

Teen Family Daycare Rules and Responsibilities Sequoia High School

For the health and safety of all children in the daycare, each child who enters MUST:

1. Be signed IN and OUT by their parents when they arrive and leave for the day.
2. Have a physical exam at least once a year, and have documented up-to-date immunizations.
3. Be bathed and shampooed on a regular basis.
4. Have fingernails and toenails clipped and cleaned.
5. Have been fed each morning and let Daycare staff know what time they ate.
6. Have bottles and special food prepared each morning, labeled with the name and date, and stored in the refrigerator.
7. Be in clean clothes and a clean diaper when they arrive or before you go to class
8. Bring shoes and clothes appropriate for outside play.
9. Have an extra change of clothes in child's cubby and take soiled clothes home.
10. Have at least one diaper available for use for every hour the child will be in daycare.
11. All items brought into the daycare for their care must be cleaned regularly and be labeled with the child's name.

Parents also need to be aware of, and follow, the daycare rules at all times.

These include:

1. All paperwork must remain up to date including:

TB Test	Background check
Immunizations	Contact Information
DSHS Paperwork	Parent Schedule
2. DSHS payment authorization is the parent's responsibility and approval must be on file, or daycare costs must be paid by the parent.
3. All co-pays or payments MUST be up to date.
4. At least one of the parents must be in a GRADS or Childcare Aide class.
5. Have good attendance (Miss no more than five days in one month).
6. NO visitors allowed in the daycare without prior permission, an up-to-date TB test, background check, and a Volunteer Application.
7. NO eating and drinking in the daycare without permission.
8. Please enter the daycare quietly. Loud voices and undesirable language will not be tolerated.
9. NO SPANKING, HITTING, OR SLAPPING, EVER.
10. The phone is for staff use only. Students must ask first.
11. NEVER wake a sleeping baby unless daycare staff asked you to do so.
12. At lunchtime, it is your responsibility to care for your child. They must be with you at all times. They cannot crawl on the tables, wander around alone, or be left with other people. It is also the parents' responsibility to clean the highchairs in the lunch room.

13. The daycare is closed during lunch (12:25-1:00).
14. Parents must call the daycare if their child is to be absent or leave a message with the office.
15. If you are planning to come in early or stay late to work on Incompletes, you must check with the daycare staff at least a day in advance.
16. If you are planning to come in on appointment days to make up Incompletes you must make arrangements with the daycare staff at least a day in advance.
17. You are not allowed to make food for any baby other than your own.
18. You are not allowed to change the diaper of any baby other than your own.
19. Please clean up your own messes in the daycare.
20. Children must remain seated at the table while eating or drinking.
21. All of your child's belongings must be labeled with their name and the date it was brought into the daycare.
22. Parents are NEVER allowed to leave campus while their child is in daycare.

I authorize the Sequoia High School Teen Family Daycare to care for my child _____, throughout the school year. I agree to the above mentioned rules and responsibilities while a student at Sequoia High School. I understand that the Teen Family Daycare is not a free service. I must take steps to insure payment is made to the facility for the care of my child, and that I am responsible for the costs, including costs for surpassing DSHS's five day absence limit. If at any time I do not follow the rules and responsibilities, I lose my right to use the daycare without any further notice.

Parent Signature: _____ Date: _____