

Template for Hourly Center Policies & 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 Protections 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:

Caregivers	Children	Limits for Mixed Ages
1	12	No children under age 2
1	8	2 children under age 2
1	6	3 children under age 2

Regardless of the number of other children and the minimum caregiver to child ratios, if only two caregivers are present, the facility staff may not care for more than four children under the age of two.

We do the following to ensure we meet these required caregiver to child 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 individual 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 of 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 he/she arrives at the center:

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:

Behavioral Expectations	Discipline Methods Used
Two-year-olds:	Two-year-olds:
Preschoolers:	Preschoolers:
School-age Children:	School-age Children:

Section _____
Crying Children

We will allow a child to cry for _____ minutes before his/her parent is contacted.