Christina's Childcare
Lenexa, KS

Parent Handbook

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Mission Statement

We provide a clean, welcoming, warm, and nurturing environment where children feel safe. Our program offers various activities designed to encourage each child's growth. Through cooperative play and creative activities, children are encouraged to learn through play while building enhanced social, motor, and introductory academic skills. We offer a flexible daily routine. We give the children opportunities to turn playtime into a learning experience.

About Us

Hello! Our licensed group daycare home always has two providers present. My name is Christina, and my husband, Jason, has provided loving, nurturing care for children since 2007. We have been married for 24 years. We have two children, Andrew, a Junior at the University of Kansas, and Caitlyn, a Senior at Shawnee Mission West High School. We decided to open our home daycare when our daughter, Caitlyn, was born.

We have two dogs: Kylo and Storm. Kylo is a small mixed-breed terrier (20 lbs.). Storm is an Aussie/Husky mix (50 lbs.). Both dogs are sweet and loveable. They are both current on all their vaccinations, which include rabies vaccination. Access to pets is minimal and only under direct supervision.

Qualifications

- CPR/First Aid certified
- Child Care Licensing Courses Completed:
    - Basics of Child Development
    - Child Abuse & Neglect: Identification, Reporting, and Prevention
    - Prevention of and Response to Emergencies due to Food and Allergic Reactions
    - Handling, Storing, and Disposing of Hazardous and Bio Contaminants
    - Safe Sleep: Reducing the risk of SIDS and Safe Sleep Practices
    - Administering Medication to Children
    - Building and Physical Premises Safety
    - Prevention and Control of Infectious Diseases
    - Transportation of Young Children
    - Emergency Preparedness in Childcare
    - Trauma Informed Care
    - ABC's of Asthma
    - Preventing Infant Abuse & Period of Purple Crying
    - Mental Health First Aid

Christina's Childcare is regulated by:

- Kansas Department of Health and Environment – Childcare licensing division.
- Johnson County Department of Health and Environment – unannounced inspection once/year.
- Lenexa Fire Department – unannounced fire inspection once/year.
- Daycare Connection – unannounced CACFP inspection three times/year.

If you would like to see a copy of the Childcare regulations for the State of Kansas,
please visit KDHE's website at www.kdheks.gov/bcclr/regs/daycare_groupdaycare_regs.html

Arrival / Departure

Christina's Childcare hours are:
7:30 a.m. – 5:00 p.m. Monday – Friday

How will I know if you are open? When the window blinds are pulled open, we are open. We always open promptly at 7:30 a.m. To ensure the safety of all families and children and to prevent any potential accidents or disturbances, we kindly request that children remain in your car while waiting for the doors to open. This will help us better manage the flow of traffic, minimize safety risks, and maintain a respectful environment for everyone in the neighborhood. Please refrain from ringing the doorbell.

What should I do if my child cries at drop-off? It is usual for children to have difficulty separating from their parents or cry when dropped off. Please be brief (no more than 5 minutes) during drop-off times; the longer you prolong the departure, the harder it gets. A smile, a cheerful goodbye kiss, and a reassuring word that you will be back are all that is needed. In my experience, children are almost always quick to get involved in play or activities as soon as their parents are gone. Please be assured that if your child is having difficulty settling down and is crying for a prolonged period, we will contact you.

Can I bring siblings to drop off / pick up? When dropping off and picking up, please be sure to supervise any siblings that may accompany you.

Can I send them in with a snack in the morning? Please prohibit from bringing food for your child, unless it is a special occasion or you have made arrangements with us because of a health need.

Behavior at Pick up? Please be very brief at pick-up times also. This is a time of testing when two different authority figures are present (the parent and the provider), and children will test to see if the rules still apply. Some children have a rough time with these transition periods. Please help show your child that you respect the rules of our house and property by reminding them that the rules still apply when you are around.

What if I am running late? We expect children to be picked up promptly before 5:00 p.m. We do understand that things happen from time to time. Please be aware that two things happen when you are late picking up your child: your child becomes anxious about why you are late, and we may be late for our evening activities while caring for your child. Our family is busy almost every night of the week with activities and engagements. Please respect the time we have carved out for our family and other obligations by honoring the 5:00 p.m. closing time.

What are the late pick-up fees? If children are picked up after 5:00 p.m. by the school clock, a $5 / minute will be applied. Late pick-up fee payment will be due on the Friday of the week the late pick-up occurred. * A late fee of $25.00 will be assessed if the fee is not paid when due. Failure to pay the late fee may suspend care until fees are paid.

What if I need a friend or family member to pick up my child? Children can only be picked up by a parent/guardian or someone listed on the contract as "Authorized to pick up." If someone besides a parent/guardian will be picking up, please notify me in advance by sending a text or email with permission for them to pick up in your place.

Parent Responsibilities:

- Bring & pick up the child at times agreed upon. Call the provider before 10 am if your child won't be here, or you'll otherwise be unable to keep the agreed-upon time.
- Call if someone else is to pick up your child and ensure proper ID is available.
- Have your child dressed and ready for play upon arrival.
- Provide Emergency Medical Release form and medical forms as Health Dept requires.
- Make a payment on the Friday before care as agreed.
- Maintain open communication with the provider and volunteer any info that might contribute to your child's growth and development.

Provider Responsibilities:

- Maintain current license from KS Dept of Health & comply with regulations, as required.
- Provide consistent daily care. We will provide at least 1 (One) month's advanced notice of any vacation/missed time.
- Enroll your child in the Child & Adult Care Food Program and serve meals meeting USDA standards. Providing Breakfast, Lunch, and one snack each day.

Tuition and Payment

2025 rates are as follows:

Full Time……$300/week
*Part-time, 2 or 3 days/week……$85/day
*Subject to availability

Tuition may be paid via cash, check, or Venmo. Payment is due in full by Thursday at 5:00 pm before care for the upcoming week. If the fee is not paid when due, a late fee of $25.00 will be assessed. If payment is received by Wednesday morning, the child(ren) may be permitted to return once all fees have been paid in full. Fee may be paid weekly, bi-weekly or monthly.

Full Tuition is required to be paid regardless of the number of days your child is present for care. Tuition is used to hold the spot available for your child. Your child does not need to attend every day contracted for; however, the tuition is required whether your child attends one day or the whole week.

Tuition may be increased as necessary due to expenses such as groceries, household items, activities, etc. Notice of one month will be given before increasing tuition.

Insufficient Funds/Return check fee of $40 will be added to tuition in case of a returned check.

The provider will provide families with year-end tax statements for their records.

Termination of Service

Parents must provide 30 days' written notice or 30 days' payment (email or text is accepted) before terminating this contract. Failure to provide 30 days' notice will result in the continuation of tuition obligations and forfeiture of the deposit. Payment of one month's fees is required regardless of the child's attendance.

The provider will usually give 30 days' notice to terminate services. The tuition fee will be required regardless of the child's attendance if 30 days' notice is given. However, the Provider reserves the right to terminate without notice if there is a substantial violation of the agreement, such as lack of payment, etc. &/or if the safety or health of children/provider is endangered. The Provider may terminate the child's enrollment effective immediately if the child's behavior threatens the provider's or other children's physical or emotional well-being.

Probationary Period

Christina's childcare will provide a probationary period for all incoming families for the first two weeks of childcare. During this period, both parties can decide if the child/childcare is a good fit. Either party may discontinue services during the two-week probationary period with no repercussions.

If this agreement is terminated within the first two weeks of childcare, payment is only required for the week(s) for which childcare was provided. Written notice of termination is required. If the parent cancels care, the deposit of the first and last week is non–non-refundable. If the provider terminates care, any deposit remaining is refundable.

Holidays and Vacation

We will be closed for the following Holidays:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

The above holidays are paid at regular rate. If a holiday falls on a Saturday, we will be closed on Friday. If a holiday falls on Sunday, we will be closed on Monday. Example: If the Fourth of July falls on Saturday, we will be closed for the Fourth of July on Friday.

Provider Vacation - Provider may take 14 days of PAID Vacation time at the regular weekly fee per year. Provider will provide four (4) weeks' notice to parent before vacation. It is the parent's responsibility to arrange for backup care. If the provider takes additional vacation time, it will be free of charge. Payment is due before the Provider's vacation.

Child / Family Vacation - If the child is absent due to family vacation. The vacation rate for the first five days of the vacation will be ½ the price of the regular weekly charge. Every other absence (past the week of vacation) will be charged as usual. One month's notice before using the vacation rate is required. Payment is due before the vacation.

Vacation days are per calendar year; vacation days will begin on January 1st and end on December 31st. Days are not to be carried over to the new calendar year

Bereavement – In the event of the loss of Provider's family member, Provider may CLOSE three days (paid) to make family arrangements, visitation, and funeral.

Pandemic/Natural Disaster: In the event of a Pandemic or Natural Disaster and we can remain open, all weekly fees will be due regardless of your child's attendance. If we are mandated to close by the state or county health department, the first two weeks of consecutive closure will be paid at 100%. Any additional successive weeks closed after the initial two weeks will be paid at 50% of the weekly rate.

Inclement Weather: In severe weather, all efforts will be made to keep the daycare open normal hours. We *Please be aware of the weather and adjust your schedule to allow for travel delays you may encounter when picking up your child.*

In the event of heavy snow, a delayed opening may be necessary to provide a safe entrance for you by shoveling the driveway and sidewalk. The decision to close the daycare early, delay opening, or close the daycare is at the provider's discretion. *Caution – in previous years, we have had to push several families' cars up our street in the event of heavy snowfall.*

Deposit

First and Last week's nonrefundable deposit will be paid to reserve the opening that is available for you. The provider will continue advertising and offering tours until the deposit is paid.

Half of the deposit will pay for your child's first week of care. The other half of the deposit will cover your child's last week of care if you provide 1 (One) months' notice of termination.

If you decide to cancel and not start your child at our daycare, the entire 2-week deposit amount will be forfeited.

Nutrition

We participate in the Child and Adult Care Food Program (CACFP). Every meal is made to meet or exceed the federal guidelines as outlined by the USDA. Nutritious meals and snacks will be provided for your child(ren), but they are never forced to eat. The provider will notify the parent if your child is not eating regularly.

We provide a nutritious Breakfast, Lunch, and Afternoon snack. Breakfast is at 8:00 AM, Lunch is at 11:00 AM, and snack is at 3:45 PM.

Special Diets- The Provider will support special Diets (Gluten Free, Dairy Free, etc.). Parents may bring special foods for the provider to serve the child if the child has a dietary need. Please ensure that all the components (protein, fruit, veggies, dairy, and grain) are met to comply with Kansas Health Department regulations. Provider and Parent shall have open communication regarding menus to inform them of any needs.

Birthdays- Your child's birthday is a special occasion to share with friends. If you want to provide a simple snack for the group, please plan the date with us. Cookies, Brownies, or special snacks are recommended; Cupcakes are not recommended as they are hard for this age group to eat.

Communication

The purpose of these policies is to keep misunderstandings from happening. We hope it gives you a clear picture of our expectations for the parents, children, and ourselves. If you have a question concerning any policy or practice at any time, we urge you to talk with me about it immediately. Communication between parents and providers is critical to getting the best care possible for each child. Let us know if you would like a parent conference without your child present, and we will arrange a time.

We support an Open Door Policy; feel free to stop during working hours, and remember that nap time is from 1:00 to 3:30 pm each afternoon. If you need to pick your child up during nap time, please let me know beforehand so I can keep distractions to a minimum.

Upon enrollment, you will be given a link to our private Facebook group for parents and grandparents to see pictures and notes about upcoming events.

Feel free to call, text, or email throughout the day. If I do not answer immediately, please leave a message, and I will call back as soon as possible.

Child Development

Child's play is messy work. Your child will be painting, playing on the grass, playing with chalk, and other activities. While we do our best to clean up after ourselves and wear protective clothing when getting messy, keeping the child's clothes clean and free from stains is not always possible. Please dress your child appropriately for the weather and play. While sandals are cute and fun, closed-toe shoes are preferred for outdoor playtime to prevent foot injuries.

An average day consists of supervised free play and structured activity time. Crayons, markers, and pencils are on hand and used with supervision to encourage creativity. Games, stories, songs, and dancing are utilized every day. During circle time, we have story time and work on concepts such as counting, shapes, colors, patterns, etc. Educational videos that are appropriate for children are shown occasionally. Television/videos may be used during transition, arrival, departure, and lunch preparation. Viewing is kept to a minimum, and when it is used, it is limited to select age-appropriate learning programs. We give the children in our care opportunities to learn fine

motor skills, large motor skills, language, manners, social skills, and self-help skills in a family-like setting.

Children can bring a "favorite" special toy or sleeping "friend," but they will be put away when they first arrive in the child's cubby. Toys or "Friends" with small pieces or parts should be left at home. Feel free to leave a special blanket here for cuddling during nap time. We take no responsibility for lost, stolen, or broken toys brought from home.

Outdoor Play- Outdoor play is not just recess but is an extension of our indoor learning opportunities. Outdoor play will be in the fenced backyard with plenty of room to run, play, and use their imaginations. All children will spend time outdoors every day, weather permitting.

- Please dress your child for the weather, especially cool mornings in the Fall and Spring.
- Sneakers with socks or similar shoes are best for running, climbing, and enjoying the outdoors. Closed Toe sandals are preferred. (Mulch often gets into sandals and is very uncomfortable)

Our Daily Schedule

7:30 – 9:00	Arrival – Morning routine, table activity	Children arrive, wash their hands, eat breakfast, talk about their day, and complete table activity. The table activity encourages fine motor skills with a focus on literacy, math, science, or art. *If your child is eating breakfast here, please have them here by 9:00 a.m. so we can start our school day on time.
9:00 – 9:15	Music & Movement	Music Time is filled with songs, rhymes, and instruments to encourage gross motor movement.
9:15 – 10:00	Circle Time	Children engage in reading by listening to classroom books. Children listen and look at pictures to share what they infer about the book's meaning. After the book, we retell what we heard in the book to enforce comprehension skills. We will use connecting activities (worksheets, songs, play items) to build oral language, social skills, phonemic awareness, and early literacy skills.
10:00	Diapering/Bathroom	
10:15 -10:50	Outdoor Play *Weather Permitting	Various playground gross motor activities are available to practice and develop gross motor skills. *If indoors, use yoga or a brain break video to focus on gross motor movement.
11:00 – 11:45	Lunch & clean up	Children and teacher eat lunch. When finished, children clean up their spots, wash their hands, and use the bathroom.
11:45 – 12:15	Free Play	Children learn through play. We practice our language and social skills as we play with our friends.
12:15 – 12:45	Circle Time	Children engage in literacy through books, songs, and rhymes.
12:45 – 1:00	Diapering/Bathroom	
1:00 – 3:30	Nap	Children rest/sleep quietly in their pack-n-play or cot.
3:30 – 3:40	Diapering/Bathroom	
3:40 – 4:00	Snack/Clean up	Children will eat snacks and clean up their spot
4:00 – 4:30	Table activities	Sensory play to develop small motor movement
4:30 – 5:00	Clean up, screen time, and sanitize	Children help clean up our space. Learning videos such as Team Umizoomi (math skills), Ms. Rachel (language/literacy), and Word World (Phonemic Awareness) may be watched while the teacher sanitizes our toys/space.

Discipline

Praise and positive reinforcement are effective methods of behavior management for children. Children who receive positive and understanding interactions from adults and others develop strong self-concepts, problem-solving abilities, and self-discipline.

We do:

- Communicate to children using positive statements.
- Direct children on what they should be doing rather than what they shouldn't do.
- Communicate with children on their level.
- Talk with children calmly and quietly.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activities
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires, and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussions to work through common conflicts.

We do NOT:

- Inflict corporal punishment in any manner upon a child.
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Leave any child alone, unattended, or without supervision.

If necessary, after other techniques are used, a child will be asked to go to time out to calm down and regroup. They will be asked to go there for one minute every year of their age (three-year-olds for three minutes, four-year-olds for four minutes, etc.). We will then talk about the situation that occurred and problem-solve solutions together.

Examples for Infants and Toddlers:

We try to remove tempting or off-limits items to the child. Redirection works wonderfully to distract a child from an activity that is not desired and attract the child to a better choice. We ignore negative behavior if the child or other children are not in danger. We try to use the word "No" sparingly. "No" should be used only when the child is in danger and you need them to react quickly. We often put a toy in "Time Out" versus the child.

Examples for Preschool-Age Children:

All of the above methods, PLUS - We allow the child to make acceptable choices and let the natural consequence of the decision by the teacher. (As long as it is not dangerous). We help the child learn problem-solving skills, offering suggestions when necessary and allowing the child to decide. Time out is used sparingly. Time out provides the child an opportunity to cool off and calm down.

Supervision

Playroom –
This room is located on the first level in the south-front room. It has two exits; both are guarded with a safety gate. One provider always maintains visible supervision of the children.

Living Room –
This room is located on the first level in the south back room. It has five exits - the first exit is open to the playroom. The second exit is to the basement, guarded with a shut door and child-safe top lock. The third exit is to the hallway, protected with a safety gate. The fourth exit is to the kitchen. The fifth exit is to the backyard and is guarded by a door with a lock and top lock. One provider always maintains visible supervision of the children while in this room.

Kitchen –
This room is located on the first level in the north back room. It has three exits. The first exit is to the Living Room. The second exit is to the hallway. The third exit is to the garage, protected with a door and child-safe top lock. The children do not have access to this room.

Dining Room –
This room is located on the first floor in the north-front room. It has two exits – The first exit is to the hallway. The second exit is to the front entryway. The children are allowed in this room during eating and table work/play. The children always have one provider in this room.

Bedroom #1 & #2 -
These bedrooms are located on the second floor in the south-front and south-back rooms. It has one exit. It is not used for childcare.

Bedroom #3 –
This bedroom is located on the second floor in the north back room. It has one exit. It is only used for napping. The doors remain open during napping, and the provider remains within hearing distance. The provider visibly checks each child during napping every 15 minutes.

Main Bedroom –
This bedroom is located on the second floor in the north-front room. It has two exits. The second exit is through the window to the attached outdoor staircase on the north side of the room over the garage. It is only used for napping. The doors remain open during napping, and the provider remains within hearing distance. The provider visibly checks each child during napping every 15 minutes.

Bathrooms –
There are two bathrooms, one located on each level. The children are permitted to take care of themselves in the bathroom with supervision.

Backyard –
The backyard is fenced. Children under five years of age are allowed outside only with provider supervision. The provider always responds to any needs of the child. A safety gate guards the stairs on the deck.

Safe Sleep Policy

As your child's provider, I understand that sleep supports the development of children of all ages. Ensuring a safe sleeping routine for all children is paramount. We aim to support children in getting enough sleep to support their development and reflect their natural sleeping rhythms in a safe environment.

To promote a safe sleep environment, we will ensure:

- Physical checks of children of all ages are completed at least every 15 minutes.
- Monitoring the room temperature to check if it is too hot or too cold.
- Children will use clean, light bedding and blankets and ensuring children are appropriately dress for sleep to avoid overheating.
- Use of safety approved cots and pack and plays that are in good repair and compliant with KDHE regulations with a clean fitted sheet.
- Cots/pack and plays are placed 2 or more feet apart(except when bordering a wall) from each other during rest time, giving each child their own sleeping space.
- Keeping all spaces around cot/pack and play clear from potential hazards.
- Mattress shall be placed at its lowest point for safety.
- All bedding will be washed after 5 uses (weekly), immediately when wet or soiled, and always upon a change in the child utilizing the sleeping surface.
- A no smoking policy to ensure children are not subjected to secondhand smoke.

<u>Children under 12 months of age-</u>

- The child shall nap or sleep in a crib or a pack and play.
- If the child falls asleep on a surface other than a crib or pack and play, the child shall be moved to a crib or pack and play.
- The child shall not nap or sleep in the same crib or playpen as that occupied by another child at the same time.
- The child shall be placed on the child's back to nap or sleep.
- When the child can turn over independently, the child shall be placed on the child's back but then shall be allowed to remain in a position preferred by the child.
- Wedges or infant positioners shall not be used.
- The child shall sleep in a crib or playpen free of any soft items, including pillows, quilts, heavy blankets, bumpers, and toys.
- The child may nap or sleep in sleep clothing, including sleepers and sleep sacks, instead of a lightweight blanket.

*Transition from crib or playpen. The determination of when a child who is 12 months of age or older is ready to transition from a crib or a playpen to another napping or sleeping surface shall be made by the parent or guardian of the child and by either the applicant with a temporary permit or the licensee.
*Children will be monitored by Baby monitor cameras. Baby monitor camera does not replace the physical check of the child at least every 15 minutes.

Sanitizing and Cleanliness

Toys –
Mouthed toys will be put in a bucket after the child has finished playing with them. Mouthed toys will then be washed and sanitized each evening. Toys that cannot be cleaned will be sprayed with a disinfectant each evening.

Hard Surfaces –
Tables, shelves, and laminate floors will be washed and sanitized after all meals and snacks each evening. A Disinfectant cleaner will be used to help prevent illnesses such as colds and flu.

Handwashing –
All children will wash their hands upon arriving, before and after eating, after toileting/diapering, after playing outside, or when dirty.

Immunizations

Children are exposed to thousands of germs every day in their environments. Vaccines help to strengthen a child's immune system by exposing them to a small amount of antigen (parts of germs) to help the child's body recognize certain diseases and learn how to fight them. This allows the child to develop immunity before exposure to potentially fatal or life-threatening diseases.

All children in our daycare program MUST be current on the KDHE-recommended vaccinations. We will NOT enroll unvaccinated children into our program. Please bring a copy of their updated shot records to keep on file after every pediatrician visit. Parents must keep their child's vaccinations up to date.

Medications

Medication may be administered under the following guidelines:

- Written consent is required to administer any medication.
- Prescription medication may only be given if labeled with the Child's name and written instructions for administering the medicine.
- Non-prescription medication may be given on an infrequent, non-routine basis under written instructions from the parent.
- If a child develops symptoms that indicate a need for nonprescription medication (for example, Tylenol, ibuprofen) while in the care of the provider, such medications may be given under oral instructions from the parent for that day only.

Sick Provider

If one of us gets sick, we quarantine ourselves and call in our backup help. You can help us stay healthy by keeping your sick child home, advocating for hand washing, etc. If both of us were to become ill, we would give you as much notice as possible that we are closing the daycare. Provider sick days are paid.

Mandated Reporter

As a Licensed Group Daycare family home child care provider, we are required by state law to report suspected child abuse/maltreatment. Child neglect is defined as abandonment, lack of food, utilities, shelter, or lack of supervision. We are trained to recognize indicators of possible abuse. If we fail to report suspected abuse/maltreatment, we can be charged with a Class C misdemeanor. Reports are confidential and are considered allegations until the State of Kansas completes an investigation.

Emergency Plans

Notification:	In the event of any emergency parents will always be notified first after the child or children have been deemed safe and secure. If we need to evacuate, the children, children's files and a list of emergency numbers will remain with provider. When necessary, a bag of supplies (diapers, wipes, formula) will be on hand to grab if we need to move to another area. Children have been instructed and practice exiting the home and meeting outdoors at the predetermined spot. When exiting the front door we will go to our neighbor's driveway, 8613 Greenwood Lane, Lenexa, KS 66215 In the event of an emergency that requires us to leave the neighborhood, we will either walk the trail or drive to: Rising Star Elementary School 8600 Candlelight Ln, Lenexa, KS 66215
Release:	Children will only be allowed to leave with adult on child's forms

Tornado

In the event of a tornado, we will move to the northwest corner of my basement and remain there until the sirens have ended. Parents will be notified once all children are safely in the basement and when the situation is all clear. We have monthly tornado drills to practice our routine between April and September.

Thunder/Lighting Storms

In severe storms, we will proceed with our day like normal. We will monitor the weather and threats via television, local news channels, apps, or online. If a threat of damaging winds ensues, I will keep children away from windows and close the blinds. I will implement our tornado safety plan upon notification of a tornadic threat.

Snow/Ice Storms

In the event of snow or ice storms, the provider will reach out to the parents before the storm arrives and encourage them to pick up their child to avoid getting stuck on the road to/from the provider's home. If a storm comes unexpectedly, the provider will keep the children safe inside and notify parents until the children can be safely picked up.

Fire

In a fire, the children and providers will leave the home via the closest exit to the outdoors. We will

meet at my neighbor's tree. I will contact the Fire Department first. I will notify parents once all children are safely at our neighbor's tree and emergency crews are on the way. We have monthly fire drills throughout the year.

Floods

In the event of a threat of flooding, children will be kept indoors at all times. If flood waters begin to enter the home, we will move to a higher level and alert emergency crews and parents.

Injury

If a child is injured, the provider will assess the injury and apply first aid treatment.

- If the injury requires medical attention and is stable, we will call the parent to take the child to the doctor. The provider will notify parents of minor injuries at pick-up.
- If the injury requires immediate medical treatment or is life-threatening, the provider will administer appropriate first aid, and the provider will call 911 first and then contact the parents.
- If the injury requires the child to go via ambulance to the hospital, the 1st provider will go with the child (taking health assessment and EMR) until the parents arrive. The 2nd provider will remain in the daycare home with the remaining children.

Missing Child

If a child were to go missing from the premises or field trip, the provider would first search the area and then alert adults around the group, such as neighbors or field trip staff. Then, the police will be notified, followed by the child's parents.

Break-In

If someone breaks into the home during childcare hours, the provider quickly moves the children into the bathroom/pantry and locks the doors. The children will be encouraged to stay as quiet as possible. The provider will call 911. Once the police have cleared the scene, parents will be alerted to the situation.

Utility Outage

If the provider's home loses water, AC, heat, or power, the parents will be notified immediately to be made aware of the situation. The provider will check with local utility companies for repair time. Suppose the provider cannot comply with KAR 28-4-115, which includes maintaining a home temperature of not less than 65° or more than 85°. In that case, the provider will call parents or emergency contacts to have the child picked up for the day. The provider will communicate with the families to inform them of the status.

Enrollment Requirements

Before care can begin, the following forms must be completed and turned in:

- KDHE Authorization for Emergency Medical Care
- KDHE Medical Record
- KDHE History of Immunizations*
- KDHE Child Health Assessment**
- CACFP Enrollment Form
- Contract
- Authorized Pick-Up Form
- Emergency Contact Form
- Off – Premises trip form (only for walks)
- Illnesses and Exclusions Policy
- Safe Sleep Policy
- Cream and Spray Parent Approval List
- Photo policy

*Parents must provide an updated copy of immunizations after each well-child appointment.

**The child's pediatrician must complete the KDHE Child Health Assessment.

Other forms that may need to be completed and turned in at a later time include:

- Parental Permission Form for Off-Premises Trips (in the event of a Field Trip)
- Short-Term Medication Authorization
- Long-Term Medication Authorization

Extra Clothing and Belongings

We supply all necessary infant equipment, such as walkers, swings, seats, highchairs, cribs/pack-n-play, cots, bedding, and changing pads. We provide the Costco generic Kirkland Infant formula with Iron at no additional cost. If parents choose not to use this Kirkland Brand, they will give the formula of their choice to the provider to feed the infant.

Parents are to supply the following items which are necessary for the proper care of your child:

- Wipes (appx.80 ct package weekly)
- Diapers
- Diaper Cream
- 2 Sets of extra outfits labeled with the child's name – in case of emergencies
- Sleep sack for infants
- Bottles for infants
- Infant Formula – if you choose not to use our offered Kirkland Generic Brand

****Feel free to bring a large count of diapers or wipes to store here. We will let you know when we are running low.*

Please provide all children with two extra outfits to leave in their cubby, including the following:

In spring/summer:

- Short sleeve shirt/dress
- Shorts
- Underwear
- Socks
- Swimsuit
- Sunscreen

In fall/winter:

- Long-sleeve shirt/dress
- Pants
- Underwear
- Socks
- Light jacket for unpredictable temperature swings.

Please limit toys brought from home to ONE stuffed animal for any child ages 12 months and older to snuggle with at nap time. If, from time to time, a child "needs" to bring in a toy, it will be kept in their cubby until pickup.

Potty Training Policy

Before potty training, work with your child on the basics – dressing and undressing themselves, sitting on the potty, and telling when the diaper is dirty. When your child stays dry all night, during nap periods, is off the bottle, and is bothered by soiled or wet diapers, these are signs that your child is ready to begin the process of potty training. When starting potty training, we, the providers and the parents, must work together to make this a success. Pull-ups with easy-open Velcro sides are required during the training process.

Potty training will begin at home. Please communicate with us as you start potty training. When your child has regular success at home, we can begin potty training at Daycare. Please note that toilet training in the daycare environment can be more complex than at home. Friends and toys can distract a child from recognizing the need to go potty. Also, note that the provider is balancing the needs of other children, which may distract the provider from meeting the child's potty needs.

- Your child will be asked to go potty at least every hour. If your child asks to use the potty, they will be assisted whenever they ask.
- Your child must remain in pull-ups with easy-open Velcro sides until they have gone two weeks without accidents during awake hours to ensure we have a clean and sanitized environment for all of our friends. We can quickly put the child in a diaper over nap until naptime dryness can be achieved.
- During potty training, the child will need loose-fitting pants/shorts/skirts with elastic that they can easily pull up and down. No buttons, snaps, or overalls, please. The goal is to have the child achieve independent success during potty training.
- Please bring five extra sets of pants and underwear once we have transitioned to underwear. Please note that KS Regulations do not allow us to rinse soiled diapers or clothing.
- Boys are encouraged to learn to train in the seated position. This position helps better empty the bladder and encourages the child to learn to have bowel movements on the toilet. It is challenging for toddlers/preschoolers to aim; they get discouraged if they wet themselves.
- Parents MUST have the provider's agreement before sending the child in underwear.

Children potty train in different ways and ages. The process can and should be pretty easy. If your child is truly ready and able to communicate, potty training should not be a long, drawn-out, frustrating battle of wills. It is rare for a child to be trained at home at precisely the same time as in the group daycare setting. Our job is to work together to support and guide the child positively through this developmental milestone.

I understand and agree to the above policy:

Parent Signature_____ Date _____

Parent Signature_____ Date _____

Illnesses and Exclusion Policy

If your child displays one of the following symptoms, KDHE requires that you keep your child home for at least 24 hours, free of symptoms and fever-reducing medication.

- The illness prevents the child from participating comfortably in facility activities.
- The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions and poses a risk of spreading harmful diseases to others:
    - An acute change in behavior, including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
    - The child is irritable, continuously crying, or requires more attention than we can provide without hurting the other children's health, safety, or well-being in our care.
    - Fever:

Ear (tympanic)	At or above 100 degrees Fahrenheit
Rear (rectally) *Most accurate	At or above 101 degrees Fahrenheit
Armpit (axillary)	At or above 99 degrees Fahrenheit
Forehead (Temporal artery) **Least accurate	At or above 100 degrees Fahrenheit
Orally (not to be taken on children less than four years)	At or above 100 degrees Fahrenheit

*If you have administered a fever reducer such as Tylenol (acetaminophen) or Motrin (ibuprofen), then the temperature should be taken at least 4 hours after the last dose of Tylenol and 6 hours after the last dose of ibuprofen to ensure the fever reducer is not lowering the temperature.

Disease and Symptom Exclusion Policy

COVID – 19	○ If over two years - Exclude for five days following onset of symptoms or test date if asymptomatic, return and mask through day 10. Close contacts should be masked for ten days from the last date of exposure. Test on day 6. ○ If under two years, exclude ten days from the onset of symptoms or test date. Close contacts should be excluded ten days from the last date of exposure. Test on day 6. If negative, may return to care on Day 7.
Diarrhea	Diarrhea free for 24 hours without the aid of medication
Vomiting	Must be vomit-free for 24 hours
Rash	Rash with fever/behavior change excluded until seen by the physician
Pink Eye / Eye discharge	Exclude until on doctor-prescribed medication for 24 hours.
Fever with or without symptoms	Fever-free for 24 hours without the aid of medication
Fifth Disease	Exclude until fever-free 24 hours without medication; no longer contagious once the rash has appeared.
Hand, Foot and Mouth Disease	Exclude until fever-free for 24 hours without the aid of medication and no open sores/lesions.
Impetigo	Exclude until treated for 24 hours with antibiotics.

Influenza	*Physician Diagnosed*: Exclude for five days following onset of illness. If fever persists for more than five days, continue exclusion until 24 hours fever-free without the aid of medication.
Lice	Exclude until 24 hours after one or more treatments.
Measles	Exclude for four days after onset of rash; susceptible contacts that are not age-appropriately vaccinated within 72 hours of first exposure shall be excluded for 21 days following the last exposure to an infectious case.
MRSA	If lesions can be covered, then there is no exclusion. If lesions cannot be covered, exclude them until lesions have crusted over.
Mononucleosis	Fever-free for 24 hours without the aid of medication
Pertussis (whooping cough)	Exclude until completion of appropriate antibiotic therapy
Ringworm	Exclude until after treatment; no activities involving skin-to-skin contact until lesions are completely healed.
Rubella	Exclude for seven days following onset of rash; susceptible contacts shall be excluded for 21 days following last exposure to the case.
Streptococcal disease (scarlet fever and strep sore throat)	Exclude for 24 hours following initiation of antimicrobial therapy; if not receiving therapy, exclude for ten days following onset of symptoms.
Chickenpox	Exclude until all lesions have formed scabs and crusted over.

If your child begins to show these symptoms, the provider will notify the parent and ask you to come to pick up your child immediately (within the hour, or the provider will contact emergency contact)

I understand:

_____ I must pick up my child within 60 minutes of being notified of an illness.
_____ That fever-free is an average temperature (98.6°) without a fever reducer such as Tylenol or Ibuprofen.
_____ If I give my child a fever reducer, I must wait 4 hours for Tylenol and 6 hours for Ibuprofen before checking their temperature. Their temperature must then remain normal for 24 hours before returning to care.

Parent Signature_____Date _____

Parent Signature_____Date _____

Safe Sleep Policy

The providers have received training on Reducing the Risk of SIDS and Using Safe Sleep Practices. To provide a safe sleep environment, we will follow these guidelines:

- The temperature of the sleeping room will not exceed 75 degrees.
- All infants and children will be visually checked every 15 minutes.
- Infants will be placed on their back position for sleeping to reduce the risk of SIDS.
- No items are allowed in the infant's sleeping area.
- Children (12 months and up) will sleep in pack-in-play or cot with individual sheets, pillows, and blankets that will be washed weekly or when soiled.
- Infants (0-12 months) will sleep in a pack-in-play with a fitted sheet that will be washed weekly or when soiled.
- Infants will not be allowed to sleep in car seats, swings, or bouncers. If an infant falls asleep in one of these devices, they will be moved to their pack and play.
- When infants can quickly turn over from back to stomach, they will be placed on their back to sleep but allowed to roll to whatever position they prefer for rest.
- Cameras are present in the sleeping spaces.

I have read the full safe sleep and supervision policy (pg. 11 & 12 - of this handbook) and agree to the above policy:

Parent Signature_____ Date _____

Parent Signature_____ Date _____

Cream and Spray Approval List

The following creams and sprays may be applied according to label directions to care for my child. If you prefer a different product, please bring it labeled with your child's name.

Lotion	Yes	No
◊ Aquaphor	☐	☐
◊ Petroleum Jelly/Vaseline	☐	☐

Sunscreen (6 months & older*)

Please provide sunscreen each summer. I will have some on hand in the event you forget.

◊ Aveeno Baby Continuous Protection Sensitive Skin SPF 50	☐	☐
◊ Various brands of spray sunscreen	☐	☐

Bug Spray (2 months & older*)

○ Off! Family Care Smooth & Dry Insect Repellant	☐	☐

Hand Sanitizer (24 months & older*)

○ Any alcohol-based hand sanitizer	☐	☐

*Age recommendation according to the American Academy of Pediatrics.

Parent Signature_____Date _____

Parent Signature_____Date _____

COVID – 19 Guidelines

Updated October 6, 2022

The length of the COVID-19 exclusions will be determined by the age of the cheerful or exposed child and their ability to wear a mask properly while in care, in coordination with the Johnson County Health Department, KDHE, and CDC guidelines. These guidelines may change at any time.

If over two years old and capable of masking:

- COVID-19 COVID-19-positive child shall be excluded for five days following the onset of symptoms or test date if asymptomatic. They may return on Day 6 and mask through Day 10 if symptoms have drastically improved and are free for at least 48 hours.
- If exposed to close contact with COVID-19, the child may attend daycare masked for ten days from the date of exposure. The child should test on Day 6.

If under two years or incapable of masking –

- COVID-19 – 19 Positive Child shall be excluded for ten days from the onset of symptoms or test date if asymptomatic.
- If exposed to close contacts who have COVID-19, the child should be excluded ten days from the last date of the exposure. The child should test on day 6. If negative, may return to care on Day 7 if symptoms have drastically improved and fever-free for at least 48 hours.

I understand and agree to the above policy:

Parent Signature_____ Date _____

Parent Signature_____ Date _____

Photo Release Policy

We would appreciate it if parents complete this consent form to allow their children to be photographed during special events or activities organized at Christina's Childcare. For a child to have their photograph taken, they must have a consent form on file.

If you do not want to have your child photographed, please feel free to indicate this in the section below. Please ensure your child is aware if you object, so we don't hurt their feelings if we do not take a picture of them.

As the parent of a child/children at Christina's Childcare, I agree to the following:

- I understand that my child(ren), whose name(s) are listed below, may be photographed at Christina's Childcare during regular daycare hours, field trips, or activities.
- I understand that photographs may be used to create gifts and crafts.
- I understand these photographs may be used in school newsletters, the Daycare website, or Christina's Childcare Facebook page. (The Facebook page is only accessible to current daycare families)
- I permit my child(ren) to be photographed, and their images may be used for advertising purposes on Daycare Listings websites.

The following are the names of my children attending Christina's Childcare:

_____

( ) I have read and understood the above and agree to have my child(ren) photos posted on Daycare listing websites, newsletters, and Christina's Childcare Facebook page.
( ) No, I do not wish to have any child(ren) photographed.

Parent Signature_____Date _____

Parent Signature_____Date _____