**Crisis/Respite Nursery Rules and Disclosures**

* Hours of Operation
  + Monday 11:00 am to 6:30 pm, Tuesday 9:00 am to 4:30, Wednesday 11:00 am to 6:30 pm, Thursday 9:00 am to 4:30 pm, Friday 9:00 am to 4:30 pm
* The following items are not allowed in the facility:
  + Weapons, stuffed animals, toys from home
* Drop Off and Pick Up Policy
  + Children need to be dropped off and picked up on time. If you are 15 minutes late for your scheduled appointment, your time may be given away to another family. If a parent is more than 1 hour late, we reserve the right to call Child Protective Services if no other emergency contact can be reached. ID must be shown to drop off and pick up children.
* Denial of Services Policy
  + We reserve the right to refuse nursery service to children that require one on one attention, pose a flight risk, or have behaviors beyond our training. If there are **3 no call no shows,** we will suspend nursery services for a **one month** time frame. Nursery time will again be suspended for a **one month** time frame for **each additional no call no show after the first 3.**
* Crisis Overnight Stay Policy
  + Employees are allowed to sleep while they are here on an overnight stay. The sleeping quarters are away from the children, but close enough that if the children need anything, they will be attentive to the children. The buildings are equipped with an alarm system that is used on all overnight stays.
* Open Doors collects non-identifying statistical data from parents who use the crisis/respite nursery for State and Federal reporting purposes.
* In accordance with Utah Law, every person in Utah, including staff at Open Doors are legally obligated to report all suspected child abuse, neglect, and/or dependency.
* Any single crisis stay longer than 72 hours may be subject to scrutiny if Open Doors believes the parent(s) are taking advantage of the center’s services.
* Children are fed meals and snacks if they are scheduled to be in the nursery at the following times: (These times are determined by the CACFP program and not Open Doors Staff)
  + Breakfast – 8:00 am
  + AM Snack – 10:00 am
  + Lunch – 12:00 pm
  + PM Snack – 2:00 pm
  + Dinner – 5:30 pm
* Crisis/Respite Nursery services are provided free of charge.
* This institution is an equal opportunity provider.

2022