



# Jordan Child Development Center Preschool Policies & Procedures



# Locations

## Antelope Canyon

8810 South 6400 West  
West Jordan, UT 84081

## Aspen

11189 South Willow Walk Dr  
South Jordan, UT 84009

## Bastian

5692 W Big Bend Park Dr  
Herriman, UT 84096

## Blackridge

14131 South Rosecrest Rd  
Herriman, UT 84096

## Bluffdale

14323 South 2700 West  
Bluffdale, UT 84065

## Butterfield Canyon

6860 W Mary Leizan Ln  
Herriman, UT 84096

## Columbia

3505 West 7800 South  
West Jordan, UT 84088

## Copper Canyon

8917 S Copperwood Dr  
West Jordan, UT 84081

## Daybreak

4544 W Harvest Moon Dr  
South Jordan, UT 84009

## Eastlake

4389 W Isla Daybreak Rd  
South Jordan, UT 84009

## Elk Meadows

3448 W 9800 S  
South Jordan, UT 84095

## Falcon Ridge

6111 W 7000 S  
West Jordan, UT 84081

## Foothills

137147 S Shaggy Peak Dr  
Riverton, UT 84096

## Golden Fields

10252 S Split Rock Dr  
South Jordan, UT 84009

## Hayden Peak

5120 W Hayden Peak Dr  
West Jordan, UT

## Heartland

1451 West 7000 South  
West Jordan, UT 84084

## JATC-South

12723 S Park Avenue  
Riverton, UT 84065

## Jordan Hills

8892 South 4800 West  
West Jordan, UT 84088

## Jordan Ridge

2636 West 9800 South  
South Jordan, UT 84095

## Midas Creek

11901 S Park Haven Ln  
Riverton, UT 84096

## Mountain Point 1 & 2

15345 S Puma Mountain Way  
Bluffdale, UT 84065

## Mountain Shadows

5255 West 7000 South  
West Jordan, UT 84081

## Oak Leaf

6936 W Silver Sky Dr  
Herriman, UT 84096

## Oakcrest

8462 S Hilltop Oak Dr  
West Jordan, UT 84081

## Oquirrh 1 & 2

7165 S Paddington Rd  
West Jordan, UT 84084

## Ridge View 1 & 2

14120 S Greenford Ln  
Herriman, UT 84096

## Riverside

8737 South 1220 West  
West Jordan, UT 84088

## Rosamond

12195 S Doreen Dr  
Riverton, UT 84065

## Silvercrest

12937 S Elementary Dr.  
Herriman, UT 84096

## South Jordan

11205 S Black Cherry Way  
South Jordan, UT 84095

## Terra Linda

8400 S Old Bingham Hwy  
West Jordan, UT 84088

## Westvale

2300 W Gardner Ln  
West Jordan, UT 84088

## Welby

4130 West 7180 South  
South Jordan, UT 84009

## Jordan Child Development Center (OFFICE)

3706 West 9800 South  
South Jordan UT 84009  
(801) 567-8510

~Articulation classes at the Child Development Center for 3 year old students who qualify. Articulation classes for 4 year old students who qualify will be at the student's neighborhood elementary school.

# OUR MISSION

The mission of the Jordan Child Development Center is to empower families with the knowledge and tools to nurture their child's growth and development. Our staff embraces family-centered practices, ensuring that each family's concerns, values, priorities, and resources shape our services. We cultivate teachable moments that enhance social, physical, creative, cognitive, and language development, fostering a lifelong commitment to learning and independence.

Our program offers services for children in Jordan School District with disabilities and developmental delays. We also offer tuition preschool for non-delayed children. **Our classrooms operate as inclusive environments, accommodating children with diverse abilities.**

## Preschool Hours and Calendars

There are 2 preschool sessions available:

- ★ Monday/Wednesday Session
- ★ Tuesday/Thursday Session
- ★ Families choose either an AM or PM time for ONE session

*\*Students on an IEP: schedules may vary\**

Since we are working with different elementary school bell schedules, the class start and end times will vary between the hours of 9:00 and 3:15pm. \*Check the JCDC website for specific start & stop times\*

We operate in conjunction with elementary calendar contract days.

# Attendance Expectations

- **Regular attendance:** We encourage parents to ensure their child attends preschool regularly, as this is crucial for their developmental progress.
- **Communication:** If your child is unable to attend preschool due to illness or other reason, please inform their teacher as soon as possible. This helps us maintain accurate records and understand each child's circumstances.
- **Extended Absence:** If a child is absent for 10 consecutive days without any communication from the parents or guardians to the teacher, the student will be dropped from the program. This policy helps us manage class sizes effectively and offer opportunities to other families on our waiting list. (See Late Fee pg 9)
- **Vacation Leave:** In the event of an extended vacation, please contact your teacher AND our office at [preschool@jordandistrict.org](mailto:preschool@jordandistrict.org). Please fill out the form below to update and excuse the attendance. Tuition will still be accrued during the vacation period and will still follow the Late Fee Guidelines. (See Late Fee pg 9) [Vacation Leave Form Link](#)

We appreciate your cooperation and understanding regarding our attendance policy. Our goal is to provide a supportive and nurturing environment for all our students, and your commitment to regular attendance plays a vital role in achieving this.

Should you have any questions or need further clarification about the policy, please feel free to contact us.

# Enrollment Requirements

- Your child must be 3 or 4 on or before September 1, of current school year
- Your child cannot be eligible for kindergarten - cannot turn 5 on or before Sept 1, of current school year

## Registration Checklist

Prior to attending, the following must be completed and /or submitted to our office within 5 days of registration:

- ❖ Complete enrollment through Student Skyward - New students only
- ❖ **Birth certificate:** *The legal name on the birth certificate will be the name used on school records.*
- ❖ **Immunization record:** See <https://slco.org/health/immunizations> for guidelines.
  - If a student is not current on his/her immunizations, the student will be placed on a 30-day conditional enrollment. If an updated immunization record is not provided showing the immunizations have been brought current at the end of the 30-day period, the student may be excluded from the program.
  - Please refer to the [Utah Immunizations Guidebook](#) for additional information.
- ❖ **2 Proofs of residency:** Examples of proof of residency can be found [at this link](#)
  - If you move within the boundaries of the Jordan School District during the current school year, you will need to provide our office with 2 NEW proofs of residency within 30 days.
- ❖ **Guardian/Parent Picture ID:** driver's license, state agency id, or passport
- ❖ Non-Refundable Registration Fee Paid
- ❖ Items needed: -a backpack *\*all other supplies are provided\**
  - *If your child is not potty trained, please keep a change of clothes in their backpack, along with extra diapers and wipes.*

# Required Immunizations

According to the Utah Department of Health, children enrolled in Early Childhood Programs(licensed day care center, nursery or preschool, child care facility, family home care, or Head Start Program) must be immunized appropriately for their age with the following immunizations:

- Hepatitis A
- Polio
- Haemophilus Influenzae type B (HIB)
- Hepatitis B
- Varicella (chicken pox)
- Pneumococcal
- DTaP (Diphtheria, Tetanus, Pertussis)
- MMR (Measles, Mumps, Rubella)

For children needing an immunization exemption form on file, please visit and complete the education module at <https://immunize.utah.gov/immunization-education-module/>

\*A copy of the certificate must be emailed or brought in person to our office.\*

*If a student is not current on his/her immunizations, the student will be placed on a 30-day conditional enrollment. If an updated immunization record is not provided showing the immunizations have been brought current at the end of the 30-day period, the student may be excluded from the program.*

# Tuition And Payment

The \$50 registration fee per student is non-refundable.

Tuition for the year is \$990 per student.

Payment Schedule

September	\$110
October	\$110
November	\$110
December(included Aug)	\$110
January	\$110
February	\$110
March	\$110
April	\$110
May	\$110

## Payment Method

- Registration fee and tuition payments will be made using Jordan School District's E-Store. A link will be sent to a parent's email address after the student has been enrolled in Skyward.
- Tuition payments are DUE on the 1st day of every month
- No tuition reduction for missed days due to illness/vacation

## Discounts - Only one discount per student

- Annual Tuition Paid in Full
  - If the full annual tuition is made in one payment, a discount will be applied. The payment amount would be \$940. This payment must be paid on or before October 1 for the discount to apply.
- Family Discount
  - Families with two or more tuition paying students receive a discount.
    - First child's monthly tuition fee: \$110 (\$990 for the year)
    - Additional child(s) monthly fee: \$95 (\$855 for the year)

*\*\*\*Students who receive articulation special education services only and want to attend preschool as a tuition student will be required to pay FULL tuition to attend preschool.\*\*\**

## Late Fees

### Late Fee Policy

**\*\*These policies will be strictly enforced\*\***

- Late Tuition Payment
  - If the tuition payment is not received by the 15th of the month, a \$10 late fee will be assessed. If the account is not brought current by the *last day of the month*, the child will be dropped from the program and the spot will be filled.

## Withdrawal

Please inform your teacher and email our office at [preschool@jordandistrict.org](mailto:preschool@jordandistrict.org) in the event of needing to unenroll your child from our program.

## Policies and Procedures

### Curriculum:

Please refer to the following link to read up on Utah State's High Quality Preschool [Curriculum](#) that is followed in our preschool classrooms.

### Family Custodial Issues:

We **MUST** have legal documentation to show guardianship to prevent an unauthorized person from picking up a child. *Without legal documents, guardianship is determined by the birth certificate.*

### **Dropping Off and Picking Up Children:**

Only guardians or persons listed in Skyward are allowed to pick up a child from preschool. We ask that you be mindful of our preschool's pick-up and drop-off times. Adhering to the school schedule helps ensure a smooth and enjoyable experience for everyone.

**Transportation:** Guardians will arrange for tuition student's transportation to and from the preschool location. *If a family moves during the school year, they can continue transporting their child to the assigned preschool location. (Please refer to Proof of Residency Policy, pg 6)*

*Jordan School District does NOT provide busing for tuition students.*

### **Personal Items:**

Please do not send any toys or other belongings to school. We are not responsible for lost or stolen items.

### **Health Guidelines:**

Individual Healthcare Plans: Jordan Districts policy is to create an Individual Healthcare Plan (IHP) if a student may need health accommodations at school. If the school or teacher should be making any accommodations for your child due to medical reasons, please fill out the information on the form below and return it to our office or the teacher. The district nurse will contact you and determine a plan for your child. The form must be completed every school year in order for the healthcare plans to be renewed.

- [Nursing Services Request for Special Health Care Services and Release of Confidential Information](#)

### **Medications at School:**

If your child needs to have medication administered by the school or kept at school, please turn in a Medication Authorization Form after it is signed by your child's health care provider. A new form needs to be turned in every school year. For information about

medication guidelines in school and to access the appropriate form, visit the [Medication Guidelines](#) sections.

Additional Resources are found here: [Jordan Nursing Services Resources](#)

Please refer to Jordan School District Guidelines for excluding students. Do not send students to school if any of the following apply:

**Jordan School District Guidelines for Excluding Students**

<b>Condition</b>	<b>Exclusion/Non-Exclusion Criteria</b>	<b>Readmission Criteria</b>
<b>Chickenpox (Varicella)</b>	Exclude infected child until all blisters are crusted. <i>See JSD Chickenpox reporting guidelines for schools.</i> Complete and submit Utah Department of Health Chickenpox Investigation Form.	When all blisters have scabbed over, usually 5-6 days after the start of the rash or may return in 24 hours if no new lesions.
<b>Colds, Sore Throat, or a Persistent Cough</b>	No exclusion required <i>unless</i> child feels unwell or has a fever and/or child is unable to participate in routine school activities due to condition. Child should be able to follow cough etiquette, (cough in sleeve).	Fever free for 24 hours without using any fever-reducing medications & symptoms do not interfere with routine school activities.
<b>Diarrhea</b> (An increased number of loose, watery stools compared with the child's normal pattern).	Exclude if not consistent with child's normal pattern.	Symptom free for 24 hours or once a doctor has cleared to return to school.
<b>Fifth Disease (Parvovirus)</b>	No exclusion required <i>unless</i> child feels unwell or has a fever. Once the child has a rash, they are no longer contagious. <i>Pregnant women exposed to infected child should contact their physician.</i>	Fever free for 24 hours without using any fever-reducing medications.
<b>Hand, Foot and Mouth Disease</b>	No exclusion required <i>unless</i> child feels unwell, is unable to control their saliva or has a fever.	Fever free for 24 hours without using any fever-reducing medications.
<b>Head Lice</b>	No exclusion, advise treatment. <i>Refer to the March 2023 JSD Lice Management Protocol</i>	After the first treatment.
<b>Impetigo</b>	<b>Exclude</b> if sore is oozing and cannot be covered. <b>No Exclusion</b> if sore can be covered or is dry & shows signs of healing.	24 hours after antibiotic treatment is started or oozing sore covered.
<b>Influenza (Flu) Types A and B</b>	No exclusion required <i>unless</i> child feels unwell or has a fever and/or child is unable to participate in routine school activities due to condition.	Fever free for 24 hours without using any fever-reducing medications.
<b>Marked Drowsiness/Malaise</b>	Exclude if child is unable to actively participate in routine school activities.	Symptom free for 24 hours.
<b>Mononucleosis (Epstein-Barr virus)</b>	No exclusion required <i>unless</i> child feels unwell, has a fever and/or child is unable to participate in routine school activities due to condition. Some individuals may take months to regain their former level of energy but may still attend school.	Fever free for 24 hours without using any fever-reducing medications and able to participate in routine school activities.
<b>Methicillin Resistant Staphylococcus Aureus (MRSA)</b>	<b>Exclude</b> if wound cannot be covered or wound drainage cannot be contained with a clean, <u>dry</u> bandage taped on all four sides. <b>No Exclusion</b> if wound can be covered or is dry and shows signs of healing. ⇒ Children with lesions on uncovered skin, or lesions that are draining or oozing, even if covered, may not participate in close contact sports.	24 hours after effective antimicrobial treatment is started or oozing wound is covered and wound drainage can be contained with a clean, dry bandage taped on all four sides.

<b>Condition</b>	<b>Exclusion/Non-Exclusion Criteria</b>	<b>Readmission Criteria</b>
<b>(Pink Eye) Conjunctivitis</b> <ul style="list-style-type: none"> <li>• <b>Purulent Conjunctivitis</b></li>   <li>• <b>Non-Purulent Conjunctivitis</b></li> </ul>	<b>Exclude: Purulent Conjunctivitis</b> defined as pink or red eye with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye.  <b>Non-Exclusion: Non-Purulent Conjunctivitis</b> defined as pink eye with a clear, watery eye discharge without fever, eye pain or eyelid redness  <i>Child should be reminded to avoid touching eyes and to wash hands often.</i>	24 hours after treatment is started or until cleared by a physician to return to school  Does not require exclusion.
<b>Pinworms</b>	No exclusion required.	
<b>Rash with a fever</b>	Exclude following the temperature/fever guidelines below.	When a health care professional has determined that the illness is not a communicable disease.
<b>Ringworm</b>	Exclude at end of school day. While at school, rash needs to be covered.	Once treatment is started. Usually an anti-fungal cream. Avoid contact sports for 72 hours (Ex: wrestling).
<b>Scabies</b>	Exclude until seen by a Health Care Provider and/or until treatment has been initiated.	Day following treatment.
<b>Shingles</b>	Exclude if rash cannot be covered.	When all lesions have crusted or when rash can be covered.
<b>Sores</b> (Any Skin Lesion in a weeping stage)	No exclusion needed if covered and/or diagnosed as non-infectious	When lesion can be covered and/or diagnosed as non-infectious.
<b>Strep Throat and Scarlet Fever</b> (Scarlet Fever is Strep Throat with a rash)	Exclude until seen by a Health Care Provider and treatment initiated.	12 hours after antibiotic treatment is started
<b>Temperature/Fever</b>	Exclude from school for a temperature/fever over 100.4.	Fever free for 24 hours without using any fever-reducing medications.
<b>Vomiting/Severe Abdominal Pain</b>	Exclude at first symptoms.	Symptom free for 24 hours.

\*The following diseases/conditions require immediate reporting to your assigned district nurse:  
**Pertussis (Whooping cough), Measles, Rubella (German Measles), Mumps, Meningitis, Tuberculosis, Hepatitis A and B, Gastroenteritis (Giardiasis, Shigellosis, Campylobacter), and food poisoning.**

\*\*Call your assigned district nurse for any other questions and/or concerns that you may have about these and/or any other condition.

Reviewed by \_\_\_\_\_  
Kristina Esham, MD  
Jordan District Consult Physician

\_\_\_\_\_ Date

Updated 2023

## Office Contact Information:

Location: Jordan Child Development Center  
3706 West 9800 South  
South Jordan UT 84009

Phone: (801)567-8510

Email: [preschool@jordandistrict.org](mailto:preschool@jordandistrict.org)

# You have rights



## Clients have the right to:

- Be treated with dignity.
- Be free from potential harm or acts of violence.
- Be free from discrimination.
- Be free from abuse, neglect, mistreatment, exploitation and fraud
- Communicate and visit with family, attorney, clergy, physician, counselor, or case manager, unless therapeutically contraindicated or court-restricted
- Privacy of current and closed records.
- Be informed of agency policies and procedures that affect client or guardian's ability to make informed decisions regarding client care, to include:
  - Program expectations, requirements, mandatory or voluntary aspects of the program consequences for non-compliance.
  - Reasons for involuntary termination from the program and criteria for re-admission program service fees and billing.
  - Safety and characteristics of the physical environment where services will be provided.

## If you feel your rights have been violated:

- **Call:** 801-538-4242
- **Email:** [licensingconcerns@utah.gov](mailto:licensingconcerns@utah.gov)
- **Mail:** 195 N. 1950 W, Salt Lake City, UT 84116  
(please include program name in the letter or email)

