

Health and Safety

The health, safety, and wellbeing of your children take top priority. All areas of our program meet or exceed the Utah State Licensing Standards and the state guidelines for child care programs operating in the high schools. Our adult/child ratios are always within those guidelines. The high school students are a bonus to those ratios and help provide a high quality program.

Hand washing is of up-most importance. Please help reinforce the things we teach the children every day about hand washing:

- Germs can make you sick and can be spread many ways.
- Germs are everywhere and are on things that we touch like toys and animals.
- Germs can also be in the air when someone coughs or sneezes.
- Always cover your cough and sneezes.
- We encourage the children to cough into their shoulders or elbows rather than their hands.
- Use a tissue to wipe your nose instead of your fingers.
- Wash your hands after wiping or blowing your nose, sneezing or coughing into your hands.
- Always wash your hands after using the restroom and before eating. Use soap and warm water. Rub hands together and make lots of bubbles, scrubbing tops and bottoms and in-between fingers for at least 20 seconds (sing the ABC song).

We have one of the most secure facilities in the Salt Lake valley. The outside door is permanently locked to outside visitors unless they have their code. The individual codes to the door may be changed for any reason deemed necessary. The inside gates are to help prevent the toddlers and younger children from accessing areas that could be potentially unsafe for them. **As you enter and depart, please remember to close and latch the gates.** The large mirrors give staff and students visual access to most areas of the facility from different angles, to assist in supervision.

Emergency and Disaster

Please refer to the Emergency and Exit Plans posted at our entrance. **Please remember that in the event of an emergency, during school hours, we have the assistance of other school personnel and students. After school, we do not.** Below is a summary of our emergency and disaster policies:

Fire: Children and students will be evacuated to the bus loading island in the south parking lot. We will remain there until it is determined safe to enter the building.

Evacuation: In the event we are unable to return to the building we will relocate to the LDS Seminary building (west of the school) where parents will be notified.

Lock Down: All doors will be locked and everyone will be required to remain in classrooms until notification from the administration. All parents will be notified. It will be determined by the administration if the children may be picked up by parents or if everyone needs to remain in the building.

Earthquake: Children will drop under tables or heavy shelves and face away from windows, covering their faces as much as possible. Everyone will remain down and covered until further instructions are received by announcement or alarm. After the disturbance ends we will evacuate the building, if necessary, to the parking island in the south parking lot. In the event we cannot reach parents by phone, or cell phones, the main office is equipped with a radio to contact emergency personnel for assistance when phones are out of service.

School Cancellation or Closure: In the event that school is cancelled for any reason, while school is in session, staff members will notify parents. Please listen to KSL radio or TV for public information regarding early morning closures such as snow days.

Parents will be notified about any situation that we, or the school administration, feel that it is in the best interest of the children to not be at school. The parent will arrange for their child to be picked up immediately upon this notification.

All staff members are required to be certified in First Aid and CPR. If your child is injured, a staff member will administer first aid and you will be notified, verbally or by written note, the same day. If a child is seriously injured, the local emergency center will be called and parents will be notified. The information entered on your Emergency Information form will be honored. Please speak to the director with any concerns you have about any incident or accident.

A staff member may administer prescription medication only with the parent's written permission. A Medication Release Form must be filled out and signed. Medication must be in the original container and the dosage clearly visible on the label. Administration of any Over-The-Counter medication must follow the same procedure. Please refer to the OTC medication form and return to the director, signed.

The State of Utah requires that children must be fully immunized prior to attending child care. Please contact your pediatrician for the immunizations your child needs.