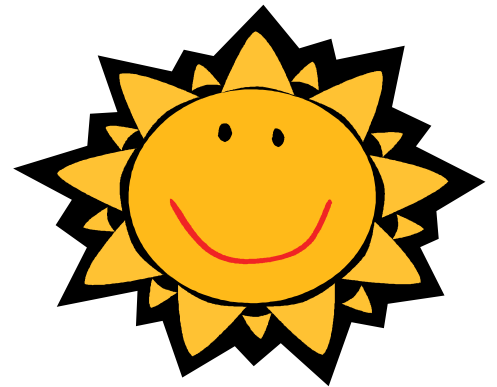
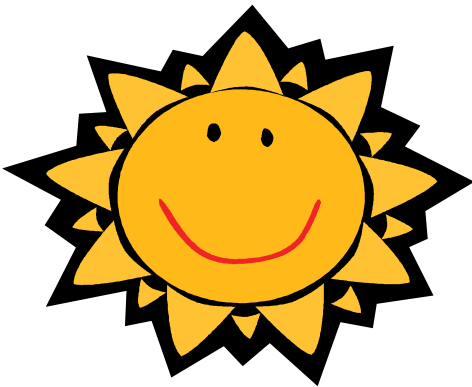


ADAPTIVE SUMMER CAMP APPLICATION PACKET 2017



**Hours: 8:30 a.m. – 5:30 p.m.
June 12 - August 18
(no camp July 3, 4 & 24)**

Copperview Recreation Center
8446 S. Harrison St.
Midvale, UT 84047
385-468-1515

Redwood Recreation Center
3060 S. Lester St.
West Valley City, UT 84119
385-468-1870



Redwood Recreation Center:

3060 S. Lester Street (3100 South Redwood Road) in West Valley City

**** HOURS: 8:30 a.m. - 5:30 p.m. **NEW HOURS****

Adventurers (ages 5-21)

This camp is for kids and teens with cognitive disabilities or dual diagnosis of physical and cognitive disabilities. This is for participants that may need some minor assistance with physical needs of daily living and enjoy a slow to moderate pace of fun activities. Participants will be involved in arts and crafts, field trips, wheelchair sports, and educational learning. Personal care is not provided. Most participants function in a 1 to 4 ratio.

Explorers (ages 5-21)

This camp is designed for those with cognitive disabilities. It is sports-oriented for those that like to move and interact with others. Campers will learn new skills and movements in sports including basketball, soccer, softball, flag football, and more. Campers will enjoy a fast paced sporty environment. This camp will also have computer lab time, go on field trips once a week, and participate in crafts and other activities. Most participants function in a 1 to 7 ratio.

Copperview Recreation Center:

8446 S. Harrison St. (300 W.) in Midvale

****HOURS: 8:30 a.m. - 5:30 p.m. ****

Voyagers (ages 5-21)

This camp is for kids and teens with cognitive disabilities or dual diagnosis of physical and cognitive disabilities. This is for participants that may need some minor assistance with physical needs of daily living and enjoy a slow to moderate pace of fun activities. Participants will be involved in arts and crafts, field trips, wheelchair sports, and educational learning. Personal care is not provided. Most participants function in a 1 to 4 ratio.

Navigators (ages 5-21)

This camp is designed for those with cognitive disabilities. It is sports-oriented for those that like to move and interact with others. Campers will learn new skills and movements in sports including basketball, soccer, softball, flag football, and more. Campers will enjoy a fast paced sporty environment. This camp will also have computer lab time, go on field trips once a week, and participate in crafts and other activities. Most participants function in a 1 to 7 ratio.

***We are child care licensed, so all paperwork must be complete in order to secure a spot for your child because it is required by the State of Utah. If you turn in incomplete paperwork, it will be returned to you, and your child will not be registered. ***

BEHAVIORAL EXPECTATIONS

We do our best to accommodate everyone, but some children are not appropriate for our programs. If behavioral expectations are not followed, Salt Lake County Adaptive Recreation reserves the right to deny or terminate participation. See pages 15-16 for details.

General Rules of Conduct

- Care for personal belongings or request assistance as needed
- Use equipment and supplies appropriately without destruction
- Follow directions
- Keep hands to self (no hitting, fighting)
- Participate as fully as possible
- Use friendly language
- No biting self or others
- Can stay with group with assistance as needed
- Must be able to use the bathroom on their own or provide their own aide/assistant for this purpose

Termination of Services

- Causes injury to self, peers, or staff
- Exhibits inappropriate behaviors which may prevent participation in community activities
- Fails to follow the general rules of conduct
- Does not meet the eligibility criteria for the program
- Engages in repetitive aggressive, harmful, or disruptive behavior

****Required****

Salt Lake County Parks and Recreation Division Tuition Agreement

Child's Name _____ Location _____

I, (parent full name) _____, hereby agree to pay \$ _____ per week.

1. I will make payments on the schedule indicated below and in accordance with the policies stated in this tuition agreement:
 - a. Weekly payments are due on the Friday prior to the beginning of each week.
2. Penalties for Late Payment: A **\$25.00** late fee will be charged to parents who have not paid the total tuition amount by the tuition payment due date (every Friday prior). Services will be terminated until tuition payments are made in full. Any payments that are not paid after 125 days from the due date will be sent to collections.
3. There will be no deductions for days missed due to illness, holidays, or missed attendance. Attendance and tuition agreement changes must be made *in writing* two weeks in advance.
4. A \$20 fee will be assessed for any check returned by the bank; thereafter, only cash will be accepted for subsequent payments. All returned checks will be handled by the SL County auditor.
5. There will be a late fee of \$5.00 for every 15 minutes that the child is not picked up after closing.
6. Refund Policy: It is the policy of Salt Lake County to withhold twenty-five percent (25%) from the refund of any service fee if the reason for the refund is not the fault of the County, unless the rules governing the refund are otherwise provided by law.
7. I agree to pay Salt Lake County an attorney fee in the event that my account is referred to the County Attorney's Office for collections. Accounts past due 30 days will be turned over to the Salt Lake County Attorney for collection.

Parent Signature

Date

Program Coordinator

Date

SALT LAKE COUNTY PARKS AND RECREATION SUMMER PROGRAM YEARLY ASSESSMENT

Participant Name _____ Sex _____ Birth Date _____ Age _____

Address _____ UT _____ Phone _____

Street

City

Zip Code

School Participant Attends: _____ Email: _____

PARTICIPANT LIVES WITH:

Name _____ Relationship _____ Phone: Work _____ Home _____

Employer _____ Hours of Employment _____ Cell/Pager _____

Name _____ Relationship _____ Phone: Work _____ Home _____

Employer _____ Hours of Employment _____ Cell/Pager _____

PERSON(S) TO CONTACT IN CASE OF EMERGENCY IF PERSON(S) LISTED ABOVE CANNOT BE REACHED:

Name _____ Address _____ Relationship to child _____ Home phone _____ Work phone _____

OUT OF AREA EMERGENCY CONTACT

Name _____ Address _____ Relationship to child _____ Home phone _____ Work phone _____

PERSON(S) AUTHORIZED TO PICK UP PARTICIPANT (Other than those already listed):

Name _____ Address _____ Relationship _____ Home phone _____ Work phone _____

Persons **NOT** authorized to pick up participant: _____

MEDICAL/HEALTH INFORMATION:

Primary Disability _____

Secondary Disability _____

Participant's Physician _____

Name _____ Phone _____

Address _____

Participant's Physician _____

Name _____ Phone _____

Address _____

Seizures: Type/Description _____ Frequency _____

Steps to be taken _____

Other Health Concerns: _____

Allergies: Type and severity _____ Signs/symptoms _____

Action to take _____

Type and severity _____ Signs/symptoms _____

Action to take _____

Dietary Considerations: _____

Current Medications: Name _____ Taken for _____ Dosage _____

Name _____ Taken for _____ Dosage _____

Name _____ Taken for _____ Dosage _____

**PLEASE PROVIDE
A CURRENT PHOTO HERE**

I certify this medical/health information is correct and up to date.

Parent/Guardian Signature: _____ Date: _____

ASSESSMENT

Leisure and Recreation Assessment

Participation in Activities

- Sports/Fitness/Outdoor Activities
- Arts & Crafts
- Social Activities/Games
- Music/Dance/Drama
- Willing to participate in new activities
- Engages in activities on their own in their 'free' time
- Please list a few of participant's favorite activities or other interests _____

No Interest		Neutral		High Level Of Interest
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Please list any medical considerations for participant's participation in any recreation activity _____

Social Assessment

Verbal Skills

- Is easily understood when talks
- Makes needs known with words
- Makes needs known with gestures

Other Skills

- Is appropriate with others in a group setting
- Is appropriate with the general public
- Shares things (objects, toys, etc.) with others willingly
- Takes turns willingly
- Respects the space and property of others

Please explain any of the above and what corrective action, if necessary, works best with participant _____

Almost Never		About half of the time		Almost Always
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Emotional Assessment

- Feels good about self
- Expresses emotion
- Handles frustration well
- Handles disappointment well
- Handles anger well
- Expressions/behavior matches emotions

Please explain any of the above and what your child responds most appropriately to _____

Almost Never		About half of the time		Almost Always
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Cognitive Assessment

- Follows direction on first command
- Follows more than one direction at a time
- Understands normal conversation (not just commands)
- Makes choices between 2 alternatives
- Makes choices between 3-5 alternatives
- Engages self in activities provided for them
- Stays on task for more than 15 minutes by self

Please explain any of the above or other cognitive skills you child has or does not have _____

Almost Never		About half of the time		Almost Always
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Physical Assessment

- Successfully manipulates objects with hands
- Walks independently
- Runs independently
- Has enough energy for normal daily activities
- Can endure 30 minutes or more of physical activity
- Sees objects close up clearly
- Sees objects far away clearly
- Hears most noises
- Feels touch, pressure, etc.

Almost Never		About half of the time		Almost Always
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Does your child use a wheelchair? No Yes

If yes, Power Manual

Can manipulate wheelchair by self No Yes

Does your child use a walker or other assistive equipment such as leg braces, helmet, etc? Please note: _____

Can your child care for equipment by self? No Yes

Please explain any of the above or other physical skills your child has or does not have _____

Activities of Daily Living

- Toilets self
- Feeds self
- Dresses self
- Takes care of other personal hygiene

Almost Never		About half of the time		Almost Always
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Please explain what help is needed by others with any of the above _____

Behavior

- Strikes others
- Bites others
- Scratches others
- Uses foul language
- Strikes, bites or scratches self
- Purposefully runs away
- Wanders off

Almost Never		About half of the time		Almost Always
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Please explain any of the above behavior, what triggers it, and what is the best method of intervention _____

What things are most reinforcing for participant? _____

Is there any past negative behavior that we should be aware of? Explain. _____

Is there anything else that you would like us to know about? _____

Please rank (1, 2, 3, 4) in order of importance, what would you like to see your child work on while at the day program?

	Increase interest in Leisure activities (Participates willingly in a variety of activities)
	Increase Social Skills in Leisure (Taking turns, sportsmanship, following rules, making needs known, etc.)
	Increase Physical Skills in Leisure (Endurance, Coordination, etc)
	Increase Cognitive Skills in Leisure (Learning rules, attention, learning flow of games, etc)

Please describe camper's likes: _____

Please describe camper's dislikes: _____

Describe what triggers anxiety and/or escalating behaviors: _____

What are calming or deescalating activities that work best for the camper: _____

Please describe anything else you think would help us with the camper: _____

What is the preferred way to get information to parent/guardian?

- Mail Send home with participant E-mail

Parent/Guardian Signature _____ Date _____



In accordance with the requirements of the title II of the Americans with Disabilities Act of 1990, Salt Lake County Parks and Recreation does not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. Accommodations will be provided upon request, free of charge. To ensure a prompt response, please submit your request at least 72 hours prior to your anticipated need.

To request an accommodation, further information or file a complaint, contact Ashley at 385-468-1520 or abowen@slco.org.

ADAPTIVE SUMMER CAMP ATTENDANCE POLICY

All parents/guardians must sign any of the statements below that apply to the attendance plan you are indicating on this application:

For participants who are registered under the PER WEEK FEE PLAN:

- I understand that my child is expected to attend the program every week I have indicated on my child's application.
- I understand that I must inform the Program Coordinator or Assistant Program Coordinator at the site at least 48 hours in advance for any days I plan for my child not to attend the program in the weeks indicated on my child's application.
- I understand that I must inform the Program Coordinator or Assistant Program Coordinator at the site by 9 a.m. of any day they will not attend the program due to emergency situations (i.e. sickness, accidents, family emergencies, etc.).
- I understand that I must inform the Program Coordinator or Assistant Program Coordinator in writing of any changes to the attendance plan(s) indicated on my child's application two weeks prior to the date I want to implement the change(s). (i.e. change to per week plans and dates.)
- I understand that I must request attendance for any additional weeks not listed on my child's application at least 1 week in advance and receive a confirmation that they are scheduled from the Program Coordinator or Assistant Program Coordinator before my child can attend the week requested.
- I understand I must inform the Program Coordinator or Assistant Program Coordinator directly for any of the above (not camp staff).

Parent/Guardian Signature _____ Date _____

ADAPTIVE SUMMER CAMP ATTENDANCE POLICY

***Acceptable forms of informing Program Coordinator or Assistant Program Coordinator of absence:**

- **Written letter/note left at or faxed to Copperview**
- **E-mail to Program Coordinator and Director**
- **Voicemail to Program Coordinator**
- **Message to Program Coordinator/Assistant Program Coordinator taken by front desk staff at the site**

PROGRAM COORDINATOR CONTACT INFORMATION:

Taylor Taylor
Copperview Recreation Center
8446 South Harrison St.
Midvale, UT 84047
Phone: 385-468-1510
Email: TTaylor@slco.org

All changes from one plan to another must be in writing

Section 1

This section is required!!!

Parental/ Participant Statement of Agreement Assumption of Risk, Liability Release, Indemnification and Refund Policy

1. **Assumption of Risk:** I hereby acknowledge and agree that my child's participation in recreational activities involves inherent foreseeable and unforeseeable risks and hazards which may expose my child, or me, to illness, injury, or death. In consideration of my child's participation in such activities, I for myself, my child, my heirs, my executors and administrators, freely and voluntarily agree to assume and accept any and all risks to my child or myself associated with my child's participation in Salt Lake County recreational activities.
2. **Release:** In consideration of my child's participation in the Salt Lake County recreational activities, I, for myself, my child, my heirs, my executors and administrators hereby release Salt Lake County and its officers, agents, and employees from any cause of action, claim, or demand of any nature whatsoever I or my child may now have, or have in the future, against Salt Lake County on account of personal injury, property damage, death, or accident of any kind, caused by, arising out of, or in any way related to my child's participation in Salt Lake County recreational activities.
3. **Indemnification:** In consideration of my child's participation in the Salt Lake County recreational activities, I agree to indemnify and hold harmless County, its officers, agents, and employees from any and all causes of action, claims, demands, losses, or costs of any nature whatever cause by, arising out of, or in any way related to my child's participation in the Salt Lake County recreational activities. I agree that my duty to defend and indemnify the County under this Agreement includes all attorney fees, litigation and court costs, expert witness fees, and any sums expended by or assessed against the County for the defense of any claim or to satisfy any settlement, arbitration award, or verdict paid or incurred on behalf of the County arising out of or in any way related to my child's participation in the Salt Lake County recreational activities.
4. **Refund:** Refunds may only be requested in person and must be accompanied by a written request. As per Salt Lake County policy and procedures the Parks and Recreation Division may withhold 25% of the refund (program registration fee) for administrative costs. No refunds shall be given after the first day of the program.
5. **Collections:** I agree to pay Salt Lake County all costs incurred, together with reasonable attorney's fees in the event that my account is referred for collection. I understand that any account delinquent 30 days or more will be turned over to collection.
6. **Emergency Treatment:** I hereby authorize Salt Lake Parks and Recreation program staff to act on my behalf in accordance with their best judgment in case of an emergency involving my child, and agree to assume full responsibility for all expenses, medical or otherwise, that may arise therefrom.
7. **Media Consent:** I hereby grant permission to Salt Lake County to use my or my children's photograph, videotaped image, quotes/comments, or name for publicity and educational purposes in any and all publications and media without limit or compensation.
8. **Name Posting:** Unless otherwise indicated below, Salt Lake County is authorized to post or publish the name of my child participating in Salt Lake County recreational activities on the Salt Lake County website.
____ I DO NOT authorize Salt Lake County to post or publish the name of my child participating in Salt Lake County recreational activities on the Salt Lake County website.

By signing this assumption of risk, liability release, and refund policy statement, I acknowledge that I have read its contents and disclosure, that I understand its contents and disclosure, and that I agree to its terms. If any portion of this Agreement is held to be invalid by a court of law, then it is agreed and intended that all the remainder shall, notwithstanding, continue in full force and effect.

_____ Parent/Guardian Signature

_____ Date

Section 2

This section is required!!

Activity and Transportation Consent Agreement

I consent to my child's participation in Salt Lake County Parks and Recreation sponsored activities, including swimming and field trips and transportation in County operated vehicles to those activities. In addition, I give Salt Lake County staff permission to sign my child in and out when transporting to and from the recreation center.

Please circle YES if you give permission or circle NO if you do not want your child to participate in community outings/field trips:

YES OR NO

Signature of Parent or Guardian: _____ Date: _____

Section 3

This section is required only if child will be signing self in or out of camp - Child must be 8 years or older!!

Parent/Guardian Signature Waiver for Daily Self-Release

I hereby authorize _____, _____ to:
Child's Name Child's Birth date

Check:

____ 1. **Sign him/herself IN** at the _____ Adaptive Summer Camp at
Camp Site
_____ a.m./p.m. (circle one), on _____
Time Dates

____ 2. **Sign him/herself OUT** at the _____ Adaptive Summer Camp at
Camp Site
_____ a.m./p.m. (circle one), on _____
Time Dates

Parent/Guardian's Statement of Agreement

I hereby recognize that Salt Lake County Parks and Recreation and all other participative agencies are not held liable for any accident or injury that occurs once a child is released from the facility on their own recognizance, and that in the event of injury, Salt Lake County is not held responsible for reimbursement of medical expenses resulting from such accident or injury.

By signing this assumption of risks and liability release, I acknowledge that I have read its contents and disclosures, that I understand its contents and disclosures, and that I agree to its terms.

Signature of Parent or Guardian: _____ **Date:** _____

Name of Parent or Guardian (Please Print): _____

Section 4

This section is required if child needs any medications (prescription or over the counter) given to them during camp (Release of Liability and Record of Administration of Medication form must accompany)!!

Parental Notification of Procedures for Administering Medication in Salt Lake County Adaptive Summer Camp

Salt Lake County Parks & Recreation staff will administer the medication necessary for your child, but only in accordance with the following guidelines:

Parents are required to complete and sign a Release of Liability/Record of Administration of Medication form before any medication can be given. Verbal authorization is not acceptable. The Release of Liability must include the name of the child, name of medication, and possible side effects of medication or potential drug interactions.

All medications must be handed to the Program Coordinator or Assistant Program Coordinator so that they can be safely stored in an area inaccessible to children. Drugs found in the possession of the child will be confiscated.

Prescription Drugs: All prescription drugs must be in their original container and must be prescribed for the child to whom the medication is to be given (i.e. the child's name appears on the prescription label). Prescription drugs must be current within 90 days of prescribed date or within the expiration date appearing on the prescription label. Staff will not administer prescription drugs dosages that exceed that prescribed unless accompanied by written instructions from a physician.

Over-the-Counter Drugs: All over-the-counter drugs must be in their original container with the child's name written on the product package. Staff will not administer dosages that exceed that recommended for children on the product package unless accompanied by written instructions from a physician.

The staff who administers the medication will sign the Record of Administration of Medication form each time the child is given the medication. This record will be maintained in the child's file.

Parents will need to complete a separate Release of Liability/Record of Administration form for each prescription drug to be administered. A separate form must be completed once every two weeks for each over-the-counter drug to be administered.

Salt Lake County Parks & Recreation reserves the right to refuse to administer any medication to any child at any time. The parent will be informed in advance if the medication will not be administered.

Signature of Parent or Guardian: _____ **Date:** _____

**Salt Lake County Parks and Recreation Adaptive Program
Release of Liability and Record of Administration of Medication**

I hereby authorize Salt Lake County Parks & Recreation Adaptive Program Staff to administer medication to my child according to the instructions below. I recognize that Salt Lake County Parks & Recreation and Adaptive Program staff will not be held responsible for reimbursement of medical expenses resulting from such action. I hereby acknowledge that I have read and fully understand the Procedures established by Salt Lake County for administration of medication (Section 4 in application).

Name of Parent or Guardian (Please Print) Signature Date

Name of Child _____

Name of Medication (only one per form) _____ Expiration Date _____

Dosage _____ Dates to be administered _____ Time of day _____

Reason for Medication _____

Method of Administration (orally, topically, nasally, etc.) _____

Possible Side Effects or Drug Interactions _____

Date	Name of Medication Administered	Dosage Administered	Time of Day	Signature of Staff Administering Medication (no initials)	Reactions	Administration Errors

DIVISION OF PARKS & RECREATION
DIVISION POLICY
ON
CHILD CARE DISCIPLINE

I. PURPOSE

Children in the care of the Division's licensed child care programs shall behave in a manner which maintains and respects the safety and dignity of all participants and staff. To this end, this Division Policy shall set forth requirements for Division child care staff to distribute Behavior & Discipline Guidelines to parents or guardians of children enrolled in child care and standards for staff to discipline unacceptable behavior in the Division's licensed child care centers.

II. POLICY

1. Child Care Behavior & Discipline Guidelines: Division child care program staff shall provide every parent/guardian who enrolls a child in a Division child care program a copy of the Child Care Behavior & Discipline Guidelines for the parent / guardian to sign.
2. General Child Discipline: It is the Policy of the Division that child care program staff shall discipline children in accordance with State Child Care Child Discipline rules as adopted at the time of the offense.
3. Discipline of Disruptive Behavior: It is the Policy of the Division that additional procedures be set forth to discipline certain disruptive behaviors which might disrupt child care services; pose risks to property; or subject children, staff, or patrons to bullying or place them in physical danger.

III. PROCEDURE

1. Child Care Behavior & Discipline Guidelines:
 - A. Children already enrolled on December 1, 2016. For children who have enrolled in a Division child care program prior to November 1, 2016, staff shall ensure that a parent/ guardian is provided a copy of the Child Care Behavior & Discipline Guidelines within two weeks of date this division policy is signed.
 - B. Children who enroll after December 1 2016. For children who enroll in a Division child care program after November 1, 2016, staff shall ensure that a parent/ guardian is provided a copy of the Child Care Behavior & Discipline Guidelines upon signing up for child care.
 - C. Record Keeping. Staff who provide a parent/ guardian with the Child Care Behavior & Discipline Guidelines shall request that the parent/ guardian read the Guidelines, sign the document, date it, and return it to the Division for the child's records. Staff shall photo copy the signed document and give a copy to the parent/ guardian for their records.
2. General Child Discipline. Division child care program staff shall inform children of the child care program's expectations for behavior. Unacceptable behavior shall be disciplined in accordance with State Child Care Rule on Child Discipline, 1081-100-19, as adopted at the time of the unacceptable behavior.
3. Disruptive Behavior.
 - A. Disruptive behavior includes but is not limited to:
 - i Fighting, hitting, spitting, verbal aggression, threats, inappropriate use of language, destruction of property, or other similar threatening or out-of-control behavior.
 - ii Cognitively choosing not to follow directions and/or established rules and policies.
 - iii Instigating or participating in gang activity: wearing gang-related clothing, displaying gang colors, or having gang paraphernalia on their person or in their possession.

- iv Possession of weapons or mock weapons of any kind to include but not limited to firearms, knives, chemical devices, or any instrument that may represent a danger to him/herself or another person.
- v Sexual harassment and inappropriate sexual behaviors.
- vi Possession and/or use of alcohol, tobacco, narcotics, illegal drugs or substances and controlled drugs or substances.
- vii Running away from the child care facility, a sponsored activity, or program staff.
- viii Using a cell phone or other electronic device to harass, threaten or intimidate other children, employees or volunteers or to disrupt child care programs and activities.
- ix Using any personal electronic communication, music, gaming and video device while under the care of program staff.

A. Disruptive behavior is prohibited. Children engaging in disruptive behaviors shall be disciplined as indicated in this division policy.

B. Disciplining Disruptive Behavior.

- i. Upon a first offense of disruptive behavior, staff shall intervene and:
 - a) state that the behavior is not allowed;
 - b) discipline the child in accordance with State Child Care Rules' Rule on Child Discipline as adopted at the time of the offense; and
 - c) give a written incident report to the child's parent / guardian and keep a copy in the child's file.

If in the Program Director or designee's sole discretion, a first offense is significant and requires that immediate measures be taken to avoid damage to property or personal injury, the parent/ guardian shall be required to meet with the Program Director or designee to discuss the child's behavior and the corrective action to be taken. Failure to meet and discuss the child's behavior with the Director or designee may result in the child being suspended from the program.

If a first offense poses a direct threat to the safety of other children, staff, or patrons; the Program Director or designee may permanently expel the child from the program by providing the child's parent/ guardian with a written notice that the child is expelled, an incident report documenting the child's behavior, the child care rule that the behavior violated, and shall provide the parent/ guardian with a copy of the child's appeal rights as provided in this division policy.

- ii. Upon a second offense of disruptive behavior within one hundred eighty (180) days of the first offense, staff shall intervene and
 - a) Tell the child that the behavior is not allowed;
 - b) Discipline the child in accordance with the State Child Care Rules' Rule on Child Discipline as adopted at the time of the offense; and
 - c) Give the child's parent/ guardian a second written incident report and keep a copy in the child's file.

A second offense shall require a parent/ guardian meeting with day care Program Director to discuss the child's behavior and corrective action to be taken. Failure to meet to discuss the child's behavior with program staff may result in the child being suspended from the program. If a second offense poses a direct threat to the safety of other children, staff, or patrons; the child care Program Director or designee may permanently expel the child from the child care program by providing the child's parent/ guardian with a written notice that the child is expelled, documentation of each incident report issued to the parent/ guardian documenting the child's disruptive behaviors, the child care rule that the behaviors violated, and shall provide the parent/ guardian with a copy of the child's appeal rights as provided in this division policy.

- iii. Upon a third offense of disruptive behavior within one hundred eighty (180) days of the first offense, staff shall intervene and

- a) Tell the child that the behavior is not allowed;
- b) Discipline the child in accordance with the State Child Care Rules' Rule on Child Discipline as adopted at the time of the offense; and
- c) Give the child's parent/ guardian a third written incident report and keep a copy in the child's file.

A third offense shall result in the child being suspended an appropriate number of days and not allow the child to return to the program until a mandatory conference with the child's parent/ guardian is held with the child care director or her/his designee. If a third offense poses a direct threat to the safety of other children, staff, or patrons; the child care Program Director or designee may permanently expel the child from the child care program by providing the child's parent/ guardian with a written notice that the child is expelled, documentation of each incident report issued to the parent/ guardian documenting the child's disruptive behaviors, the child care rule that the behaviors violated, and shall provide the parent/ guardian with a copy of the child's appeal rights as provided in this division policy.

iv. Upon a fourth offense within one hundred eighty (180) days of the first offense, the child care Program Director or designee shall permanently expel the child from the child care program. Upon expelling a child from a child care program, staff shall provide the child's parent/ guardian with documentation of each written incident report issued to the parent/guardian documenting the child's previous disruptive behaviors, the child care rules that the behavior violated, and shall provide the parent/ guardian with a copy of the child's appeal rights as provided in this division policy.

- 4. Americans with Disabilities Act. This division policy shall be applied consistent with the Americans with Disabilities Act.
- 5. Appeals.
 - A. A child who has been expelled from a child care program for more than ten (10) days may appeal the decision.
 - B. The initial appeal for an expulsion will be heard by the Facility Manager over the day care program where the child attended. A written request for an informal appeal hearing must be submitted in writing within ten (10) business days of the day on which the expulsion was imposed. The hearing must be held within three (3) business days after receipt of the appeal request, unless the child has good cause to extend the date of the hearing. Notification of the decision, including findings of fact and an analysis of how the hearing officer concluded a rule was broken, will be made in writing to the child within five (5) business days following the hearing.
 - C. After the initial appeal is concluded, the child may appeal the hearing officer's decision to the Director of the Division of Parks and Recreation. The written request for an informal hearing with the Director must be made within ten (10) business days of the date the hearing officer issued her decision. The hearing with the Director must be held within three (3) business days after receipt of the appeal request, unless the child has good cause to extend the date of the hearing. Notification of the decision, including findings of fact and an analysis of how the Director concluded a rule was broken, will be made in writing to the child within five (5) business days following the hearing.
 - D. The Director's decision shall be final.
 - E. At each step in the appeals process, the standard of review is whether there is a preponderance of the evidence to support the expulsion. The decision of the hearing officer or Director may sustain, reduce, or overturn the expulsion.

SALT LAKE COUNTY DIVISION OF PARKS & RECREATION CHILD
CARE BEHAVIOR & DISCIPLINE GUIDELINES

Dear Parent / Guardian:

Salt Lake County's Division of Parks & Recreation is committed to providing a safe and positive environment for all. To provide for safety and welfare in Division' child care programs, we expect children to behave in a manner which respects the safety and dignity of others. Disruptive behavior is prohibited and will be disciplined in accordance with the consequences described below. Your signature indicates that you have read through these guidelines and accept that your child will be held accountable to them.

The Division of Parks & Recreation prohibits children from engaging in any disruptive behavior including, but not limited to:

- Fighting, spitting, verbal aggression, threats, inappropriate use of language, destruction of property, or other similar threatening or out-of-control behavior.
- Cognitively choosing not to follow directions and/or established rules and policies.
- Instigating or participating in gang activity: wearing gang-related clothing, displaying gang colors, or having gang paraphernalia on their person or in their possession.
- Possession of weapons or look-alike weapons of any kind to include but not limited to firearms, knives, chemical devices, or any instrument that may represent a danger to him/herself or another person.
- Sexual harassment and inappropriate sexual behaviors,
- Possession and/or use of alcohol, tobacco, narcotics, illegal drugs or substances and controlled drugs or substances.
- Running away from the child care facility, a sponsored activity, or program staff.
- Using any cell phone or other electronic device to harass, threaten or intimidate other children, employees or volunteers or to disrupt child care programs and activities.
- Using any personal electronic communication, music, gaming and video device while under the care of program staff.

Salt Lake County Parks & Recreation reserves the right to suspend or remove a child from a child care program for disruptive behavior as provided in these guidelines.

Children engaging in disruptive behaviors will be subject to discipline as follows:

- First Offense — Upon a first offense of disruptive behavior, the child shall be warned, disciplined in accordance with State Child Care Rules Rule on Child Discipline as adopted at the time of the offense and staff will give a written incident report to the child's parent / guardian and a copy kept in the child's file. If a first offense is significant enough, in the child care Program

1

Director's sole discretion that immediate measures must be taken to avoid damage to property or personal injury, a parent or guardian meeting with program staff shall be required to discuss the child's behavior and the corrective action to be taken. Failure to discuss the child's behavior with program staff may result in the child being suspended from the program. If a first offense poses direct threat to the safety of other children, staff, or patrons; the child care Program Director or designee may permanently expel the child from the child care program.

- Second Offense — Upon a subsequent offense of disruptive behavior within one hundred eighty (180) days of the first offense, the child will be warned and appropriately disciplined and a second written report will be given to the child's parent/ guardian and a copy kept in the child's file. A second offense shall require a parent/ guardian meeting with program staff to discuss the child's behavior and corrective action to be taken. Failure to discuss the child's behavior with program staff may result in the child being suspended from the program. If a second offense poses direct threat to the safety of other children, staff, or patrons; the child care Program Director or designee may permanently expel the child from the child care program.

- Third Offense — Upon a third offense of disruptive behavior within one hundred eighty (180) days of the first offense, a third written incident report will be given to the child's parent/ guardian and a copy kept in the child's file. The child will be suspended an appropriate number of days and not be allowed to return to the program until a mandatory conference with the child's parent/ guardian is held with the child care Program Director or her/his designee. If a third offense poses a direct threat to the safety of other children, staff, or patrons; the child care
 Program Director or designee may permanently expel the child from the child care program.

- Fourth Offense — Upon a fourth offense within one hundred eighty (180) days of the first offense, the child shall be permanently expelled from Division child care programs.

I have read the child care behavioral guidelines and discussed all issues of concern with the child care program staff. I agree with the discipline measures and should it become necessary, agree to be subject to their consequences.

Signature of Parent / Guardian

Date