

St. John's Community Child Development Center's Written Policies & Procedures

Section 1

Supervision and Protection of Children

We do the following to ensure the direct supervision and protection of children at all times:

- Regular counting of children. Teachers count their children each time they leave and enter a different classroom or area of the school.
- Staff regularly assesses the environment to improve their ability to see children during daily activities.
- A phone intercom system is available in each classroom.

In addition, we do the following to ensure the direct supervision and protection of children:

When they are sleeping:

- All children are supervised during naptime.
- During naptime, the ratio may double for not more than two hours for children age **18 months and older**, if the children are in a restful or non-active state, and if a means of communication is maintained with another caregiver who is on-site. The caregiver supervising the napping children will be able to contact another on-site caregiver via intercom without having to leave children unattended in the napping area.

When they are using the restroom:

- Children 3 and older: Only one child at a time from a classroom is allowed to go to the bathroom by themselves. Another child cannot be allowed to leave to use the bathroom until the previous child has returned. The classroom caregiver must track the time each child is gone to use the bathroom, to make sure each child returns in a reasonable amount of time. Building exits must be effectively monitored to ensure that children sent to the bathroom do not leave the building.
- All other children will be supervised while using the restroom.

When they are in mixed group activities:

- If more than half of the group is composed of children in the youngest age group, the caregiver to child ratio and group size for the **youngest age** shall be maintained.
- If more than 2 infants or toddlers are included in a mixed age group, there shall be at least 2 caregivers with the group.

To calculate the required ratios for mixed age groups, we do the following:

- A. List all of the ages represented in the group. (For example, 2's, 4's, and school age.)
- B. List the number of children that are allowed with 1 caregiver for each of those ages of children. (In our example, this would be 7, 15, and 20.)
- C. Add up the numbers from B. (In our example, the total of these numbers is 42.)
- D. Divide this total (42), by the number of different ages represented in the group (In our example, there are 3 different ages represented in the group – 2's, 4's, and school age. This means 42 divided by 3 = 14.) This number (14) is the maximum allowed children in this group with one caregiver, unless more than half the group is composed of children in the youngest age group.
Refer to table on page 10.

When they are on the playground:

- Teachers actively supervise children at all times. They're given reminders and ideas on what they can do with the children during outside play.
- Teachers move around the playground continuously to ensure all children can be seen by a caregiver at all times.

During off-site activities:

- In planning of the offsite activities, adequate supervision is taken into account. In addition to parent volunteers, any part-time staff members are asked to either fill-in in the classrooms with children who will not be attending the offsite activities, or to accompany the children on the offsite activity.
- Staff regularly assesses the environment to see how their ability to see and hear children during activities might be improved.
- Each caregiver is trained to count their children each and every time they leave and enter their classroom. During offsite activities, teachers and parent volunteers have lists of assigned children that they are responsible for during the activity.

Section 2

Maintaining Required Caregiver to Child Ratios

Utah Child Care Licensing Rules require us to maintain the following caregiver to child ratios at all times:

Minimum Caregiver to Child Ratios and Group Sizes for Single Age Groups			
Ages of Children	# of Caregivers	# of Children	Maximum Group Size
Birth - 23 months	1	4	8
2 years old	1	7	14
3 years old	1	12	24
4 years old	1	15	30
5 years old & school age	1	20	40

Minimum Caregiver to Child Ratios and Group Sizes for Mixed Age Groups			
TWO MIXED AGES			
Ages of Children	# of Caregivers	# of Children	Maximum Group Size
2 & 3 years	1	10	19
3 & 4 years	1	14	27
4 & 5 years & school age	1	18	35
THREE MIXED AGES			
Ages of Children	# of Caregivers	# of Children	Maximum Group Size
2, 3, & 4 years	1	11	23
3, 4, & 5 years & school age	1	16	31
FOUR MIXED AGES			
Ages of Children	# of Caregivers	# of Children	Maximum Group Size
2, 3, 4 & 5 years & school age	1	13	27

We do the following to ensure we meet these required ratios when we have more than the expected number of children, or fewer than the expected number of caregivers:

- A group with more than one caregiver may be temporarily out of ratios for brief periods of 15 minutes or less, if one caregiver leaves the room but remains in the center in order to meet the immediate needs of the children in his or her group, such as helping a child who is hurt, getting food for children, taking a sick child to the office, getting medication for a child, helping a child in the bathroom, helping a child change soiled clothing, etc. (Examples of tasks **not** related to meeting the immediate needs of the children in the group include: doing laundry or other housekeeping duties, making personal phone calls, taking a work break, etc.)
 - However, caregivers under the age of 18 are never left alone with children, even for brief periods of time.
- We may exceed the required caregiver to child ratios for up to 45 minutes when circumstances beyond our control temporarily prevent the center from meeting the required ratios.
 - In such emergency situations, we will, whenever possible, ensure that the youngest age groups have first priority for meeting required caregiver to child ratios. Examples of circumstances beyond the licensee's control include caregivers not arriving for work at their scheduled time without giving adequate notice, or children arriving earlier than their normal time or departing later than their normal time.

Section 3

Procedures to Account for Each Child's Attendance & Whereabouts

We do the following to account for each child's attendance and whereabouts at all times:

- Head count when leaving or entering a classroom, lining up to go outside and lining up to come inside the building.

Section 4

Releasing Children to Authorized Individuals Only

We do the following to ensure that children are only released to individuals authorized by their parent or legal guardian:

- Only parents or persons with written authorization from the parent may take any child from the center. In an emergency, we may accept verbal authorization if we can confirm the identity of the person giving the verbal authorization and the identity of the person picking up the child. We reserve the right to ask for I.D. of the adult for safety reasons.

Section 5

Confidentiality & Release of Information

We do the following to ensure that confidential information about children and their families is never released to individuals without written authorization by the parent or legal guardian:

- Only St. John's staff has access to student files.
- Staff is trained on the importance of ensuring that the information in the children's files is not released without written parental permission.

Section 6

Use of Movies and Video or Computer Games

Our policy on the use of movies and video or computer games (including the industry ratings we allow) is as follows:

- HoneyBee's – None.
- TatorTot's –15 minutes a week – educational video (i.e. Signing Time DVD).
- TwiddleBug's – 20 minutes a week – educational and/or Christian video (i.e. Signing Time or VegiTales).
- Preschoolers - 30 minutes a week – educational and/or Christian video (i.e. Signing Time or VegiTales).
- Preschool/Pre-K Computer – educational and/or Christian computer games with a time limit of up to 8 minutes twice a day per child.

Section 7

Policy on Sick Children

We do the following to determine when a child is too sick to be admitted to the center:

- Daily health checks are done upon each child's arrival. Children exhibiting any active symptoms of infection will not be admitted.

We do the following when a child becomes sick after they arrive at the center:

- Parents will be contacted promptly while child is isolated in the CCDC office away from other children awaiting pickup.
- If a parent cannot be reached, the persons on their emergency contact list in their enrollment packet will be contacted.

Section 8

Food Preparation and Diapering

We do the following to ensure that food preparation is never done at any sink in infant or toddler areas that is also used for diapering hand washing:

- Signs are posted to remind staff of this. Staff is trained on proper hand washing techniques.
- The upstairs classrooms all have two sinks. One designated for food prep and one for diapering. The Tator Tot classroom uses the church kitchen sink for all food preparation and utensil cleaning.
- Each staff member is trained on proper food handling.
- Children are never left unattended on the diapering surface.
- Diapering surface is cleaned and sanitized after each use.

Section 9

Behavioral Expectations & Discipline of Children

Our behavioral expectations of children and the discipline methods we use are as follows:

Behavioral Expectations	Discipline Methods Used
<p>HoneyBee’s (6 weeks – 12 months): Children under the age of three still depend on adults to help them maintain control, especially in situations where other children are present.</p>	<p>HoneyBee’s: With infants through the age of 24 months, we primarily use distraction and redirection. We will also be in communication with the family regarding any concerns that arise.</p>
<p>Tator Tot’s (12 -24 months): Although self-control begins to emerge during the early childhood years, children under the age of three still depend on adults to help them maintain control, especially in situations where other children are present.</p>	<p>TatorTot’s: With infants through the age of 24 months, we primarily use distraction and redirection. We will also be in communication with the family regarding any concerns that arise.</p>
<p>TwiddleBug’s (2 year old’s): Children at the age of two love to explore and express their curiosity of the world around them. When a two year old is uncooperative, even defiant, they need adults who are gentle and firm to enforce reasonable limits, but to also understand the difficulty the child is having.</p>	<p>TwiddleBug’s: Discipline with two-year-olds is a matter of planning, setting clear limits and expectations, redirection, and logical consequences done in a kind and caring manner.</p>
<p>Preschoolers (3 – 5 year old’s): A child with challenging behavior may have limited social skills and the inability to use language to express their needs and emotions. Children often engage in challenging behavior because it “works” for them. This results in the child gaining access to something (i.e. obtain) or avoiding something (i.e. escape).</p>	<p>Preschoolers: Positive Behavior Support (PBS) focuses on intervention and coping techniques which teaches children how to respond to a potential situation before it happens. The Turtle Technique, which uses PBS guidelines to teach coping skills, self regulation and acceptable options, is used in all of our classrooms.</p>
<p>School-age Children (5 – 8 year olds): Children often engage in challenging behavior because it “works” for them. This results in the child gaining access to something (i.e. obtain) or avoiding something (i.e. escape).</p>	<p>School-age Children: We encourage children to use self discipline. They will be offered choices and opportunities to make decisions, knowing what the logical consequence will be. Rest periods are used when a child is physically or emotionally out of control and needs time to calm down. The teacher will then talk to the child about their choice and suggest alternate ways of coping.</p>

Section 10

Transportation of Children

We provide the following types of transportation for children:

- Serv-A-Bus
- UTA
- Trax

Children will not be transported in any of the above listed ways unless written permission for the transportation is given from the parent or guardian.

Our policies for transporting children to and from school for off-site fieldtrips are as follows:

- A written Permission Form must be signed by a parent/guardian and must be on file in the office in order for the child to accompany the group on any activity away from the center. New state regulations require a separate permission slip for each outing.
- The center does not own a van for travel to field trip locations. We hire a professional bus service or public transit. Children will be required to wear seatbelts.

- Children may be dropped off at school 0 minutes before school starts.
- Children may have to wait a maximum of 0 minutes after school gets out before they are picked up.

- If a child fails to meet the center van or bus after school, we will do the following: N/A

If there is ever a delay or problem with a child's transportation to and from school, we will do the following to notify the parent or legal guardian about the incident: N/A

We will do the following to ensure that children always use a size-appropriate seat belt or car seat when being transported:

- Hire a professional bus service or public transit.
- Children will be required to wear seatbelts or harnesses.