

# Davis School District Childcare Centers

## Parent / Guardian Handbook



**Date of last review and/or update**

**4/15/2019**

**WELCOME** to the Davis School District (DSD) Childcare system. The intent of this handbook is to explain administrative procedures to parents/guardians and to promote understanding of the expectations when enrolling children in a DSD Childcare Center.

Davis School District Childcare Centers welcome all eligible children and do not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Inquiries regarding the non-discrimination policies are handled through the DSD Educational Equity Office of Civil Rights; phone number 801-402-5630.

## Davis School District Childcare

- **Vision:** Davis School District will support personnel by working to provide childcare for employees while providing students with early childhood education training experience.
- **Mission:** The Mission of the DSD Childcare program is to assist Davis District employees in meeting the needs of their family and to promote quality teaching experiences for the students in the Davis School District.
- **Value Statements:**
  - We provide quality childcare and appropriate learning experiences.
  - We value real life student learning and training.
  - We value our employees.
  - On-site childcare is in place to promote employee wellbeing.

## ORGANIZATION and STRUCTURE

1. **State Licensing:** The DSD Centers strive to comply with the regulatory requirements outlined by the State of Utah Child Care Licensing Standards. Centers are inspected for compliance with health, fire, and safety standards on a regular basis and as directed for public school facilities.
2. **Health and Safety:** The health and safety of each child is a matter of major importance. Everyone benefits when parents/guardians share in our commitment to healthy children by keeping sick children at home. (See Child Illness page.)
3. **Fees:** All services are provided through the collection of enrollment fees. Services include staff salaries, supplies, overhead expenses, snacks, breakfast and lunch, and toys for various developmental learning activities. (See Fees page.)
4. **Hours of Operation:**
  - Hours at all Davis School District Childcare Centers are **7:00 a.m. to 4:15 p.m., Monday through Friday**. Doors are not open before 7:00 a.m. and close promptly at 4:15 p.m. Please plan accordingly, fees apply to both early and late drop off. Centers operate on the traditional school calendar of the Davis School District. Traditional school calendar is interpreted as late August through late May of the respective school year.
  - A **calendar of approved operation dates** is provided at the beginning of each school year. Dates will be strictly adhered to by the DSD Childcare Centers.
  - **Closure:** When **regular** high school classes are **not in session**, childcare will **not be available**. Conditions warranting the schools not being in session include but are not limited to; state or federal holidays, weather (view the district or school website, listen to local radio stations, or watch the television for closure announcements), state championship athletic events, or testing where only a portion of the schools' population is in attendance. **Centers may also be closed for health or safety concerns**. Parents will be notified before closure when possible.

**5. Failure to pick-up child: (A signature of compliance is required.)**

If a child has not been picked up and gone by the **4:15 pm closing time**, the Childcare Center Coordinator or Assistant Coordinators will begin the process of contacting the Parent/Guardian by following the order listed on the Pick-up Authorization list. Every effort will be made to reach a parent/guardian or emergency contact person until someone has been contacted. If the child has not been picked up one hour after the center closes, Department of Child and Family Services (DCFS) will be contacted and the child transferred to the Department’s care. Parent/guardian will have to contact the DCFS to retrieve the child and explain reason for not picking up the child from the Center.

**Late Pick-up Fee:** All children shall be picked-up and gone from the DSD Childcare Center by **4:15 p.m.** **There will be an automatic overtime charge of \$25.00 for up to 10 minutes and \$2.00/minute thereafter for each child.** Invoices for fines will be sent/ given to the Parent/ Guardian and a copy to the DSD Childcare Specialist. All fines are **paid into the Childcare Center 4115 account at the office of the school** where the violation occurred. Receipts are given to the Childcare Center Coordinator who will notify the DSD Childcare Specialist of payment. This procedure is strictly enforced. As all are aware of the procedure outlined in this handbook, there will be no warnings. Childcare Center times will be strictly followed.

**CHILD ILLNESS: (A signature of compliance is required.)**

- As defined by the Utah State Health Department, a "sick" child is one who can jeopardize the health of other children in the center. **The DSD Childcare Center will not accept sick children.** A daily health check of children will be completed by the staff upon drop-off. Any questions should be directed to the Center Coordinator. If the child displays mild symptoms at the Center during the day which do not impair his/her daily activities, the parent or guardian will be notified when the child is picked-up.

- If the child is sick, he or she needs to be in the comfort and care of a parent/guardian as soon as possible.** We have a responsibility to keep our centers safe for all children. Parent/Guardian is responsible for picking up the sick child **within 30 minutes of notification.** If parent/guardian cannot be reached calls will be made to persons listed as emergency contacts. The child will be isolated and watched over in an area away from other children until the parent/guardian or emergency contact arrives. **Children not picked-up within 30 minutes of notification will be fined according to the established late pick-up fee.**

- Please **keep your child at home if he/she has:**

<ul style="list-style-type: none"> <li>○ A fever during the previous <b>36-hour</b> period.</li> <li>○ Been taking antibiotics less than 48 hours.</li> <li>○ A heavy, green nasal discharge.</li> <li>○ A constant cough.</li> <li>○ Has vomited within the last <b>36 hours.</b></li> <li>○ General listlessness.</li> </ul>	<ul style="list-style-type: none"> <li>○ Had diarrhea within the last <b>36 hours</b> or for more than 36 hours.</li> <li>○ Symptoms of a communicable disease such as chicken pox, measles, scabies, impetigo, lice, ringworm, conjunctivitis (pink eye), etc.</li> </ul>
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- Your **child may return** to the Center when:
  - His/her cold symptoms are under control.
  - He/she has been symptom free **WITHOUT MEDICATION** for **36 hours.**
  - He/she has been exposed to a communicable disease, the Center has been notified of the incubation period, and return dates have been discussed.

*The child should be symptom free without medication for 36 hours before returning to the center.*

- In some cases, a doctor’s note stating that the child is cleared to return to the Center is required. Ultimately, it will be the judgment of the DSD Childcare Center staff to determine whether your child is well enough to attend and participate in activities at the Center. **Davis School District has an obligation to all the children and staff in each center for their wellness and safety. Please respect the staff’s decision to keep everyone in the center healthy.**

## **MEDICATION: (A signature of compliance is required.)**

Where possible parent/guardian should administer medication to the child.

- Medications will only be administered to children by a care provider trained in the administration of medications.
- When a child needs medication the parent/guardian will verbally discuss the medication with the Center Coordinator or Assistant Coordinator each day the medication is to be administered or applied. A written medication permission form is to be completed and signed by the parent/guardian daily prior to administering any over-the-counter or prescription medication to a child.
- The center will report any adverse reaction to a medication or error in administration to the parent immediately upon recognizing the error or reaction, or after notifying emergency personnel if the reaction is life threatening.

## **CHILDCARE CENTER IMMUNIZATION: (Documentation is required.)**

- **Purpose**  
Simply put, vaccines save lives. You have the power to protect your child from dangerous illnesses like measles, tetanus and hepatitis. Learn the facts so that you can make the best choices. The recent trend of delaying or skipping vaccines has put children across the country at-risk for diseases like HIB, whooping cough and measles. To manage and maintain up-to-date immunization records in the DSD Center and to assure all children are safe and fully immunized the DSD Childcare Centers follow the State Policy.
- **State Policy:**  
Utah Statutory Code R396-100-3. The DSD Childcare Center policy is to receive children's immunization records before the child starts attending. The Center Coordinator will assess records for compliance to policy, notify parents of upcoming immunizations, inform parents of non-compliance, and maintain 100% up-to-date immunization records.
- **Davis School District Procedures:**
  - **Before a child can enter** the DSD Childcare Center, a parent/legal guardian must provide the Center Coordinator with a medically verified, **date and dose specific, immunization record** for all required immunization he/she has received.
  - To be conditionally enrolled, **a child must have received at least one dose of each required vaccine and be on schedule for subsequent immunizations.** If subsequent immunizations are one calendar month past due, the child will be immediately excluded from the Center.
  - The DSD Center Coordinator shall routinely review, every 30 days, the immunization status of all children enrolled in the Center. Conditionally enrolled children must complete the subsequent immunization doses within the series and provide written documentation to the Center Coordinator. Once the child has met the immunization requirements, the child's name will be removed from the conditional status list.
  - Upon the child receiving an immunization, parent/ guardian submits a medically verified "date and dose of immunization" record to the center so the record of the child's **immunization is updated.**
  - The parent/legal guardian of conditionally enrolled children will receive a verbal warning to bring an immunization record to the Center Coordinator within three days. If no record is received by the third day, written notification by the Center Coordinator will be given. Upon this notification, a four-day period is allowed for delivery of the immunization record or the child will be excluded from the Center. If official immunization records are not received, after the seven-day period, the child will not be allowed to attend the DSD Childcare Center.

**ENROLLMENT: (Documents required.)**

- DSD Childcare Centers serve the children of Davis School District employees. Children between the **ages of six weeks through kindergarten** are considered for enrollment.
- An **Enrollment Checklist** and the required **enrollment documents are included in this Handbook**. Additional forms that are specific for the Childcare Center sites may be identified in the “**Authorizations**” section of this manual.
- Enrollment documents must be completed annually and accompanied with a **non-refundable and non-transferable registration fee of \$50.00 for each child** attending. The fee reserves the child’s place for the coming year.
- All completed **Enrollment Forms must be received** by the Center Coordinator **prior to the first day of school**. For a complete list of these forms, see the attached Enrollment Checklist.
- The Davis School District Childcare Center reserves the **right to deny services**. The decision for such action will be made by committee with a minimum of three representatives from the following: a local school Administrator, a CTE District Representative, local school CTE Coordinator, the Center Coordinator, a parent representative, and Center support staff representative. **The decision of this committee is final.**

**ENROLLMENT CRITERIA**

Each **center is limited in the number of children that can be legally enroll**. Priority will be given to qualifying families based on the following:

- **Priority 1.** Parent, legal guardian or grandparent is a **Davis School District employee** and the child is a sibling of children who are **already enrolled** on a contractual basis at that site.
- **Priority 2.** Parent or legal guardian is a Davis School District **teacher at the site** of the Center **AND** the child is enrolled on a **full-time** contractual basis.
- **Priority 3.** Parent or legal guardian is a Davis School District **teacher not at the site** of the Center **AND** the child is enrolled on a **full-time** contractual basis.
- **Priority 4.** Parent or legal guardian is a Davis School District **teacher AND** the child is enrolled on a **part-time** contractual basis where the enrollment is contingent upon completing a **full time-sharing slot** with two part-time children that **do not overlap schedules** (ie: A-day B-day).
- **Priority 5.** Parent, legal guardian or **grandparent** is a Davis School District employee **AND** the child or grandchild is enrolled on a **full-time** contractual basis.
- **Priority 6.** Parent, legal guardian, or grandparent is a Davis School District employee **AND** the child is enrolled on a **part-time** contractual basis **sharing a slot** with another part-time child.

**Maternity Leave:** In order to maintain enrollment status while on maternity leave for a child who is currently enrolled and not receiving Center services, **one-half of the monthly fee** is required to hold the child’s place until the return. If the contractual status of the child changes, the name will be moved to the bottom of the priority list.

**Enrollment waiting list:** See the Center Coordinator to be placed on the waiting list. Waiting lists are updated annually to fill enrollment openings. Enrollment is balanced to provide a variety of ages to comply with Utah State Law. All Center enrollments are finalized by the Center Coordinator. **Submitting a name to the waiting list does NOT guarantee placement.** If the contractual status of the employee changes, the priority changes and the name will be added to the bottom of the new priority list

If at any time a **place is being held for a child**, (ie: a baby being born later in the school year or a child on an off-track non-traditional schedule), payment is required in the amount of the **\$50.00 enrollment fee and half of the contractual monthly payment** until the child attends. If the contractual status of the child changes, their name will be moved to the bottom of the priority list.

**COLLECTION OF FEES AND PAYROLL DEDUCTION**

**Fee Schedule:** The fee is determined at the beginning of the school year. When possible, parents will be advised of fee changes at the time the Letter of Intent is distributed.

	Full Time (23 hours or more)	Part Time (22 hours- no more than 3 days per week)
Diapered	\$650 per month per 9 months	\$500 per month per 9 months
*Non-diapered	\$550 per month per 9 months	\$400 per month per 9 months
	Part Time	
Kindergarten	\$425 per month per 9 months	

**\*Definition of Non-Diapered** – Child asks to go to the bathroom. Child can take care of all bathroom functions by him/herself -- pull down and up outer pants and underwear, wipe bottom, flush toilet, wash hands. Child goes one full month with no more than two accidents.

**DSD payroll deduction** is the **REQUIRED** form of payment by parents/guardians. Grandparent employees will be obligated to see that the Childcare Center fees are paid no later than the fifth day of each month. Payment will be made in the main office of the school where the child is attending. The Center Coordinator will distribute the payroll deduction form to the parent/guardian.

**Grandparents** who have grandchildren in the childcare center will complete the **Assumption of Responsibility for Cost** form prior to the child attending the center. The form should be returned to the Center Coordinator who will forward the forms to the DSD Childcare Specialist. The parent /guardian of the child admitted to the center as the grandchild of an employee will be responsible for payments to the main office of the Childcare Center where the child is attending. The receipt should be given to the Childcare Coordinator within the allotted time frame to avoid a late fee.

**Late payment charge:** If payment is not made by the fifth day of the month, a **late fee of \$25.00 per child** will be automatically assessed for **each week delinquent**.

Should a parent/guardian or grandparent leave district employment during the school year, their account will be settled to reflect service fees.

**Part time schedules must remain as enrolled.** (22 hours no more than 3 days per week) Switching days or hours or make-up days for absences is not an option. Monthly fees are based on the District traditional school year calendar. Fee credit will **not** be given for absences. Fees must be **paid by the fifth of each month**.

**NOTE:** The DSD Professional agreement states, “Educators shall not bring their children to school on contract or professional development days unless authorized in advance by their principal.” If the child is ill, arrangements should be made to have the child taken home. If child/children **attend the Childcare Center part time they should be in the school ONLY during the time they attend the Center.**

## DSD CHILDCARE CENTER GENERAL INFORMATION

- **DRESS CODE:**

**Parent/Guardian will . . .**

- Provide simple clothing that is free of complicated fastenings.
- Provide clothing that is washable and sturdy.
- Provide a pull-up for naptime if child uses one at night.
- Provide only closed toed, comfortable walking shoes with backs on them. Shoes should fit the child's foot, not too big as this poses a tripping hazard. (Shoes are required once the child begins to walk.)
- Provide sweaters and jackets even on sunny days.
- Provide gloves, boots, and snow pants for the cold days of winter. (Children may have opportunity for some outdoor play in all kinds of weather.)

Please **LABEL ALL** the child's outer garments including coat, jacket, sweater, hats, boots, gloves, etc.

Please **refrain from your child wearing jewelry** such as necklaces and bracelets to prevent injury and choking. Children may wear small earrings. The Center is **not responsible for lost or damaged items**.

- **EXTRA CLOTHING:**

**Please send a complete change of clothes** (with long pants), including **socks and underwear**, for emergency usage. These clothes should **BE LABELED with the child's name and placed in a Ziplock bag**.

- **TOYS FROM HOME:**

Please leave your child's toys at home. In keeping with Safe Schools Policy, guns, war toys, or other toys of destruction are **NOT** allowed in the Centers.

- **NUTRITION:**

We serve breakfast, morning snack, lunch, and an afternoon snack each day. Menus follow the "*Child and Adult Care Food Program*" guidelines used by DSD Food Services. Meals and snack are on a set schedule posted in the center. Children who come after the lunch count has been sent to the kitchen will need to have meals provided by the parent/guardian.

- **REST PERIOD:** Children will have the opportunity to rest each afternoon. Children are assigned a resting cot or crib with a clean sheet and blanket provided by the Center. The crib or cot is labeled with the child's name or reference number. **Please do not send blankets with the child.**

- **INFANTS/TODDLERS:**

- Parent/guardian shall provide all **disposable diapers and wipes, non-prescription ointments**, etc. A container is provided labeled for the child's supplies. Please always maintain a minimum supply of 8 diapers with wipes in the center. A fee of \$2.00 per diaper change will be charged if supplies are not available.
- Parent/guardian shall provide **3-5 bottles and nipples (enough for the day) and baby food (enough for the day)** clearly labeled for the child. Milk for breast fed children must be in a breast bottle bag, properly sealed, labeled with the child's name, the number of ounces and the date frozen. Individual breast milk bag containers will be provided for each child at the center. Nipples for bottles must be the appropriate size designated for the age of the child. (Example: newborn nipple for one year old is not appropriate.)
- Please clearly **label everything** brought to the Center.

- **ADDITIONAL INFORMATION:**

- If the child **will be late or not attending** the Center on a specific day, the parent / guardian shall **notify** the Center Coordinator **no later than 8:30 am**. This is a **safety protocol**.
- A child brought to the center **after the meal count** has been submitted to the kitchen **will not** be provided a lunch. **Parents will be required to provide lunch** for the child on that day. A meal schedule and menu plan will be posted at the center.

- **Daily records** on diapering, feeding, and sleeping up to age two will be completed by caregivers and available to the parent/guardian upon request.
- At least one person who has completed infant and toddler CPR training will be in the center at all times.
- Only persons authorized on the enrollment form or by special written permission from the parent/guardian will be allowed to take a child from the center. Persons must be 21 years or older. **Picture ID is required.**
- Under the direction of the Center Coordinator, parental involvement is welcome and encouraged. If interested, contact the Center Coordinator for specific ways to become involved. Involvement may include educational programs, holiday celebrations, observation visits, recognition days, etc.

**Each Center Coordinator will provide individualized center information as the new school year begins.**

### **RATIOS and SUPERVISION**

- All staff and high school students are trained according to the **rules and regulations established by the Utah Child Care Licensing Board**. State Board rules require adequate personnel to keep an authorized “child to caregiver” ratio in each classroom and to maintain a safe and healthy learning environment.
- In addition, there is direct supervision and protection of the children when they are sleeping, using the bathroom, playground, and when participating in special activities:
  - Actively supervising children means the caregivers' attention is always focused on the children and not on personal interests (such as visiting with other caregivers, talking on a cell phone, text messaging, reading, lesson planning and preparation, etc.) or non-caregiving duties. Caregivers are also to maintain awareness of the entire group while interacting with small groups or individual children.
- **Attendance/ Enrollment forms**

Children are **admitted and released by signature of parent/guardian in and out** of the Center each day. To ensure the whereabouts of each child in attendance, roll will be taken every 2 hours in each classroom.

- Only persons authorized on the enrollment form or by special written permission from the parent will be allowed to take a child from the Center.
- Safety of the information is ensured by allowing only staff access to personal information.
- In the event a child is “lost” the school administration will be notified, and a school wide search will be conducted. The campus police officer will be notified so appropriate measures can be taken. Parents will be notified within 30 minutes of the event.

### **BEHAVIORAL EXPECTATIONS and DISCIPLINE OF CHILDREN**

#### **CHILD DISCIPLINE**

##### ***Utah State Child Care Licensing Rule Interpretation Manual R430-100-19***

2) The provider may **discipline** children using positive reinforcement, redirection, time out and by setting clear limits that **promote** children's ability to become self-disciplined. (3) Caregivers may use gentle, passive restraint with children only when it is needed to stop children from injuring themselves or others or from destroying property. (4) Discipline measures shall **not include** any of the following: (a) any form of corporal **punishment** such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; (b) restraining a child's movement by binding, tying, or any other form of restraint (c) shouting at children; (d) any form of emotional abuse; (e) forcing or withholding of food, rest, or toileting; and, (f) confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage.

## CHILD ABUSE

The Center shall ensure that **no child** is subjected to physical, emotional, or sexual abuse while in **their care**.

### *Utah State Child Care Licensing Rule Interpretation Manual R430-100-14: CHILD HEALTH.*

- According to Utah law, "When any person...has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, he shall immediately notify the nearest peace officer, law enforcement agency or office of the Division of Child and Family Services (DCFS). Since Utah law also states that committing domestic violence in the presence of a child is a form of child abuse, this must also be reported to law enforcement and/or the Division of Child and Family Services. (Utah Code Annotated 62A-4a-403)
- **DCFS number for reporting is 24/7 at 1-855-323-3237.** Documentation indicators from the child including nonverbal cues, body language, and tone of voice will be provided and kept for reporting purposes.
- **Employees of the Davis School District are required** to let the administration and District Director know that a report has been filed. One copy will be sent to Child Protective services (CPS), a second copy is given to the principal, and the third copy is to be sent to the District Director. It is the responsibility of the CPS worker or law enforcement officer to notify the parents that an investigation has taken place or that the child is being taken into custody. If a parent calls and asks questions, we are to refer parents back to the CPS worker or law enforcement officer. By Utah State law, all information is kept confidential and all reporting remains anonymous even if the finding is substantiated.
- **Challenging Classroom Behavior:** If a child exhibits behavior that is **impeding the learning and/or safety of himself and others**, the Center staff will document behavior using the documentation report provided by Utah State Child Care Licensing Minor Accident form. Parents will be given a copy of the forms and asked to address these behaviors at home. If behaviors consistently continue, a meeting with the parents will be held where a written behavior plan will be generated, and goals developed.
- If the **child continues to exhibit behaviors** where children and staff are unsafe, and behaviors occur two times within 2 weeks, the child will be asked to stay home until Early Intervention, Head Start Program or another outside agency is contacted for an assessment. Upon review by the outside agency, a new written behavior plan is presented, and a meeting with a representative from the agency, a parent and the Center Coordinator is held where the new behavior plan is signed. If the child continues to consistently exhibit unacceptable behaviors the Center Coordinator shall discontinue services, keeping in mind the health and safety of ALL the children and workers in the Center.

## BUILDING AND PREMISES SAFETY

- Drop-off and pick-up are in a designated area, away from the flow of traffic. Signs are posted for the Center drop-off only. The doors of the Center are locked during business hours for the safety and security of children and staff. **One entrance inside and outside the school will be designated for the drop-off and pick-up site.**

The following items shall be inaccessible to children, toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials etc.

## EMERGENCY PREPAREDNESS

**Childcare Centers will participate with the monthly drills practiced at the school.**

We will do the following if a **child is injured and requires attention** from a health care provider or emergency response team:

### **During school hours 7:00 A.M. – 2:30 P.M.**

1. Call 911
2. Notify the office immediately wait for emergency response team.
3. Evacuate the immediate area to ensure no further injury or exposure to trauma.
4. Do not disturb any potential evidence.
5. Notify the family of the injured child.
6. Complete injury report file with the school administration and submit to the District Director.
7. Contact Utah State Licensing within 24-hour period.

### **After 2:30 P.M.**

1. **Call 911 and District Emergency at 801-402-7680.**
2. Follow steps 2-7 above.

We will do the following if there is a **FIRE at the facility**:

### **During school hours 7:00 A.M. – 2:30 P.M.**

1. Leave the building immediately in orderly fashion, using designated exits. Take the Center emergency roll book.
2. Close the doors to the fire area after all people are out.
3. Go to the designated holding area. (The safety committee at each school determines this.)
4. Account for all Center children and ECE students and stay with them.  
(In case of an evacuation, the Center Coordinator will be the last to evacuate taking the emergency roll book. If the Center Coordinator is absent, the Early Childhood Educator will assume this responsibility.)
5. Remain in the designated area until notified of an “all clear”.

### **After 2:30 P.M.**

1. Call 911
2. Center will evacuate to the area designated by the Center Coordinator in conjunction with the Safety Committee. The Center Coordinator, or Assistant Coordinator, will be the last to evacuate taking the Center emergency roll book.
3. Parents will be notified, and a sign left on the door of Center concerning evacuation procedures and whereabouts of all children.
4. Contact custodial staff or call the District Emergency Number 801-402-7680
5. Refer all media to Community Relations at 801-402-5260
6. Remain in the designated area until notified of an “all clear”.

We will do the following if there is an **EARTHQUAKE**.

**During school hours 7:00 A.M. – 2:30 P.M.**

1. Drop
2. Take Cover
3. Hold on
4. Evacuate
  - Leave the building immediately using designated exits. Take your roll book with you.
  - Go to area designated by the school safety committee.
  - Account for all students and stay with them.
  - Remain in the designated area until notified of an “all clear”.
  - Refer all media to Community Relations at 801-402-5260

**If after 2:30 P.M.**

1. Drop
2. Take Cover
3. Hold on
4. Evacuate
  - The Center will follow the instructions outlined by the School Safety Committee. The Center Coordinator, or Assistant Coordinator will be the last to evacuate taking emergency roll book with them.
  - Parents will be notified, and a sign will be left on the front door of the Center concerning evacuation procedures.
  - Contact custodial staff or call the District Emergency Number 801-402-7680.

Call the District Call Center for structural damage 802-402-5600.  
Be prepared for delays if there is a heavy call volume.

We will do the following if there is a **FLOOD**.

**During school hours 7:00 A.M. – 2:30 P.M.**

1. Contact custodial staff immediately (see number posted by phone).
2. Follow evacuation procedures if necessary.
3. Contact parents if the children's health or safety is compromised.
4. See Administration for closure decisions, evacuate if needed.

**If after 2:30 P.M.**

1. Contact custodian or custodial staff (number posted by phone).
2. Call 801-402-5600 or 801-402-7680 for all power, telephone, water interruptions.
3. Follow evacuation procedures if necessary.
5. Contact parents if the children's health or safety is compromised.
6. Call District Building Controls at: 801-402-7680.

We will do the following if there is a **GAS LEAK POWER OR WATER FAILURE:**

**During school hours 7:00 A.M. – 2:30 P.M.**

1. Contact custodial staff immediately (see number posted by phone)
2. Follow evacuation procedures if necessary
3. Contact parents if the children's health or safety is compromised
4. Keep refrigerator/freezer closed as much as possible.
5. See Administration for closure decisions, evacuate if needed.

**If after 2:30 P.M.**

1. Contact custodian or custodial staff (number posted by phone)
2. Call 801-402-5600 or 801-402-7680 for all power, telephone, water interruptions.
3. If you smell gas, evacuate the building and call 911 from a cell phone **outside of the building.**
4. Follow evacuation procedures as necessary
5. Contact parents if the children's health or safety is compromised
6. Call District Building Controls at: 801-402-7680

We will do the following if there is a **MAN CAUSED EMERGENCY:** (such as a terrorist threat, armed intruder, hostage situation, or possible bomb)

○ **Lock Down:**

1. Each teacher is assigned a door and window to check and lock.
2. Stay Calm: Your attitude will be mirrored by others.
3. Stay out of sight.
4. Children will stay in the designated area (The safety committee at each school determines this.) until the all clear sign is given.
5. Notify the office if the emergency is in your room.
6. Prepare to defend yourselves.

○ **Lock Out:**

1. Each teacher is assigned a door and window to check and lock.
2. Center Activities will proceed as normal until the all clear sign is given.

\*If it becomes apparent that the safest course of action is to use our emergency evacuation procedures we will make the most logical choice to keep the children safe.

**In the event it is necessary to evacuate the premises, we will do the following:**

Children will go to a location determined by the School Safety Committee.

The emergency master list of children's contact information will be used to contact parents. Roll will be taken on-site and at the pre-determined safe place location.

A second copy of the emergency master list will be left at the pre-determined safe place location.

A 24-hour Emergency Kit will be stored at the safe place location. All emergency supplies, including food, water, and first aid kit shall be available for Center use.

At least one staff member will carry a cell phone, so parents can be notified as soon as possible.

Accommodations will be met on an individual bases during all evacuation procedures. All staff will remain with children until children have been picked up by designated adult.

**The Davis School District Childcare Centers will do a review of this document annually.**



## Davis School District Childcare Centers Enrollment Checklist

### Follow these Steps

**Step 1:** Read the Davis School District Childcare Centers Parent/Guardian Handbook

**Step 2:** Complete and submit the following documents:

- Acknowledgement of the Davis School District Childcare Center Handbook and School Safety Information.
- Failure to Pick-up and Sick Policy Agreement Form
- Child Pick-Up Authorization and Emergency Contact Form
- Application for Enrollment Form
- Child Health Assessment
- Authorization of School Personnel to Administer Medications
- Medical Emergency Permission
- Activities Release Form
- Child's Immunization Record (up-to-date)
- GRANDPARENTS ONLY:** Assumption of Responsibility for Cost of Services. This form will be distributed to grandparents by the Center Coordinator.

**Step 3:** Pay the Annual Registration (\$50.00 – per child) to the 4115 account in the main office of the Center site. Due by the last day the Center is open in the preceding school year.

**Step 4:** Return the completed Application Enrollment Form with the \$50 registration receipt to the Center Coordinator at the site where your child/children will attend.

**DAVIS SCHOOL DISTRICT CHILDCARE CENTERS**

**Acknowledgement  
of the**

**Davis School District Childcare Centers  
Parent/Guardian Handbook**

As the Parent/Guardian of

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I acknowledge that I have **read and agree** to all information, policy and conditions contained in the Davis School District Childcare Centers Parent/Guardian Handbook. I also agree to the terms and conditions as outlined by the Health and Safety Information provided herein.

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**Signed**

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**Date**

**\*\*\* Please complete one form for each child enrolled in the Center.**

## DAVIS SCHOOL DISTRICT CHILDCARE CENTERS

### FAILURE TO PICK-UP Child

If a child has not been **picked up and gone from the Center by 4:15 p.m.** the Center Coordinator or Assistant Coordinators will begin the process of contacting the parent/guardian. If the parent/guardian cannot be reached, the coordinator will attempt to reach the first person of the "Emergency Contacts" listed on the Pick-up Authorization Form. Following the order listed on the Pick-up List, every effort will be made to reach a parent/guardian or emergency contact person until someone has been contacted.

If the child has **not been picked up one hour after the center closes**, Department of Child and Family Services (DCFS) will be contacted and the child transferred to their care. Parent/guardian will have to contact the DCFS to retrieve the child and explain reason for not picking up the child from the Childcare Center.

**Late Pick-up Fee:** All children shall be picked-up and gone from the Childcare Center no later than **4:15 p.m.** There will be an automatic overtime charge of **\$25.00 for up to 10 minutes beginning at 4:16 p.m. and \$2.00/minute thereafter for each child.** For safety and cost effectiveness the procedures are strictly enforced.

**I have read and understand the FAILURE TO PICK-UP Procedures.**

**Parent / Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DAVIS SCHOOL DISTRICT CHILDCARE CENTERS

### CHILD ILLNESS POLICY

- The DSD Childcare Centers must be safe for all children attending. As defined by the State Health Department, a "sick" child is one who can jeopardize the health of other children in the center. **The center will not accept sick children.**
- The staff upon drop-off will complete a **daily health check** of children. Any questions you may have should be directed to the Center Coordinator.
- If the child displays mild symptoms at the center during the day, which do not impair his/her daily, activities, the parent/ guardian will be notified at the end of the day.
- If a child becomes ill during the day, the parent/guardian will be notified and asked to remove the child from the center within **30 minutes**.

**NOTE:** The DSD Professional agreement states, **“Educators shall not bring their children to school on contract or professional development days unless authorized in advance by their principal.”** If children are ill, arrangements should be made to have them taken home.

**Please keep child at home if he/she has:**

<ul style="list-style-type: none"> <li>○ A fever during the previous 36-hour period.</li> <li>○ Been taking antibiotics less than 48 hours.</li> <li>○ A heavy, green nasal discharge.</li> <li>○ A constant cough.</li> <li>○ Has vomited within the last 36 hours.</li> <li>○ General listlessness.</li> </ul>	<ul style="list-style-type: none"> <li>○ Had diarrhea within the last 36 hours or for more than 36 hours.</li> <li>○ Symptoms of a communicable disease such as chicken pox, measles, scabies, impetigo, lice, ringworm, conjunctivitis (pink eye), etc.</li> </ul>
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**The Child may return to the Center when:**

- His/her cold symptoms are under control.
- He/she has been symptom free **WITHOUT MEDICATION** for **36 hours**.
- He/she has been exposed to a communicable disease, the Center has been notified of the incubation period, and return dates have been discussed.

**The child should be symptom free without medication for 36 hours before returning to the center.**

**I have read and understand the Sick Care Procedures.**

Parent / Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DAVIS SCHOOL DISTRICT CHILDCARE CENTERS

### PICK-UP AUTHORIZATION and EMERGENCY CONTACT OTHER THAN LEGAL GUARDIAN

**This Pick-up authorization is necessary for the Childcare Center staff to act in the child’s best interest.**  
(Note: Legally, children may be released to noncustodial birth parents without authorization, unless court documents stating against this right are provided, and they have legal proof (ie: birth certificate) of their relationship to the child.)

Name of Child/Children \_\_\_\_\_

I hereby authorize the following, of whom are **21 years or older**, to pick up my child from the Davis School District Childcare Center with a **valid photo ID** (driver’s license, work badge, etc.).

If instructions **change**, the parent/guardian will **contact** the Childcare Center Coordinator **in advance and in writing**.

**(Please complete each Line)**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Initial the box if you authorize this person to be contacted in case of an emergency.

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Initial the box if you authorize this person to be contacted in case of an emergency.

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Initial the box if you authorize this person to be contacted in case of an emergency.

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Initial the box if you authorize this person to be contacted in case of an emergency.

5. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Initial the box if you authorize this person to be contacted in case of an emergency.

#### Out of State

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

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

Initial the box if you authorize this person to be contacted in case of an emergency.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## DAVIS SCHOOL DISTRICT CHILDCARE CENTERS Application for Enrollment

**Child/Children being enrolled:** (Age on first day of care)

Name of Child: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Names and ages of other children in the family NOT enrolled:

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

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

**A. Care Schedule:**

**Specify days and times of childcare needed on the lines below:**

Full Time \_\_\_\_\_ Part-time (A Day / B Day) \_\_\_\_\_  
(23 hours or more) (22 hours- no more than 3 days per week)

MONDAY    TUESDAY    WEDNESDAY    THURSDAY    FRIDAY

Arrival Time: \_\_\_\_\_

Pick-up Time: \_\_\_\_\_

**B. Parent/Guardian Information:**

**Mother/Guardian Name:** \_\_\_\_\_ **District #** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Preferred phone #:** \_\_\_\_\_ **Secondary phone #:** \_\_\_\_\_

**Home address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Place of employment (school or business):** \_\_\_\_\_

**Employer phone #:** \_\_\_\_\_ **ext:** \_\_\_\_\_

**DAVIS SCHOOL DISTRICT CHILDCARE CENTERS**  
**Application for Enrollment (continued)**

**Father**/Guardian Name: \_\_\_\_\_ District # \_\_\_\_\_

Email: \_\_\_\_\_

Preferred phone #: \_\_\_\_\_ Secondary phone #: \_\_\_\_\_

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

Place of employment (school or business): \_\_\_\_\_

Employer phone #: \_\_\_\_\_ ext: \_\_\_\_\_

**C. Child's Medical Provider**

Physician Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Practice Name/Address: \_\_\_\_\_ Zip: \_\_\_\_\_

There is a one-time nonrefundable/nontransferable registration fee of \$50 per child paid before enrollment and services can be rendered. The registration fee is paid to the Childcare Center account 4115 in the main office of the Childcare Center site.

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*To be recorded by the Childcare Center Coordinator*

Non-refundable registration fee received on this Date: \_\_\_\_\_ Center Coordinator Initials \_\_\_\_\_

## DAVIS SCHOOL DISTRICT CHILDCARE CENTERS Child Health Assessment

**(If you have multiple children, please use separate forms for each child)**

Parent/Guardian Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Child's last physical exam: \_\_\_\_\_ Physician Name: \_\_\_\_\_

A. Check all that apply and list any further health information needed to care for your child.

Health Concern	Yes	Health Concern	Yes
<b>Medication Allergies</b> If yes, list below:		<b>Food Allergies</b> (see ** below) If yes, list below:	
** Your child will be participating in the school food program and eating only the food that is provided through the program unless documented by a physician. **If your child has food allergies, please <b>provide a physician's note</b> stating the food allergies.			
<b>Other Allergies</b> If yes, list here or check box below:			
Asthma		Diabetes	
Seizures		Heart Problems	
Hearing Impairment		Visual Impairment	
Physical Impairment		Developmental delays	
Behavioral or Emotional Issues		Language delays	
<b>Concerns</b> - Please specify:			

Is there is a physical or emotional problem which might interfere with your child's adjustment to this program?

Please describe: \_\_\_\_\_

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What medications is your child currently taking? \_\_\_\_\_

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Please provide specific instructions for your child's daily care: \_\_\_\_\_

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Please provide specific instructions for your child's emergency care: \_\_\_\_\_

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Is there anything else you would like to share with the Childcare Center Staff?

\_\_\_\_\_  
**Parent / Guardian signature**

\_\_\_\_\_  
**Date**

## DAVIS SCHOOL DISTRICT CHILDCARE CENTERS Administration of Medication

The DSD Childcare Centers designated employees will administer **only medication prescribed by a doctor**.

**Written Permission** shall be **obtained daily** from parent/guardian before medication can be dispensed or applied.

**Verbal discussion** with the Center Coordinator and/or Assistant Coordinator regarding the administration or application of medication is required daily when the medication release form is completed.

All medication must be **in original container**, labeled with the child’s name, name of the medication and date of prescription. The prescription must be current.

Davis School District requires training and **District approval** before certain medications can be administered. See the District website for a current list of these medications.

**No “over the counter” medications**, including Aspirin compounds or Tylenol shall be administered **without a prescription**.

My child will **NOT** be given medication without a completed medication release form.

**I hereby request and give permission for my child to receive medication as per the medication release form and I understand the form shall be filled out daily if medication is needed.** Please see the Childcare Center Coordinator for the medication release form.

I further understand that **school personnel who provide aid or employer of such staff are not liable**, civilly or criminally for any adverse reaction suffered by my child as a result of taking the medication so indicated and discontinuing the administration of the medication in keeping with the procedure outlined above.

\_\_\_\_\_  
**Parent / Guardian signature**

\_\_\_\_\_  
**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 arrange transport and accompany my child to the hospital with a traumatic, medical or life-threatening emergency. I also authorize treatment by the hospital staff and doctor on call to provide care as deemed necessary.

\_\_\_\_\_  
**Parent / Guardian signature**

\_\_\_\_\_  
**Date**

**DAVIS SCHOOL DISTRICT CHILDCARE CENTERS  
Activities Release Form**

As the Parent/Guardian of:

\_\_\_\_\_

I give my consent for my child to participate in all childcare classroom activities and events at the school and do hereby release and agree to hold harmless the school, its employees and any students connected with the program.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DAVIS SCHOOL DISTRICT CHILDCARE CENTERS  
Utah School Immunization Record**

As the Parent/Guardian of:

\_\_\_\_\_

I understand that a current copy of the child's **Immunization Records must be on file** at the Childcare Center before the child may attend the center.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

*To be recorded by the Childcare Center Coordinator*

Immunization Records received on this Date: \_\_\_\_\_ Center Coordinator Initials \_\_\_\_\_