

## **Polaris High School Daycare Policies 2013-2014**

Welcome to Polaris High School Daycare. We are excited to have you and your child participate in our program. These policies are for you to follow for your child's safety and well-being. If you have any questions, please feel free to discuss them with us. Director: Pat, Aides: Shannon and Shantel, Phone: 801-610-8180 ext.126, Fax: 801-227-2447

### **Daycare Hours**

Monday- Thursday 8:15 am to 3:30 pm  
Friday 8:15 am to 12:45 pm

### **Ages for Enrollment**

We accept children from eight weeks old to five years old.

### **Immunizations**

Your child must be current with all of their immunizations in order to use the daycare. Please do not try to enroll your child unless you have a current and complete immunization record from your child's doctor. It is your responsibility to keep your child's immunization record updated and to bring in a copy of the updated immunization record each time your child has shots. If you need us to, we can make a copy of your original in the registration office. Please be aware that at eight weeks of age, your child must have the following shots: 2 Hepatitis B, 1 DTaP, 1 Hib, 1 Pneumococcal (PCV), 1 Polio (IPV), 1 Rotavirus. We strictly follow the Utah Department of Health Immunization Program.

### **Schedules**

Please be aware that our daycare has limited spaces available. Schedules are required for each child and must be made in advance. The reason for schedules is so we know who to expect and when to expect them. We have legal restrictions regarding child/staff ratios. Please call the school by 8:30 am if your child will be absent from the daycare.

### **Child Check-in and Check-out**

Your child must be checked in and out each time you use the daycare. We will assign your child a four digit code for the computerized system which you need to use each time you come and go. If someone other than you needs to pick up your child, you must make arrangements with the daycare staff in advance. We need to know the name of the person picking up your child, and we require that person to have valid identification (such as a driver's license) for verification.

Please remember the daycare is for the children. You may not study or "hangout" in the daycare. Friends are NOT allowed in the daycare with you. This means friends may not come into the daycare room when you check your child in or out. Daycare children are not allowed in the classrooms, in the labs, in the testing area, or in the lunch room with you because it is a distraction to the other students.

School approved activities, such as a field trip, are the only reason for leaving the building without your child. If we find out that you have left the building without your child, you will be referred to administration, and your daycare privileges may be terminated.

### **Provisions**

A diaper bag for those still in diapers, or a backpack for older children, must be brought each day. A provision bag for your child should include the following: diapers, wipes, bottles, formula, pacifier, other food/lunch, a complete change of clothes (for each child), shoes and socks, a cup, etc. Please label everything with your child's name or initials. Please do not send toys or valuables from home with your child.

### **Food and Nutrition**

We provide a morning snack at 9:30 am and an afternoon snack at 2:00 pm. Snack items include crackers, fruit snacks, cookies, etc. We also provide juice or water at snack time. Lunch is at 11:00 am, and you need to provide a sack lunch and a drink for your child. We require that you list all food allergies on the enrollment form so that we can avoid any problems.

### **Quiet Time**

We have quiet time/nap time from 11:30 am to 1:00 pm. If you need to check your child in during this time, we ask that you be considerate and keep noise to a minimum. Please try not to disrupt the quiet or wake the sleeping children. We request that all children rest even if they don't nap. Quiet time includes a movie for children who don't nap. Please reinforce with your child that we have quiet time. It makes the transition much easier for your child and for the daycare staff.

### **Sick Policy**

The daycare needs to be safe and clean for all the children who are using it. If your child shows any sign of sickness, we ask that you keep them home. If your child becomes sick while they are in the daycare, you will be required to take your child home, and medical care may be suggested. We have a daily health check to make sure we don't have any sick children. We notify parents of all communicable diseases, such as chicken pox, that show up in the daycare. If your child is exposed to a communicable disease outside of the daycare, please notify us so that we can discuss the incubation period and we can determine return dates. In some cases, a doctor's note will be required. Our sick care policies are based on Utah County Health Policies and are not negotiable.

Please keep your child home if they show any of the following symptoms:

- Fever of 100 degrees or more
- Diarrhea
- Vomiting
- Green runny nose (may return when they have clear, minor nasal drip)
- Pink eye/discharge from the eyes
- Head or body lice
- Ear infection (must be on antibiotics for 48 hours before they can return to daycare)
- Impetigo or any unexplained rash
- Persistent cough
- Sore throat
- Stomach ache
- Flu symptoms
- Any other symptoms which are suggestive of acute illness
- Extreme fussiness after shots

Please remember that your sick child needs special care from you. Your child needs to be symptom free (refer to the list above) for 24 hours before returning to the daycare. If your child has been on antibiotics, you will need to keep them home for 48 hours before returning to the daycare.

### **Medications/Health-Care**

We can administer pain reliever (such as Tylenol) for teething pain, etc. We keep a Tylenol log sheet and we will need you to sign it and note the amount given. If your child requires a prescription medication to be administered by school staff during the hours they are in daycare, you will need to meet with the school nurse, fill out an authorization for medication form, and have your child's pediatrician sign it. If your child has special medical needs, other than prescriptions, you will need to meet with the school nurse to complete a health-care plan form for your child. This form also requires your pediatrician's signature. These forms are kept on file and must be updated every school year.

### **Discipline and Guidance**

Our discipline program is based on the following rules:

- Every child has the right to be in an environment where he/she is not hurt by another child or adult.
- Every child has the right not to be bullied (verbally, emotionally, physically, or sexually).
- Every child has the right to hear clean language.
- Every child is expected to be respectful of other children, adults, and school property.
- We use time-out if needed.

### **Child Abuse and Neglect**

As a provider of child care, any employee of the Alpine School District, who has reasonable cause to believe that a child has been abused or neglected, is required by law to report it. This report is made to our school administration, our school nurse, our school resource officer, and to the local DCFS office.

### **Emergency Evacuation**

In the event of an emergency, (such as a fire) all students need to evacuate the building. Because of fire code restrictions, we cannot have you come to the daycare room to pick up your child. We ask that you evacuate with your classroom or lab and stay with your teacher. We will evacuate the children in the daycare. This is for your safety as well as for the safety of your child. The daycare emergency meeting place is the daycare playground on the north-east side of the school. After you have evacuated, you will need to stay with your teacher until he/she gives you permission to meet your child at the playground. Please be aware that PHS conducts four (4) fire drills during the school year.

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Please sign this page after you have thoroughly read the policies. Keep the policy papers so that you can refer to them if you need to. Return this paper, the registration for enrollment form, and a copy of your child's current immunization record to the daycare. These papers must be turned in at least one (1) day before you want to start using the daycare.

I, \_\_\_\_\_,

the parent/guardian of, \_\_\_\_\_,

have read and understand the daycare policies and will follow them as outlined.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you are under 18, you will need to have a parent, a legal guardian, or a foster parent read these policies and sign and date below.

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

Signature: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Date: \_\_\_\_\_

**REGISTRATION FOR DAYCARE ENROLLMENT**

Child's name: \_\_\_\_\_

Birthday: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Father's name: \_\_\_\_\_ Birthday: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

People who have permission to check your child out: \_\_\_\_\_

\_\_\_\_\_

**Schedule**

You must fill out a schedule so that we know when to expect your child. Please list the days and times that you would like to have your child in daycare. Example: Monday 8:30 am – 12:30 pm.

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

**Information about your child**

Feeding and napping schedule: \_\_\_\_\_

Medical conditions: \_\_\_\_\_

Allergies: \_\_\_\_\_

Special needs or circumstances: \_\_\_\_\_

Doctor: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

Emergency Contacts: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

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