

Davis School District

Early Childcare Training Centers

Parent / Guardian Handbook

WELCOME to the Davis School District (DSD) Childcare Training Center 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 Training 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 Training Centers

Davis School District recognizes the need for qualified, well trained, and responsible childcare providers. To meet this need, through the Career and Technical Education Department, the school district offers full-time childcare. The childcare training centers are part of the Family and Consumer Science program and provides a laboratory for high school students to get experience in early childhood education. The purpose of the centers is three-fold.

- Provide an affordable and high-quality childcare for Davis School District Employee's children and grandchildren.
- Provide a safe, nurturing, and learning environment that is age appropriate for children six weeks old through kindergarten.
- Provide a training center for high school students to employ their learning/training through their child development and childcare classes.

Quality childcare can make a substantial difference in the future of the community. The school district's goal is to provide a program that is beneficial for the children being cared for, the high school students that are learning, and the employees that are working in the district.

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.

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.

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 as 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 may **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:

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 the 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.** A "Late Pick up Fee form" will be filled out by staff on duty, parent/guardian signature will be required. A copy will be given to the Parent/ Guardian and a copy to the DSD Childcare Specialist. The fee will be deducted from the next month's payroll deduction. This procedure is strictly enforced. **After the THIRD Late Pick up Fee has been submitted, the privilege of attending the center for the following 5 days will be revoked. Please respect the time of the workers and assistants who work so hard to keep your kids safe.** 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:

- 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. Starting 2020, each child/staff/ parent that enters any center will need to be documented by the Center Staff. 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"> ○ A fever during the previous 36-hour period. ○ Been taking antibiotics for less than 48 hours. ○ A heavy, green nasal discharge. ○ A constant cough. ○ Has vomited within the last 36 hours. ○ General listlessness. 	<ul style="list-style-type: none"> ○ Had diarrhea within the last 36 hours or for more than 36 hours. ○ Symptoms of a communicable disease such as covid, chicken pox, measles, scabies, impetigo, lice, ringworm, conjunctivitis (pink eye), etc.
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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:

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.

CHILD CARE CENTER IMMUNIZATION:

- **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:

- Childcare Training Centers serve the children of Davis School District employees. Children between the ages of six weeks through kindergarten are considered for enrollment.
- 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. The funds for this fee will be directly used on your child throughout the year.
- All completed **Enrollment Forms must be received** by the Center Coordinator **prior to the first day of school**.
- 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 enrolled**. 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** (i.e.: 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: 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 and DSD Childcare Specialist. **Submitting a name to the waiting list does NOT guarantee placement.**

If at any time a **place is being held for a child**, (i.e.: 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.

Per Month for 9 Months		2022-2023	2023-2024
Full Time (24 Hours or more)	Diapered	\$725	\$800
	Non- Diapered	\$625	\$700
Part Time (23 Hours or less)	Diapered	\$575	\$650
	Non- Diapered	\$475	\$550
Kindergarten		\$500	\$575

***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. The Center Coordinator will distribute the payroll deduction form to the parent/guardian. All payroll deduction forms will be sent to the District Payroll department.

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. (23 hours or less) 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.

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 frigid days of winter. (Children may have the 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 snacks 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 age-appropriate food (enough for the day)** clearly labeled for the child. Milk for breast fed children must be in a breast bottle bag, properly sealed, labelled 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 with 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 and wait for the 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 it 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 the 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 by 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 the 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 by 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 the 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 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 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 basis 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.

By enrolling my student into Davis School District Early Childhood Training Centers, I understand and agree to adhere to the following.

- ✓ Collection of Fees and Payroll Deduction
 - I will pay the annual enrollment fee of \$50 (paid in the office to account 4157) before my child may attend the center.
 - Tuition will be directly deducted from my DSD paycheck. Any fees will also be assessed through the payroll department.
- ✓ Center Dates and Hours:
 - Centers are not open all school days of the year. Each center will provide a calendar of dates the center will be open/closed for the year.
 - All centers open at 7:00 am and close exactly at 4:15 pm. A late fee will be applied when late. After 3 lates, attendance of the child in the center for 5 days will be revoked.
 - Only authorized persons stated on the enrollment form or by special written permission from a parent/ guardian will be allowed to take a child from the center. Persons must be 21 years or older. Picture ID is required.
 - I will drop off/ pick up my child from the designated drop off/ pick up area.
- ✓ Child Health and Wellness:
 - Keep Children at home when sick. Children should be symptom free without medication for 36 hours (about 1 and a half days) before returning. It is the ultimate judgment of the DSD Childcare Center staff to determine whether your child is well enough to attend and participate in activities at the center.
 - If my child gets sick at school, they will need to be picked up within 30 minutes after notification.
 - Medication should be given by a parent/guardian, whenever possible. A verbal discussion may be held with guardian and childcare staff on administering medication, if needed.
 - Each child will need a CURRENT Immunization Record before attending the center.
- ✓ General Information
 - I agree to adhere to the dress code.
 - I will provide appropriate clothing for the time of the year. All children should have a change of clothes at the center. All clothes should be labelled.
 - Toys from home are not allowed in the center.
 - Food is provided by DSD Nutrition Services. Coordinators need to know the daily lunch/snack count- if not attending, notify Center Staff no later than 8:30 am.
 - Infants will need to provide bottles, formula, age-appropriate food. Diapers, ointments, and wipes will also need to be provided for infants.
 - Children will have the opportunity to rest each afternoon.
 - Children will participate in Emergency Preparedness drills throughout the year. In case of emergency, parents will be notified as soon as possible.
- ✓ Behavioral Expectations and Discipline of Children
 - I understand the Child Care Licensing rule on child discipline and understand that all childcare staff will adhere to Childcare Licensing Laws.
 - Child Abuse or Neglect will be reported to Department of Child and Family Services (DCFS)
 - If a child exhibits behavior that is impeding the learning and/or safety of himself or others, the center staff will document and work with the parent to implement a behavior plan. If the behavior remains a problem, child may be referred to outside agencies for evaluation, and a suspension of attendance in the center may take place.

Enrollment Checklist: After confirmation of a spot by a Childcare Center Coordinator, the following will need to be submitted before your child may attend that center.

- \$50 Enrollment Fee- paid in the office (Account 4157)
- Signed Payroll Deduction Form
- Filled out Registration Form

- Current Immunization Record