

DROP-IN CHILDCARE ENROLLMENT PACKET



Enrollment Date ___/___/___

Child's Name	Last Name	Male/Female	B-day

Home Address _____

Home number _____ Best Email _____

Mother/Guardian name _____ Phone # _____

Employer _____ Work # _____

Father/Guardian name _____ Phone # _____

Employer _____ Work # _____

Emergency contacts/authorized people to pick up your children. (Other than parents)

Name Relationship to child Address Phone

#1 _____

#2 _____

please check here if there are no authorize individuals to pick up child other than parents.

#3 Please provide an out of area contact if available.

In case of an emergency or serious illness, when parents or contacts cannot be reached, I hereby authorize the provider to obtain emergency medical care and/or provide emergency transportation for my child.

Sign _____ Date _____

Check here to be contacted about inclusion opportunities for people with disabilities.

In accordance with the requirements of the title II of the Americans with Disabilities Act of 1990 (the "Act"), 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. Reasonable modifications and auxiliary aids and services will be provided in accordance with the Act. To ensure a prompt response, please submit your request at least 48 hours prior to your anticipated need. To request a reasonable modification or an auxiliary aid or service or further information, contact 385-468-1520 or InclusionRec@slco.org.

PARENTAL STATEMENT OF AGREEMENT – ASSUMPTION OF RISK, LIABILITY RELEASE AND REFUND POLICY:

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 any program operated by Salt Lake County.

Indemnification: In consideration of my child's participation in a program operated by Salt Lake County, 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 a program operated by Salt Lake County.

Refund: Refund requests must be submitted in writing and delivered to the Program in person. 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.

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.

Emergency Treatment: I hereby authorize Salt Lake County 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.

Transportation Consent Agreement: I understand that my child's participation in the Program includes Salt Lake County Parks and Recreation sponsored activities including swimming and field trips and transportation in County-operated vehicles to/from those activities and hereby consent to my child's participation in these activities. In addition, I give Salt Lake County Child Care staff permission to sign my child in and out when transporting to and from school.

Media Consent: I hereby grant permission to Salt Lake County to use my or my child(ren)'s photograph, videotaped image, quotes/ comments, or name for publicity and educational purposes in any and all publications and media without limit or compensation.

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 of 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 County website.

By signing this 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 of the remainder shall, notwithstanding, continue in full force and effect.

Parent or Guardian Signature _____

Date _____

CHILD HEALTH ASSESSMENT



Name of Child: _____ Birthdate ___/___/___

Check all that apply:

Does your child have any known allergies or sensitivities to?

	No	Yes	if yes please list:
Medications	<input type="checkbox"/>	<input type="checkbox"/>	_____
Foods	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

Illnesses or Medical Conditions:

Does your child have any of the following?

	No	Yes	
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hearing Impairment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Visual Impairment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Developmental Delays	<input type="checkbox"/>	<input type="checkbox"/>	_____
Physical Impairment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Behavioral problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

Upon request, South Jordan Kid's Camp will make reasonable accommodations for persons with disabilities who wish to participate. If you would like to request an accommodation, you will need to have a medical release & physician's statement filled out one week before the anticipated date child will start camp. Please contact Kirsten Caceres for this form via email kcaceres@slco.org or by phone at 385-468-1633.

List any additional health information or special instructions you feel we need to be aware of:

Are your child's immunizations up to date? ___Yes ___No

List any regular medications your child takes _____

Name of Child's Medical Provider (Hospital Affiliate)

_____/_____/_____
Parent/ Guardian Signature Date

Parent or guardian must review this form annually and changes must be noted.

Reviewed and/or updated ___/___/___ Parent/Guardian Signature: _____

Reviewed and/or updated ___/___/___ Parent/Guardian Signature: _____

Reviewed and/or updated ___/___/___ Parent/Guardian Signature: _____

Reviewed and/or updated ___/___/___ Parent/Guardian Signature: _____

CHILDCARE PARENT SHEET

Thank you for your interest in our Childcare Program. We are excited to have your child with us. For the most enjoyable experience possible while here in Childcare, please read the following information carefully.

1. Childcare Registration information:

- We will follow state licensing child-to-caregiver ratios. This will allow us to best serve you and your children.

2. Day-to-day items to be aware of:

- Children MUST be picked up by closing.
All children here past closing will be charged a late fee of \$1 per minute.
- Snacks will not be provided. If your child will need a snack while in our care, you will need to provide it. Children are not allowed to share with anyone other than siblings.
- Be sure your child is appropriately dressed according to athletic activities and weather.
 - Your child may get dirty.
 - Appropriate footwear needs to be worn.
 - If your child is wearing a diaper, we may come get you to change their diaper if needed. If your child is potty training, we may come get you to help your child use the potty if needed.

3. Sick and Ill Children: Please keep your child home if they are feeling ill at all. Children will not be permitted to attend if they are experiencing any of the following symptoms:

- A fever of 101 degrees Fahrenheit or higher for infants younger than 4 months of age, or a fever of 102 degrees Fahrenheit or higher for children age 4 months and older
- An unexplained rash
- Irritability
- Lethargy
- A persistent cough
- Vomiting
- Diarrhea
- Infected eyes with discharge

If your child develops signs of an illness while in our care, parents will be notified and expected to pick up their child immediately. If we are unable to contact the parents, we will contact the Emergency Contacts to pick up the ill child. Children with signs/symptoms of illness will be separated from other children and kept in a safe and comfortable place while waiting for their parents to arrive.

****These policies, rules, and regulations may change at any time. We will do our best to inform you of any changes as soon as we possibly can. ****

Kirsten Caceres
Childcare Supervisor
kcaceres@slco.org

Parent Signature _____

Quick Info:

Dates: Monday-Friday
8:00am – 1:00pm
Monday-Thursday
4:00pm – 7:00pm

Ages: 8weeks-12 years old

Fee:\$1.50/hour

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



Dear Parent I 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 offensive 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.

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.

(OVER)

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 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

SALT LAKE COUNTY PARKS & RECREATION
PROCEDURES FOR ADMINISTERING MEDICATION



Parents:

Salt Lake County Child Care Staff understand that your child may at times require medication while present at our facility. When necessary, we will administer medication to your child in accordance with the following:

1. Parents are required to complete and sign a Liability Release / Medication Administration Record before any medication can be given. A separate form must be filled out for each different medication your child needs – verbal authorization is not acceptable.
2. All medication must be handed to the staff in person so that it can be safely stored in an area inaccessible to children. Drugs found in the possession of a child will be confiscated.
3. Prescription drugs must be in the original container and must be prescribed for the child to whom the medication is to be given. The container must have the prescription label and be current within 90 days of the prescribed date or within the expiration date appearing on the prescription label.
4. Over the counter drugs may be administered but must be in the original container with the child's name written on the product package. We will not administer dosages that exceed the recommended dosage and ages for children as stated on the package, unless accompanied by written instructions from a physician. Over the counter drugs must have a Medication form on file and must be current within two weeks.
5. The staff person who administers the medication will enter the date, time, dosage, name of medication, how the medication was given (oral, topical), any reactions and their initials. This record will be kept with the medication until the medication is discontinued, at which time it will be put in the child's file.

I hereby acknowledge that I have read and fully understand the above guidelines established by Salt Lake County for the administration of medication.

Signature of Parent / Legal Guardian

Date

