UTAH DEPARTMENT OF HEALTH
Bureau of Child Development
Child Care Licensing Program

Facility ID _____

Health and Safety Plan

This form combines the basic policies and procedures and emergency preparedness and disaster plans required by licensing. Each facility may have a more comprehensive plan to address the needs of the individual communities they serve. This plan is not meant to replace the review of Child Care Licensing Rules. In addition to reading and reviewing this plan annually, all providers, caregivers and volunteers must also be trained on sections 11-24 of the licensing rules.

The provider is required by rule to complete this document, submit it to Child Care Licensing, and have it available for review **by parents, staff, and Child Care Licensing staff**.

Date:

Provider/Center Name:

Provider Type☐Home☐Center

Ratios, Supervision, and Protection of Children
1. We will do the following to ensure that correct ratios are maintained at all times:
2. We will do the following to ensure there is direct supervision and protection of the children at all times:
3. Center Providers Only – When children age 3 and older can go to the bathroom (that is not in the room or adjacent to the room) by themselves, we do the following to ensure only one child at a time goes, the child returns in a reasonable time, the exits are monitored so the child can't leave the building, and, when the bathroom is shared with the public, how the child is supervised:

We do the following to ensure there is direct supervision and protection of the children when they are:

4. sleeping:

5. using the bathroom:

6. outdoors:

7. on off-site activities:

Attendance

8. We do the following to account for each child's attendance and whereabouts:

9. We will do the following to ensure the children are released to authorized individuals only:

10. We will do the following to ensure that information is not released from a child's file without written parental permission:
11. We will do the following if a child in care becomes missing:
Children with Illness
12. What are the early signs of illness for which a child will be excluded from care?
13. If a child becomes ill after arriving for care, we do the following:
14. We will do the following to help prevent and control infectious diseases:

15. Home Providers Only – If sick children are allowed to be in care, we do the following:
Child Health and Safety
Check if this applies: ☐ We allow the children to use electronic devices such as: televisions, electronic games, computers, or tablets. 16. If allowed, list what electronic devices and ratings are allowed and the length of time children are allowed to use them:
17. We will do the following to prevent food and allergic reactions:
18. We will do the following to ensure the nutritional needs of the children are met:
19. We will do the following to ensure the children in care have enough physical activity:
20. We will do the following to ensure that caregivers, working directly with the children, receive training on CPR and first aid.

21. Check all that apply:

- ☐ We will not administer any medications.
- ☐ We will administer only rescue medications such as Epipens and inhalers.
- ☐ We will administer prescription medication.
- ☐ We will administer over-the-counter medication.

22. If medication will be administered the following steps will be followed:

23. In the event of adverse reaction the following steps will be followed:

24. The following is our policy on caring for children with special needs:

25. Complete the following table indicating the behavioral expectations and discipline methods for each age group (an example can be found at childcarelicensing.utah.gov):

Behavior Expectations (Actions a child might exhibit)	Discipline Methods Used (How you will guide a child when they misbehave)
Infants (Birth through 11 months):	Infants (Birth through 11 months):
Toddlers (12 months through 23 months):	Toddlers (12 months through 23 months):
Two-year-olds:	Two-year-olds:
Three-year-olds:	Three-year-olds:
Four-Year-Olds:	Four-Year-Olds:
School-Age Children (5 years through 12 years):	School-Age Children (5 years through 12 years):

Building and Premises Safety
26. We will do the following to keep children safe from vehicular traffic:
27. We will do the following to ensure hazardous materials (some cleaning products, motor oil, antifreeze, insecticides, etc.) are disposed of properly:
Transportation of Children
28. We use the following modes of transportation (check all that apply): ☐Walking ☐Vehicle ☐Public Transportation
29. We provide transportation of children for the following activities (check all that apply): ☐To and from off-site activities ☐To and from home ☐To and from school ☐Other (Please list)
If transportation is provided to or from school, answer the following questions: 30. Children may be dropped off at school up to _____ minutes before school starts. 31. Children may have to wait to be picked up a maximum of _____ minutes after school gets out 32. If a child fails to meet the caregiver after school we will do the following:

33. 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:
Emergency Preparedness
In addition to notifying emergency personnel and the parents- 34. We will do the following if a child is injured and requires attention from a health care provider or emergency response team:
35. We will do the following if there is a fire at the facility:
36. We will do the following if there is an earthquake:
37. We will do the following if there is a flood:

38. We will do the following if there is a power failure:

39. We will do the following if there is a water failure:

40. We know the location and procedure if the following items need to shut off:

☐ Gas

☐ Electricity

☐ Water

41. We will do the following if there is a man-caused emergency (such as a terrorist threat, armed intruder, hostage situation, or possible bomb):

42. Home Providers Only – In the event the provider must leave the home, the name and phone number of the emergency substitute(s) who will be called is (You must provide the name and phone number of at least one person):

43. In the event it is necessary to evacuate the premises, we will take the children to the following location (include the address):

44. We will notify parents of this relocation address and how to reunite with their children by:

45. What means of transportation will be used to get all caregivers and children to the relocation site?

46. Describe how each child's presence will be accounted for in route to the relocation site and once you arrive at the relocation site:

47. During an emergency we will do the following to ensure we have with us emergency contact information and emergency medical releases for each child in care:

48. We will do the following to ensure that emergency supplies such as, food, water, first aid kit, medication, diapers, and formula are taken with us or available at the emergency relocation site:

Answer the following questions if care is provided for <u>any</u> of the following groups of children:

- children less than 30 months of age,
- children with limited mobility,
- children with chronic medical conditions, and
- children who otherwise may need assistance in an emergency, such as children who are intellectually, physically, visually, and/or hearing impaired.

49. We will ensure children's needs are met during fire and disaster drills by doing the following:

50. We will ensure children's needs are met in the event of an emergency by doing the following:

51. We will ensure children's needs are met if relocation is required by doing the following:

52. If it's not safe to go outside (for example, if there is an earthquake or a lock-down), our designated Shelter-in-Place space is:

53. To ensure continuity of care after an emergency or disaster, we will do the following:

Approved by: Date:

The provider must be review this form annually and if needed make any updates. If any changes are made, an updated form must be submitted to Child Care Licensing.

Date of last review and or update: _____/_____/_____

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In the event of an emergency, you are required to follow your plan.

In the event of a catastrophic emergency that renders your building(s) inhabitable and you want to continue to provide child care, you may provide care in a temporary location. You must ensure the children's basic needs – food, water, and shelter – are met.

After emergency responders have done their jobs, someone for the Child Care Licensing Program will visit you to assess your temporary location and your plan for the restoration of your facility. When needed, you will be issued temporary variances to applicable rules.

Child Care Licensing staff will create a report that includes, but is not limited to, accounting for you, your staff, your children in care; determining if emergency response agencies need to be contacted; ensuring there is communication between you and the parents of the children in your care; and an assessment of your emergency relocation site. They will also determine if you need assistance with the physical welfare of the children, such as having enough food and water and reuniting children with their parents.