

Template for Center Written Policies and Procedures

This form is provided for technical assistance purposes only.
Providers may use this form if they choose, but are **not** required to use this form.

Section _____
Supervision and Protection of Children

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

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

When they are sleeping:

When they are using the restroom:

When they are in mixed group activities:

When they are on the playground:

During off-site activities:

Section _____
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:

Section _____
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:

Section _____
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:

Section _____
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:

Section _____
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:

Section _____
Policy on Sick Children

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

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

Section _____
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 handwashing:

Section _____
Behavioral Expectations & Discipline of Children

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

Behavioral Expectations	Discipline Methods Used
Infants:	Infants:
Toddlers:	Toddlers:
Two-year-olds:	Two-year-olds:

Behavioral Expectations	Discipline Methods Used
Preschoolers:	Preschoolers:
School-age Children:	School-age Children:

Section _____
Transportation of Children

We provide the following types of transportation for children:

[The list inserted here must include any of the following types of transportation the center offers them: transportation to and from off-site activities, transportation to and from home, and transportation to and from school. If the center transports children on Trax or by UTA bus, or any other form of public transportation, that information should be included as well.]

Our policies for transporting children to and from school are as follows:

Children may be dropped off at school up to _____ minutes before school starts.

Children may have to wait a maximum of _____ 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 :

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:

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