EDP Health and Safety Action Guide | Front Desk and Staff Reference

PURPOSE: This guide tells front desk staff and teachers exactly what to do when a health situation comes up or when a parent calls to report a diagnosis. Every scenario covers when to exclude, when they can return, required reporting steps, and how to log the incident. When in doubt, call the director.

HOW TO DOCUMENT INCIDENTS

All health incidents, illness reports, and related actions are logged in the EDP Health and Safety Log.
EDP Health and Safety Log Google Sheet

Fill out the log when:

- Student gets sent home for illness
- Student is injured in class and parent needs to be told
- Infectious disease/Illness is reported by parent

How to log an incident:

- Open the EDP Health and Safety Log Google Sheet
- Fill in a new row: date, name of child or staff member, illness or symptom reported, action taken, parent notified (Y/N), health dept notified (Y/N), director notified (Y/N), notice posted (Y/N)

R381-40-14 requires a minimum six-week on-site record of incidents. The Google Sheet is that record. Do not skip this step.

MANDATORY REPORTING REQUIREMENTS

The table below covers every situation where EDP is legally required to report to CCL or post a notice. These are CCL compliance requirements. Failure to comply is a licensing violation subject to civil penalties up to $5,000 per day.

The most important rule: R381-40-15 requires the provider to notify the local health department ON THE SAME DAY when any child or employee has an infectious disease, unusual illness, or sudden onset of illness. When in doubt, call the director, and the director calls the health department.

SITUATION	REPORT TO	WHEN	HOW	RULE
Any child or employee has an infectious disease, unusual or serious illness, or sudden onset of illness	Davis County Health Department	SAME DAY illness is discovered	Phone call. Log contact name and time in the Health and Safety Log Google Sheet.	R381-40-15
Child or employee has a confirmed infectious disease or parasite (lice, ringworm, HFMD, strep, pink eye, etc.)	Post written notice at the facility	SAME DAY. Post and date it. Keep up at least 5 days.	Conspicuous place visible to parents. No names or personal information. Log in the Health and Safety Log.	R381-40-15
Child injured while in care and receives medical attention (doctor, urgent care, ER)	CCL (Utah Child Care Licensing)	Director submits Accident and Injury Report to CCL by next business day.	Submit CCL accident report form. Log in Health and Safety Log. Maintain 6-week record on-site.	R381-40-14
Child fatality while in care	911 first. Then CCL.	Immediately (911). Next business day (CCL report).	Call 911. Then parent. Then director and CCL. Submit accident report within 5 business days.	R381-40-14
Staff, owner, or director arrested, charged, or convicted of a felony or misdemeanor	CCL (Utah Child Care Licensing)	Within 48 hours of becoming aware	Notify CCL directly. Failure to notify within 48 hours may result in license revocation.	R381-40-8
Child abuse or neglect witnessed or suspected	CPS or Law Enforcement	Immediately	DCFS Child Abuse Hotline: 1-855-323-3237. All staff are mandatory reporters under Utah law.	R381-40-12 / UCA 62A-4a

Agency Contact Numbers

Davis County Health Department: 801-525-5000
Utah DHHS Communicable Disease Line: 1-888-374-8824
CCL (Utah Child Care Licensing): 801-538-4242
DCFS Child Abuse Hotline: 1-855-323-3237
Poison Control: 1-800-222-1222

FACILITY HEALTH NOTICE TEMPLATE

When a child or staff member has a confirmed infectious disease or parasite, you are required by R381-40-15 to post a written notice at the facility on the same day. Use this template. Do not name the individual. Print, fill in by hand or typed, and post where parents can see it at drop-off and pickup.

Required by R381-40-15: Post same day. Keep posted at least 5 days. No names or personally identifiable information. Log the posting date and removal date in the Health and Safety Log.

EXPRESSIONS DANCE AND PRESCHOOL

Health Notice to Families

Date Posted: _____ **Remove After (5 days minimum):** _____

A case of the following has been reported among a student or staff member in our program:

Illness / Condition: _____

Symptoms to watch for in your child:

Please keep your child home if they develop any of the above symptoms. Contact us to let us know so we can support our community. If your child is currently symptomatic, please do not bring them to class until symptoms have resolved per our return-to-class guidelines.

This notice does not identify any individual. Posted in compliance with Utah Admin Code R381-40-15.

Questions? Call us at 801-683-7588 or email info@dancetoexpress.com

ATTENDANCE EXCLUSION REFERENCE

Do not allow a child to attend class any time they have:

- Fever of 100.4 degrees F or higher
- Vomiting (even once at the facility)
- Diarrhea (2+ loose stools in 24 hours or cannot be contained)
- Rash with fever or unknown cause
- Live lice confirmed
- Open, oozing sores
- Eye discharge (yellow or green) suggesting bacterial pink eye
- Symptoms that prevent normal participation in class

The 24-hour rule: child must be symptom-free for 24 hours WITHOUT medication before returning. Confirm this at drop-off.

CALL 911 IMMEDIATELY IF

- Child is unconscious or cannot be roused
- Child is having a seizure
- Child is struggling to breathe or lips are blue
- Child has a severe allergic reaction (hives spreading, throat swelling, difficulty breathing)
- Child has ingested a dangerous substance

Call 911 first. Then call the parent. Then notify the director.

INJURY RESPONSE PROTOCOL

Use this section any time a child is injured at the facility. The tier of the injury determines the response. All injuries that result in an Accident and Injury Report require a next-day follow-up — no exceptions.

The Accident and Injury Report form is kept at the front desk. Two signatures are required: the reporting teacher AND the customer care staff on duty. Send a copy to the director immediately. File the completed two-sided form in the CCL binder.

Tier 1: Minor Injury (scrape, bruise, small cut, band-aid level)

- Calmly move child away from class if needed; administer basic first aid
- Do not leave the child unattended
- Complete the Accident and Injury Report form — teacher signs, customer care staff signs
- Give parent a verbal report at pickup; describe what happened, what you did, and what to watch for
- Customer care: set a reminder to follow up with parent the next day and complete the back of the form
- Log in the EDP Health and Safety Log Google Sheet
- File completed two-sided form in the CCL binder

Tier 2: Serious but Not Life-Threatening (significant fall, head impact, possible sprain, deep cut)

- Stop class if needed; keep other children away from the area
- Keep child still and calm — do not move a child who may have a neck or spine injury
- Call parent immediately; do not wait until pickup
- Notify director immediately
- Complete the Accident and Injury Report form — teacher signs, customer care staff signs
- Send copy to director same day
- Give parent a written copy of the report before they leave
- Customer care: follow up with parent the next day; confirm if child received medical attention, expected return date, and any further follow-up needed; complete back of form
- If child receives medical attention: director submits form to CCL by next business day (R381-40-14)
- Log in the EDP Health and Safety Log Google Sheet
- File completed two-sided form in the CCL binder

Tier 3: Life-Threatening Emergency (unconscious, seizure, not breathing, severe allergic reaction, major trauma)

- Call 911 FIRST
- Then call the parent
- Then notify the director
- Do not leave the child — certified CPR/first aid staff responds immediately

- Complete the Accident and Injury Report form after emergency services leave — teacher signs, customer care staff signs
- Send copy to director same day
- Director submits form to CCL by next business day (R381-40-14)
- Customer care: follow up with parent the next day and complete the back of the form
- Log in the EDP Health and Safety Log Google Sheet
- File completed two-sided form in the CCL binder

Next-Day Follow-Up (all injuries with a completed Accident and Injury Report)

Customer care sets a reminder the day of the incident and completes the following on the next day:

- Call or contact parent to check on the child
- Confirm: did the child receive medical attention? If yes, notify director to submit to CCL if not already done
- Record expected return date
- Note any further follow-up needed and document the plan
- Complete and sign the Follow-Up section on the back of the Accident and Injury Report
- File the fully completed form in the CCL binder

Parent Reports Injury After They Left

Do not speculate about fault or make any statements about liability. Keep your response factual and caring: "Thank you for letting us know. I am so sorry to hear that. I am going to pass this on to our director right away."

- Get date, time, description of what happened, and body part affected
- Notify director same day
- Complete an Accident and Injury Report and send copy to director
- If child received or will receive medical attention: director submits to CCL by next business day
- Customer care follows up next day to complete the back of the form
- Log in the EDP Health and Safety Log Google Sheet
- File in the CCL binder

CPR and first aid: at least one staff member with current first aid and CPR certification must be present whenever children are in care at either location. This is a CCL requirement (R381-40-8). Director tracks renewal dates.

ILLNESS RESPONSE GUIDE

Each card covers one illness scenario with exclusion criteria, return criteria, and step-by-step actions.

Vomiting / Nausea

EXCLUDE IF	Child vomits once at the facility, or parent reports vomiting within the last 24 hours
RETURN WHEN	Symptom-free for 24 hours WITHOUT anti-nausea medication
ACTION STEPS	• Remove child from class immediately; bring to front desk or designated sick area • Make child comfortable in a safe supervised area separated from other children (R381-40-15) • Call parent or emergency contact; pickup required within 1 hour • Staff clean the area wearing waterproof gloves: detergent, rinse, sanitize; bag all disposable materials (R381-40-15) • Notify director • Log in the EDP Health and Safety Log Google Sheet (see Documentation section for link) • If sudden vomiting in multiple children: notify director and call local health department same day (R381-40-15)
ALSO KNOW	• Do not administer anti-nausea medication without a current signed medication authorization form on file • Soiled clothing is not rinsed at the facility; place in a leakproof labeled bag and return to parent (R381-40-15)

Fever

EXCLUDE IF	Temperature of 100.4 degrees F (38 C) or higher, or child appears ill even without a measured fever
RETURN WHEN	Fever-free for 24 hours WITHOUT fever-reducing medication (ibuprofen, acetaminophen)
ACTION STEPS	• Remove child from group; place in designated sick area separated from other children (R381-40-15) • Take temperature if possible; document the reading and time • Call parent or emergency contact; pickup required within 1 hour • Do not administer medication without a current signed medication authorization form on file • Notify director • Log in the EDP Health and Safety Log Google Sheet • If multiple children in the same class develop fever: call director and local health department same day (R381-40-15)
ALSO KNOW	• Child returning after fever must be symptom-free 24 hours WITHOUT medication; confirm with parent at drop-off

Hand, Foot, and Mouth Disease (HFMD)

EXCLUDE IF	Active blisters or sores in mouth, on hands or feet, rash present AND fever present; or child cannot participate normally
RETURN WHEN	Fever-free 24 hours AND sores are dried or crusted over; child able to participate normally
ACTION STEPS	• If child is symptomatic at school: exclude immediately, isolate in sick area, call parent for pickup • SAME DAY: director calls Davis County Health Department (R381-40-15 mandatory) • SAME DAY: fill out and post the Facility Health Notice (see template in this guide); keep posted at least 5 days (R381-40-15) • Send class notification to all families in the affected group; no names, describe symptoms to watch for • Disinfect all shared surfaces, toys, and door handles in the classroom; log the cleaning • Log in the EDP Health and Safety Log Google Sheet: illness, health dept contact name and time, notice posted date • Advise staff to watch for symptoms in other children for 5-7 days
ALSO KNOW	• HFMD is highly contagious by direct contact and surfaces; most contagious during the first week • The health department call and posted notice are CCL compliance requirements, not optional steps

Lice (Pediculosis)	
EXCLUDE IF	Live lice confirmed on visual inspection; child must go home same day
RETURN WHEN	Child has completed treatment AND drop-off head check confirms no live lice; confirm nit-free policy with director
ACTION STEPS	• Discreetly pull child aside for a private head check • Confirm live lice are present before calling parent • Call parent immediately; pickup required same day • Bag and separate all child belongings (coat, hat, bag) in a sealed plastic bag • SAME DAY: director calls Davis County Health Department (R381-40-15 mandatory) • SAME DAY: fill out and post the Facility Health Notice; keep posted at least 5 days (R381-40-15) • Director determines whether a class notification goes out • Inspect and bag shared items (dress-up clothes, hats, pillows); wash before reuse or seal 48 hours • Advise parent on treatment and return requirements • Log in the EDP Health and Safety Log Google Sheet: date, who notified, health dept contact, cleaning steps taken
ALSO KNOW	• Lice do not survive more than 24-48 hours off a human head; sealed items are safe after 48 hours • Do not name the child in any notice or parent communication • Utah law does not mandate exclusion for nits alone; confirm EDP policy with director before communicating return criteria

Diarrhea	
EXCLUDE IF	Two or more loose or watery stools in a 24-hour period, stool that cannot be contained, or blood or mucus present
RETURN WHEN	Symptom-free 24 hours WITHOUT anti-diarrheal medication; if bacterial cause confirmed, director may require medical clearance
ACTION STEPS	• Remove child from group; assist cleanup in private restroom • Staff wear disposable gloves; wash hands after cleanup (R381-40-15) • Call parent after second loose stool; require pickup • Do not rinse soiled clothing at the facility; place in a leakproof labeled bag and return to parent (R381-40-15) • Disinfect all bathroom surfaces touched by the child • Log in the EDP Health and Safety Log Google Sheet • If blood or mucus in stool: exclude immediately, notify director, call local health department same day (R381-40-15), post Facility Health Notice
ALSO KNOW	• Sudden diarrhea in multiple children is a possible outbreak; call director and health department immediately • Do not administer anti-diarrheal medication without a signed authorization form

Strep Throat / Scarlet Fever	
EXCLUDE IF	Sore throat with fever, or confirmed strep diagnosis
RETURN WHEN	On antibiotics for at least 24 hours AND fever-free for 24 hours
ACTION STEPS	• If child is symptomatic at school: exclude and call parent for pickup • If parent reports confirmed strep: document date and time in the EDP Health and Safety Log Google Sheet • SAME DAY: director calls local health department if confirmed infectious disease (R381-40-15) • SAME DAY: fill out and post Facility Health Notice; keep posted at least 5 days (R381-40-15) • Director assesses whether class notification is needed • Document return criteria communicated to parent
ALSO KNOW	• Scarlet Fever is strep throat with a rash; same treatment and same return criteria apply • If multiple children in the same class test positive within a short window, escalate to director immediately

Conjunctivitis (Pink Eye)	
EXCLUDE IF	Eye is red AND has yellow or green discharge or crusting; or confirmed bacterial diagnosis

RETURN WHEN	On antibiotic eye drops for 24 hours AND discharge has resolved; viral or allergic pink eye is at director discretion
ACTION STEPS	• Notify parent and recommend they pick up and see a doctor if discharge is present • If confirmed bacterial: director calls local health department same day (R381-40-15) • If confirmed bacterial: fill out and post Facility Health Notice same day; keep posted at least 5 days (R381-40-15) • Director makes final call if symptoms are mild and viral or allergic cause is suspected • Log in the EDP Health and Safety Log Google Sheet • Remind child and staff not to touch eyes; increase handwashing
ALSO KNOW	• Bacterial pink eye is highly contagious; when in doubt, send home • Viral pink eye commonly accompanies a cold; not treated with antibiotics; resolves on its own

Impetigo	
EXCLUDE IF	Open, oozing, or draining sores, confirmed or suspected
RETURN WHEN	On antibiotics for 24 hours AND sores are dry and covered or fully healed
ACTION STEPS	• Call parent to pick up if sores are open • Cover sore with a bandage while awaiting pickup if possible • SAME DAY: director calls local health department if confirmed (R381-40-15) • SAME DAY: fill out and post Facility Health Notice; keep posted at least 5 days (R381-40-15) • Disinfect surfaces the child contacted • Log in the EDP Health and Safety Log Google Sheet
ALSO KNOW	• Impetigo spreads by direct contact and shared items • Covered healed sores are acceptable for return; a doctor note is not required unless per studio policy

COVID-19 / Flu-Like Respiratory Illness	
EXCLUDE IF	Fever 100.4 F or higher AND/OR two or more of: cough, body aches, sore throat, runny nose, shortness of breath, loss of taste or smell, especially with known exposure
RETURN WHEN	Fever-free 24 hours WITHOUT medication AND symptoms improving for 24 hours. Director reviews current Utah DHHS and CDC guidance annually.
ACTION STEPS	• Exclude child immediately if symptomatic; call parent for pickup • Isolate child in supervised sick area separated from others until pickup (R381-40-15) • Notify director immediately • Director calls local health department same day if infectious disease suspected (R381-40-15) • Director determines class notification and enhanced cleaning needs

	• Fill out and post Facility Health Notice if confirmed infectious disease; keep posted at least 5 days (R381-40-15) • Increase ventilation; wipe down high-touch surfaces • Log in the EDP Health and Safety Log Google Sheet
ALSO KNOW	• Director should review this section each August before the season launches to align with current DHHS guidance

Pertussis (Whooping Cough)	
EXCLUDE IF	Cough that is lasting or worsening, especially with cold-like symptoms (runny nose, congestion, red or watery eyes, low fever), coughing fits that cause vomiting, a red or blue face, extreme fatigue, or a high-pitched "whoop" after coughing. Also exclude any child with a confirmed pertussis diagnosis.
RETURN WHEN	Healthcare provider has confirmed the child is cleared to return. Standard guidance is after 5 full days of the prescribed antibiotic. *(See note below.)*
ACTION STEPS	• If symptomatic at the studio: remove child from class, place in a supervised sick area separated from other children (R381-40-15), and call parent for pickup. • Recommend the parent contact their healthcare provider right away, since an antibiotic works best when started early. • Notify director. • SAME DAY: director calls Davis County Health Department (R381-40-15). • SAME DAY: fill out and post the Facility Health Notice and keep it up at least 5 days. • Director reviews and sends the family notification email. No names. • Increase handwashing and wipe down high-touch surfaces. • Log in the EDP Health and Safety Log Google Sheet: illness, health dept contact name and time, notice posted date.
ALSO KNOW	• Pertussis is a highly contagious bacterial respiratory infection that spreads through droplets when someone coughs or sneezes. It can make people of any age seriously ill, but it is most dangerous for infants and young children. Early symptoms look like a common cold and last 1-2 weeks, then the cough gets worse. Vaccination is the best prevention: DTaP for children under 7, and Tdap for ages 11 and up who haven't had it (CDC recommends one dose at ages 11-12). Remind families of this during any outbreak.

Ringworm	
EXCLUDE IF	Active untreated lesions that cannot be covered; scalp ringworm (tinea capitis) requires exclusion until treatment begins
RETURN WHEN	Treatment started AND lesion is covered; no exclusion required if lesion can be fully covered
ACTION STEPS	• Notify parent that lesion was observed; recommend they consult a healthcare provider • If on the scalp: exclude until treatment begins • SAME DAY: director calls local health department if confirmed (R381-40-15) • SAME DAY: fill out and post Facility Health Notice; keep posted at least 5 days (R381-40-15)

	• Log in the EDP Health and Safety Log Google Sheet
ALSO KNOW	• Ringworm is a fungal infection spread by direct contact; the key is treatment and coverage, not prolonged exclusion

Rash (Unknown Cause)	
EXCLUDE IF	Rash with fever or behavioral changes; rash resembling HFMD, chickenpox, or impetigo; or rash that is spreading and unexplained
RETURN WHEN	Healthcare provider confirms rash is not contagious, or rash resolves without fever
ACTION STEPS	• If rash plus fever: exclude immediately and call parent • If rash only, no fever, child seems well: notify parent at pickup and recommend doctor follow-up if spreading or unexplained • Director makes final call on same-day exclusion when no fever is present • If contagious cause is confirmed: director calls local health department same day and posts Facility Health Notice (R381-40-15) • Log in the EDP Health and Safety Log Google Sheet • Do not diagnose; describe what you observed and document it

PARENT COMMUNICATION SCRIPTS

Calling a Parent to Pick Up a Sick Child

Hi [Parent Name], this is [Your Name] at Expressions Dance. [Child Name] is not feeling well today. [Brief description: fever of __ F / vomited / etc.] We need to have them picked up as soon as possible. Can you or another authorized person come get them? We hope she gets feeling better quickly.

Class Notification for Communicable Illness

Families, we want to give you a heads-up that a case of [illness] has been reported among a student in our [class/group] program. Please watch your child for [list symptoms] over the next few days. Keep your child home if they develop symptoms and let us know. Thank you for helping keep our community healthy.

Never name the child. Send through the studio-approved channel. Keep a copy in the child file and log it in the Health and Safety Log.

FAMILY NOTIFICATION EMAIL TEMPLATES

Use these templates any time you need to notify families of a confirmed or suspected communicable illness or parasite. Each template is ready to send with minor fill-ins. Director reviews before sending for any mandatory-reporting illness.

Never name the child. Fill in all [brackets] before sending. Send from info@dancetoexpress.com. Log the send date in the Health and Safety Log.

Hand, Foot, and Mouth Disease (HFMD)

SUBJECT: Health Notice: Hand, Foot, and Mouth at the Studio

Hello [Class Name] Families,

We are reaching out to let you know that a case of Hand, Foot, and Mouth (HFMD) has been reported among a student in your child's [preschool / dance] class. Out of respect for every family's privacy, we are not sharing any identifying information about the student.

HFMD is a common childhood illness and nothing to panic about, but it does spread easily through direct contact and shared surfaces, so we want to give you a heads-up right away.

Symptoms to watch for:

- Fever
- Sore throat
- Painful sores or blisters in the mouth
- A rash or blisters on the hands, feet, or buttocks
- Fussiness or reduced appetite in younger children

What we ask of you:

- Check your child for symptoms today and over the next 5-7 days.
- Keep your child home if they develop a fever or visible sores or blisters.

- Let us know if your child is diagnosed so we can continue to monitor our community.
- Please do not bring your child back to class until they have been fever-free for 24 hours without medication and any sores are dried or crusted over.

We have taken steps to disinfect shared surfaces and materials in the classroom and will continue to monitor closely. We are committed to handling this with care and discretion.

Thank you for being such great partners in keeping our community healthy. Please reach out if you have any questions.

[Your Name]
Expressions Dance and Preschool | 801-683-7588 | info@dancetoexpress.com

Head Lice

SUBJECT: Heads Up: Lice Reported at the Studio

Hello [Class Name] Families,

We wanted to give you a quick heads-up that we were notified that a student in your child's [preschool / dance] class was found to have head lice. While this is a very common childhood occurrence and nothing to panic about, we want to be proactive and partner with you to prevent any potential spread.

What we ask of you:

- Take a moment to check your child's hair today.
- Continue checking periodically over the next few weeks.
- Keep your child home if you find live lice, and let us know so we can support you.
- Your child may return once treatment has been completed and a head check at drop-off confirms no live lice are present.

Helpful resources:

- How to check for lice: cdc.gov/lice
- How to treat and control
- Local treatment center information

We have taken appropriate steps within our program and will continue to monitor the situation closely. We understand this can feel a little uncomfortable to talk about, and we are committed to handling everything with complete discretion and care.

Thank you for partnering with us to keep our community healthy. Please don't hesitate to reach out with any questions.

[Your Name]
Expressions Dance and Preschool | 801-683-7588 | info@dancetoexpress.com

Strep Throat / Scarlet Fever (we don't always send for this one, check with Director first)

SUBJECT: Health Notice: Strep Throat Reported at the Studio

Hello [Class Name] Families,

We want to give you a heads-up that a confirmed case of strep throat has been reported in your child's [preschool / dance] class. We are sharing this so you can watch for symptoms, not to cause alarm. Strep is very treatable when caught early.

Symptoms to watch for:

- Sore throat that comes on quickly
- Fever
- Swollen lymph nodes in the neck
- Red or white patches at the back of the throat
- Headache or stomach ache (more common in younger children)
- Note: Scarlet Fever is strep with a rash and is treated the same way

What we ask of you:

- Watch your child for symptoms over the next few days.
- See your child's doctor if they develop a sore throat and fever.
- Keep your child home if they are symptomatic and let us know.
- Your child may return once they have been on antibiotics for at least 24 hours and have been fever-free for 24 hours without medication.

We are monitoring the situation and encourage everyone to keep up with good handwashing habits. Thank you for your partnership. Please reach out if you have any questions.

[Your Name]
Expressions Dance and Preschool | 801-683-7588 | info@dancetoexpress.com

Conjunctivitis (Pink Eye)

SUBJECT: Health Notice: Pink Eye Reported at the Studio

Hello [Class Name] Families,

We are reaching out to let you know that a case of bacterial conjunctivitis (pink eye) has been reported in your child's [preschool / dance] class. Bacterial pink eye spreads easily through direct contact, so we want to give you an early heads-up.

Symptoms to watch for:

- Red or pink coloring in the white of the eye
- Yellow or green discharge, or crusty eyes especially in the morning
- Eye irritation, itching, or a gritty feeling
- Swollen eyelids

What we ask of you:

- Check your child's eyes today and over the next few days.
- Keep your child home and see a doctor if discharge is present.
- Your child may return once they have been on antibiotic eye drops for 24 hours and the discharge has resolved.
- Remind your child not to touch their eyes and to wash hands frequently.

We have reminded our staff and students to avoid touching their eyes and to stay on top of handwashing. We appreciate your help in keeping our community healthy. Please don't hesitate to reach out with questions.

[Your Name]
Expressions Dance and Preschool | 801-683-7588 | info@dancetoexpress.com

Impetigo

SUBJECT: Health Notice: Impetigo Reported at the Studio

Hello [Class Name] Families,

We want to give you a heads-up that a case of impetigo has been reported in your child's [preschool / dance] class. Impetigo is a bacterial skin infection that spreads through direct contact, so we are letting you know early so you can watch for signs.

Symptoms to watch for:

- Red sores that quickly rupture, ooze, and form a yellowish-brown crust
- Sores most commonly appear on the face (around the nose and mouth), hands, or arms
- Itching around the sore area
- Note: impetigo is not dangerous but spreads easily until treated

What we ask of you:

- Check your child's skin today and over the next few days.
- See your child's doctor right away if you notice any oozing or crusty sores.
- Keep your child home if sores are open or oozing.
- Your child may return once they have been on antibiotics for 24 hours and sores are dry and covered or fully healed.
- Avoid sharing towels, clothing, or any items that contact skin.

We have disinfected shared surfaces and materials in the classroom. Thank you for helping us keep everyone healthy. Reach out anytime with questions.

[Your Name]
Expressions Dance and Preschool | 801-683-7588 | info@dancetoexpress.com

Ringworm

SUBJECT: Health Notice: Ringworm Reported at the Studio

Hello [Class Name] Families,

We want to give you a heads-up that a case of ringworm has been reported in your child's [preschool / dance] class. Despite the name, ringworm is not actually a worm. It is a common fungal skin infection that spreads through direct contact with an affected person or surface.

Symptoms to watch for:

- A ring-shaped rash that is red, scaly, and may be itchy
- The ring may expand over time

- On the scalp, it may appear as patchy, scaly areas with hair loss
- Most commonly found on the arms, legs, torso, or scalp

What we ask of you:

- Check your child's skin and scalp today.
- See your child's doctor if you notice a ring-shaped rash, especially on the scalp.
- Keep your child home if scalp ringworm is confirmed and treatment has not yet started.
- If the lesion is on the body and can be fully covered, your child may attend class once treatment has begun.
- Avoid sharing clothing, towels, hats, or hair accessories.

We have taken steps to clean and disinfect shared materials and surfaces. This is a common, treatable condition and we are handling it with the same care and discretion we bring to all health matters. Please reach out if you have any questions.

[Your Name]
Expressions Dance and Preschool | 801-683-7588 | info@dancetoexpress.com

COVID-19 / Respiratory Illness

SUBJECT: Health Notice: COVID-19 Reported at the Studio

Hello [Class Name] Families,

We are reaching out to let you know that a confirmed case of COVID-19 has been reported in your child's [preschool / dance] class. We are sharing this so you can monitor for symptoms and take any steps that feel right for your family.

Symptoms to watch for:

- Fever or chills
- Cough
- Sore throat
- Congestion or runny nose
- Muscle or body aches
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Fatigue, headache, or nausea

What we ask of you:

- Watch your child for symptoms over the next few days.
- Keep your child home if they develop a fever or feel unwell.
- If your child tests positive, please let us know using our excused absence form on the website so we can continue to monitor our community.
- Your child may return once they have been fever-free for 24 hours without medication and symptoms are clearly improving.

Based on the date of possible exposure:

- 5 days from exposure is: [DATE]
- 10 days from exposure is: [DATE]

We are following current Utah DHHS and CDC guidance and will keep you informed if anything changes. We have taken steps to increase ventilation and disinfect shared surfaces. Thank you for your cooperation and for keeping our community in mind.

Please reach out with any questions.

[Your Name]
Expressions Dance and Preschool | 801-683-7588 | info@dancetoexpress.com

Pertussis (Whooping Cough)

SUBJECT: Health Notice: Whooping Cough (Pertussis) Reported at the Studio

Hello [Class Name] Families,

We want to let you know that a case of pertussis (also called whooping cough) has been reported among a student or staff member in our [preschool / dance] program. To respect every family's privacy, we are not sharing any identifying information.

Whooping cough is a highly contagious respiratory infection caused by bacteria. It spreads when an ill person coughs or sneezes, and it can cause serious illness in people of all ages. It is most harmful to infants and young children.

Symptoms to watch for:

- Early symptoms that look like a common cold and last 1-2 weeks: runny nose, congestion, red or watery eyes, fever, and/or cough
- Symptoms that worsen after a few weeks, with thick mucus and uncontrollable coughing fits
- Coughing fits severe enough to cause vomiting, extreme fatigue, or a red or blue face
- A high-pitched "whoop" sound when taking the next breath

What we ask of you:

- Watch your child for symptoms over the next few weeks.
- Keep your child home if they have any of these symptoms, and contact your healthcare provider as soon as possible. An effective antibiotic is available when whooping cough is diagnosed and treated early.
- Review your child's vaccination record. The DTaP vaccine is given to children under 7, and the Tdap vaccine is recommended for ages 11 and older who haven't received it. The CDC recommends one dose of Tdap at ages 11-12.
- Practice good hygiene: cover coughs and sneezes, wash hands often, and stay home when sick.
- Let us know if your child is diagnosed so we can continue to monitor our community.

Your child may return to class once their healthcare provider confirms they are cleared. We have increased handwashing reminders and are disinfecting shared surfaces. Please call the Davis County Health Department if you have questions about whooping cough or want to schedule a vaccination.

[Your Name]
Expressions Dance and Preschool | 801-683-7588 | info@dancetoexpress.com

Note: COVID guidance changes. Director reviews this template each August before the season starts to ensure return-to-class criteria and exposure language reflect current Utah DHHS and CDC recommendations.

MEDICATION POLICY (R381-40-17)

Staff may not give any medication, including over-the-counter medications like ibuprofen, acetaminophen, or antihistamines, without a current signed Medication Authorization Form on file. This applies to topical creams, eye drops, and inhalers.

- Authorization form must include: medication name, dose, time(s) to administer, parent signature, date
- Medication kept on site must be in original container with prescription label and the child name
- Log each administration: date, time, dose, staff name in both the medication log and the Health and Safety Log

WHEN TO CALL THE DIRECTOR

- Any confirmed or suspected infectious disease or parasite requiring same-day health dept notification
- Any child who waited more than 30 minutes for parent pickup after exclusion
- Any injury requiring anything beyond a bandage
- Any situation where you are unsure how to apply this guide
- Any parent who refuses to pick up a sick child
- Multiple children in the same class showing the same symptoms within a few days

POLICY VERSION AND REVIEW

Version: 1.0 DRAFT | Date: July 2026
Regulatory Reference: Utah Administrative Code R381-40 (Commercial Preschool Programs / CCL)
Supplemental References: AAP Red Book 2024, Utah DHHS Communicable Disease Guidelines

Review annually and any time CCL rules are updated.
Link this guide from the Operations Manual (Part 7) and reference it in the Faculty Handbook new hire onboarding checklist.