

## Sanger Public Library Daycare Attendance Policy

Sanger Public Library is happy to have daycares join us at events or simply come to browse the library. We appreciate your assistance in adhering to these policies as it helps us ensure that daycares and regular library patrons alike have the best experience possible at Sanger Public Library.

Please review the following policies. We request that daycares return a copy signed by their owner, director, or manager to Sanger Public Library by email, fax, or in person the next time your daycare comes to the library. We greatly appreciate your help and look forward to seeing you in the library!

### General Daycare Policy for visiting Sanger Public Library:

- Library staff members will not provide direct supervision of children in the library and are not responsible for unsupervised children. It is the responsibility of daycare providers to actively supervise the children in their care.
- Daycares visiting the library are expected to have an adequate number of care providers available on site for the number of children they are bringing to the library.
- Daycare providers should be familiar with the Sanger Public Library Behavior Policy.
- While we encourage children to browse the library, we appreciate the help of care providers in ensuring that books are properly cared for. If you or a child has pulled a book from a shelf and are unsure of where it goes, we appreciate it being brought to the desk to ensure it is re-shelved in the correct location.
- Daycare providers are expected to follow all pertinent State of Texas, Denton County, or City of Sanger laws that govern childcare services.

### Attending Events and Programs sponsored by Sanger Public Library

- Daycares must contact the library by phone (940-458-3257) to request permission to attend a program or event no less than 48 hours in advance of the event
- Sanger Public Library will consider various logistics such as age requirements and event capacity when evaluating requests to attend events or programs. Daycares must be prepared to provide the following information:
  - An accurate count of the number of children expected to attend
  - Information about the ages/grade level of the children
  - The number of staff or care providers expected to accompany their children
- For groups of children larger than seven, Sanger Public Library requires at least two care providers are on site when attending events or programs. For some programs such as certain craft activities, the child/provider ratio may be lower.
- In the event that the number of children a daycare plans to bring significantly changes, the library should be notified by phone no less than one hour before the program begins.

- If a daycare is attending certain types of programs (e.g., a craft activity), daycare providers may need to actively participate in the facilitation of that program for their children.
- It is the responsibility of daycare providers to actively supervise the children in their care during events.
- Sanger Public Library is not obligated to approve daycare requests and may deny permission to attend for any reason. Sanger Public library may also only give conditional approval (e.g., may not exceed 10 children or must have more than 2 providers present).
- While we seek to be as accommodating as possible, daycares that do not contact us in advance or bring a significantly higher number of children than indicated may be turned away on site.

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Sign

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Date