be encouraged to take at least two naps per day; one in the morning and one in the afternoon. Children’s sleep routines, before entering the center, will be followed as closely as possible. Individual needs will be considered.

 \* Children will be checked several times while sleeping. A note on the daily chart

 will be made about the sleeping pattern of each child.

 \* Lullaby tapes, gently stroking of the back, rocking in the rocking chair, are all ways

 that can be used to calm children before sleeping. Cuddly toys can accompany children on naps if desired.

\* Toddlers and preschoolers will lay down and nap on a mat in a semi-darkened rest area after lunch. There will always be an adult present during the rest period. Stories can be read prior to rest time to calm the child.

**DIAPER CHANGING PROCEDURES**

1. Always change the children on a designated changing table or mat situated close to a sink. Make sure this area is removed and separate from classroom activities or food preparation.

2. Assemble all needed supplies before placing the child on the table or mat. Common supplies: table paper, diaper, paper towel and soap or child’s moistened wipes, disposable gloves, and plastic bag with ties. (Cleaning and sanitizing materials should be kept close to the area, out of children’s reach.)

3. Cover diapering surface with paper the length of the child.

4. After placing child on the paper, remove the diaper, folding the soiled surface inward. Be sure to place the diaper on the paper, but out of the child’s reach.

5. Using a “wipe” or soaped paper towel, wipe and clean the genital area front and back...also be sure to clean well in all skin folds. Place wipe aside on paper until clean up.

6. Remove any wet or soiled clothing and place in a secured plastic bag to be taken home.

7. Remove and discard gloves.

8. Apply ointment or powder if requested and provided by the parent.

9. Put on a clean diaper.

10.Wash child’s hands and remove him from the area to dress in dry clothes. Return

 him to the appropriate supervised area or classroom.

11.Return to diapering area...drop solid waste in toilet without contaminating hands. Put diaper, wipe paper and table paper into plastic-lined waste container with a lid.

12.Cleanse changing area with detergent water, then sanitize with a bleach solution (1/4 cup bleach per 1 gallon water – prepared daily) or an approved commercial sanitizer.

13.Wash hands thoroughly.

14.Record diaper change on child’s daily record.

**CHILDREN ARE NEVER LEFT UNATTENDED WHILE USING THE CHANGING TABLE!**

DAVIS SCHOOL DISTRICT

CHILD CARE CENTERS

AUTHORIZATIONS

The following authorizations are necessary for the center staff to act in your child’s best interests at all times. Please complete and sign each one.

 Child’s name

PICK-UP AUTHORIZATION: I hereby authorize

 Name: Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: Telephone:

 Name: Relationship:

 Address: Telephone:

to pick up my child from the center. If these instructions should change, I will let you know in advance and in writing. (Please note any special instructions and the names of persons not authorized to remove your child from the center.)

Signature of parent/guardian: Date

MEDICAL EMERGENCY PERMISSION:

I ☐ authorize ☐ do not authorize the center staff to administer first aid treatment to my child.

I ☐ authorize ☐ do not authorize the center staff to take my child to

 Hospital and authorize treatment by the doctor on call.

Signature of parent/guardian: Date

Insert Unified Health Appraisal Form here

(Original can be obtained from the Davis County Health Department.)

DAVIS SCHOOL DISTRICT CHILD CARE CENTERS

APPLICATION FOR ENROLLMENT

I, parent/guardian), wish to enroll

in the child care program for the following schedule:

Days of the week: Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child: Date of birth:

Home address: \_\_\_\_\_ \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_

Mother’s name: Telephone:

Home address: ­­­­\_\_\_\_\_\_\_\_\_

Work: Telephone:

Hours at work:

Father’s name: Telephone:

Home address:

Work: Telephone:

Hours at work:

In case of emergency, give names of three persons who can be called if we cannot reach parents, one must be an out of area/state contact, (and be sure that these people know you have given us their names):

Name: Telephone:

Address: Relationship:

Name: Telephone:

Address: Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Telephone:

Address: Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names, addresses, and ages of other children in the family:

Name: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_

Name: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_

Is there a physical or emotional problem which might interfere with your child’s adjustment to this program? If so, please describe:

□ $50 non-refundable enrollment deposit received Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert Utah School Immunization Record here

(Original can be obtained from Davis County Health Department.)

Activities/Field Trip Release Form

**PLEASE SIGN AND RETURN TO THE CHILD CARE CENTER**

 As the parent or guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I consent and agree to allow him/her/them to participate in all activities and field trips at this school and do hereby release and agree to hold harmless the school and its agents connected with said program and location of any injury or loss occurring to our above named children resulting from said children’s participation in the above described program of Davis School District Child Care Centers.

 Signed

 Date

All Children Have the Right To:

❦ A healthy and sanitary environment.

❦ A safe and secure environment.

❦ A nutritious diet fitting their specific growth needs.

❦ Care with love and respect.

❦ A daily schedule including time for activity, sleep and food.

❦ An environment which encourages exploration, thinking and socialization.

❦ An environment which encourages exploration, thinking and socialization.

❦ Positive encouragement and support.

❦ Frequent verbal communication with the caregiver.

❦ Safe toys to encourage exploration and growth.

❦ Social interaction with children and adults.

❦ Activities to encourage physical, mental, social and emotional development.

As the Parent/Guardian of I acknowledge that I have read and agree to all information contained in this Child Care Center Policy and Procedures Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Date

6/20/08