

**Carrie's Kiddos
12809 Slater Street
Overland Park, KS 66213
913-912-0352**

"At Carrie's Kiddos, our mission is to provide a loving, supportive, and safe environment for families seeking quality childcare for their children. My goal and responsibility is to meet each child's moral, social, emotional, and physical needs. We are dedicated to fostering each child's individuality through play-based learning, creative exploration, and meaningful connections. Together, we promote curiosity, respect, and lifelong learning in a nurturing, home-like atmosphere."

Objectives:

1. A program that will meet the needs of both the parent and the child.
2. Safe and sanitary conditions.
3. To help the children learn and develop in a happy, loving atmosphere.
4. To help the parent and child feel secure and comfortable with their daycare decision.
5. To have good communication between parent and provider.

Hours of Operation:

Hours are Monday-Thursday from 7:15 AM to 5:15 PM (Friday 7:15 to 4:00).

This contract is made between the parents/guardians:

Name of parent(s)

Address of parent(s)

and *Carrie's Kiddos Daycare* for the care of the following children:

Child's name and date of birth _____

Child's name and date of birth _____

Child's name and date of birth _____

Child's name and date of birth _____

Rates for full-time care:

Newborn – 18 months \$235 week / \$47 daily

18 month – 5 years old \$225 week / \$45daily

School-age (during the school year) \$175 per week / \$35 daily

The payment for care shall be \$ _____per week/day/hour and reflects a schedule as follows:

Arrival time: _____ Mon Tue Wed Thr Fri

Pick up time: _____ Mon Tue Wed Thr Fri

If a parent is going to be late picking up the child, every effort must be made to contact the provider. A late fee of \$5 per 5 minutes (minimum 5 min) will be charged.

Payment is due to the provider before the care and must be received no later than 7 pm, Sunday evening. Accepted methods of payment include cash, personal checks, and Venmo. If a personal check is returned due to lack of funds, the parent is responsible for the returned check fee. If a check is returned more than one time, only cash or Venmo will be accepted. If Venmo payment is made after 7 pm there will be a \$5 late fee due immediately. Option available to pay for the week, bi-weekly, or for the month. Receipts are available upon request.

Receipts will be given upon request. A year-end statement will be given to all families each year-end. Records will be available for up to three years even if the children are no longer enrolled.

Overtime hours are as follows:

For this contract, overtime rates apply to the time that care occurs before the scheduled drop-off time or after the scheduled pick-up time.

With advanced notice by the parent and approval by the provider, the provider agrees to provide overtime care at a rate of \$16 per hour.

Without advance notice by the parent and approval by the provider, the late fee will apply.

Sick Payment:

If your child is sick, you still pay the full day's rate. If one of my children is sick and you opt not to bring your child, you do not pay. Payment is not expected if I am sick unless one of my two personal days is used. I will notify you of my child's condition and it will be in your best judgment as to whether you bring your child that day. I will notify you by 6:00 am that morning or by 10:00 pm that evening should an illness arise so you can make other arrangements. If you have paid for a day when I take a sick day, payment will be deducted from the next week's check.

Vacation Payment:

I will notify you of my vacation at least 2 weeks in advance. I will be taking 2 weeks of paid vacation per year. When parents take vacation, full payment is expected, whether the child attends or not.

Personal and Sick Days:

Two personal /sick paid days per calendar year.

Holiday Payment:

Payment is expected for these holidays. If the holiday falls on the weekend, the following Monday will be taken in its place.

Christmas Eve
Christmas Day
Day After Christmas
New Year's Day
Martin Luther King JR Day
Good Friday
4th of July
Memorial Day
Labor Day
Thanksgiving Day
Friday After Thanksgiving

Other Fees: Occasionally we take field trips and there may be fees.

Termination Procedure:

The first 10 days are a probationary period for the provider, parent, and child. This agreement may be terminated at any time during this period. Any payment paid to the provider will not be reimbursed. I am responsible for letting the parent know if the child seems unhappy or the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let me know the same. The parent or myself can terminate the contract anytime during the adjustment period. During any other time during care, 2 weeks' notice must be given if your child is to leave daycare. The provider may immediately terminate this contract without any notice if payment is not made on time.

If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract. The contract can be revised by the provider at any point if necessary.

I/We have read and understand the above information and by signing below will abide by this contract and hereby place our child/children listed below in the care of Carrie Gochenour. This contract will be updated and reviewed on an annual basis. When changes are made you will be contacted in person and via email.

Parent Signature

Date

Parent Signature

Date

Provider Signature

Date

Carrie's Kiddos Handbook

Typical Schedule

7:15 AM to 8:30 AM Arrival Bathroom, Handwashing and Breakfast

Free Play or Outside (Weather Permitting) then Bathroom and handwashing

Circle Time, Music, and Movement

Learning Centers or Table Time

Handwashing, Bathroom, and Movement

11:30 AM Lunch

Handwashing, Bathroom, and Brush Teeth

1:00 PM Nap or Quiet Time

Bathroom and Handwashing

3:00 PM Snack and Circle time #2

Free Play or Outside (Weather Permitting)

Bathroom and Handwashing

4:00 PM to 5:15 PM Pick-up

Supervision Plan

- I will use the main level of the home including, the living room, kitchen, kitchen hallway, and one bathroom for entering and sometimes breakfast as everyone arrives. The basement level will be used for play and learning time, naptime, snacks, and meals. The outside front and backyard will be used daily as well for play and learning.

-I will always keep a close watch on all the children.

-I will update the plan when requirements change.

-I will follow the supervision plan as well as any other substitute or emergency provider.

I will ensure that supervision is provided as necessary to protect the health, safety, and well-being of each child.

-Each child in care shall be under the supervision of myself or a substitute provider who is responsible for the child's health, safety, and well-being.

-I shall be aware at all times of the location of each child in my care and the activities that they are engaged in.

I shall perform the following:

-Interact with the child and attend to the child's needs.

-Respond immediately if the child is crying or in distress to determine the cause and to provide comfort and assistance.

-Investigate immediately to any change in the activity or noise level of the child

-Respond immediately to any emergency that could impact their health, safety, or well-being.

-I shall not engage in business, social, or personal activities that interfere with the care and supervision of the children.

-If I use electronic monitoring devices, including infant monitors, it shall not replace any of the supervision requirements of this regulation.

Indoor supervision requirement

When any child is indoors, I shall ensure all of the following requirements are met, in addition to any subsection requirements.

- 1) For each child under 2 ½ years of age who is awake, I shall be within sight of and in proximity to the child, watching and overseeing the activities of the child. When I am attending to personal hygiene needs or engaging in other child care duties and am temporarily unable to remain within sight of the child, I shall meet all of the following conditions:

-I will first ensure the safety of each child.

-I will be able to respond immediately to any child in distress.

-I will remain within hearing distance of each child.

- 2) For each child 2 ½ years or older who is awake, I permit the child to go unattended to another room within the facility to engage in activities if all of the following conditions are met:

-I will determine, based on observation of the child's behavior and information from the parent or legal guardian, that the child can go unattended to another room within the facility.

-The door to each room remains open.

-I will remain within hearing distance of the child.

-I will visually check on the child and respond as necessary to meet the needs of the child.

3) I will ensure that supervision is provided for each child who is napping or sleeping.

-Each child who is napping or sleeping shall be within sight or hearing distance of me and shall be visually checked on by myself at least once every 15 minutes.

-I will meet all of the requirements of K.A.R.28-4-116a for any child who is under 12 months of age and is napping or sleeping.

-When any child is napping or sleeping in a room separate from myself, the door to that room must remain open.

-When a child awakens and is ready to get up, I shall attend to the child's needs.

Outdoor Supervision

When any child is outdoors, I shall ensure that all of the following requirements are met, in addition to any subsection requirements.

1) For each child under the age of 5 years of age, I will be outdoors at all times and remain within sight of and in proximity to the child, watching and directing the activities of the child.

2) For every 5 years and older, I will permit the child to go unattended to our designated outdoor play area on the premises if all of the following are met:

-I will determine, based on observation of the child's behavior and information from the parent or legal guardian, that the child can go unattended outdoors.

-I will remain within hearing distance of the child.

-I will visually check on the child and respond as necessary to meet the needs of the child.

Records:

You are required to send a copy of your child's immunizations to daycare. You must notify me of any updates they receive and keep current on all required immunizations. Please keep me updated on any address, employment, phone number changes, or emergency contact information.

Illnesses and Accidents:

You must notify me if your child has been exposed to or has a contagious illness. I will likewise notify you if your child has been exposed while in my care by another sick child. Do not bring your child with any fever (unless caused by teething with no other symptoms), vomiting, diarrhea, unexplainable rash, or head lice. If your child has a stuffy nose and slight cough (common cold with no fever) that is ok. When sending medication, you will be asked to fill out a permission slip. Include a dosage spoon and make sure the medication is labeled with your child's name and directions. Medication will only be given by the provider if the doctor requests that it be given during hours that the parent cannot give. Over-the-counter aids will not be given by the provider. If your child is ill and, on an antibiotic, they may return to care after being on the antibiotic for 1 full day (24 hours). Children with fever, vomiting, or diarrhea may return to care after a minimum of 24 hours of no symptoms and without the aid of medication. This will be adjusted if and when new viruses apply to possibly longer than 24 hours. In the event of an accident or illness during daycare, you will be notified immediately and will be expected to remove your child promptly from daycare.

Discipline:

Discipline means guidance in the form of helping encourage children to change undesirable behavior into more acceptable behavior. It is my policy that discipline is to be guidance that improves, strengthens, molds, and helps a young child control his or her actions. Your child may be removed from the play area (while still in the site of the provider and other children) and placed in a quiet area to think and talk about the undesirable actions they are displaying towards others or myself. My goal is to coach the children so they can negotiate, compromise, brainstorm, and work it out together

Field Trips:

We may occasionally go on field trips. Permission slips for field trips will be required

Food Program:

I am registered with the state food program through Day Care Connection. I serve breakfast, lunch, and an afternoon snack that follows nutritional guidelines. If your child has any food allergies, please talk to me about making special arrangements. If your child arrives late and misses the scheduled meal, it is your responsibility to feed them before drop off. If a child comes after meal times and has not eaten they will be offered fruit to hold them over to the next meal. It's always ok to come late, mornings can be crazy I understand just be sure to feed them.

Approximate Meal Schedule:

Breakfast 7:45 (Cleaned up at 8:30)

Lunch 11:30

Afternoon Snack 3:00

What to Bring:

Dress your child in clothing appropriate for the weather. Do not send your child in their Sunday best as we will be playing, and they will get dirty. If your child brings a toy or an item from home, I will not be responsible if it gets lost or broken. You will need to provide diapers/pull-ups and wipes. Please send two extra changes of clothes for your child. Due to state regulations, I cannot clean any soiled clothes. The soiled clothes will be placed in a bag for you to take home. Please return a set of spare clothes the next day. Toddlers, please bring a toothbrush and training toothpaste to be left for daily use.

Outside Play:

We will be going outside for at least an hour a day weather permitting. During the summer months, please send sunscreen labeled with your child's name and a medication permission slip will need to be filled out. We will be playing in the sprinkler so please send a swimsuit, swim diapers and towel to be left at daycare. I will wash all the suits and towels. If you want your child to use bug repellent, please send that as well.

Activities:

We will be doing lots of fun holiday and seasonal crafts. We will also work to learn colors, numbers, shapes, ABCs, our names, and fine motor skills like using scissors and holding a pencil. We will also be doing mini-thematic units throughout the year to reinforce these skills.

Emergency Plan

Fire Extinguisher: Kitchen and Garage

First Aid Kits: Shelf by basement stairs

Emergency Kit: On the shelf by the basement stairs

Emergency Contacts

Police: 911 or 913-895-6300

Fire: 911 or 913-888-6066

Ambulance: 911

Hospital: St Luke's South 913-371-7000

Poison Control: 800-222-1222

Electric: 911 or 816-471-5275

Gas: 911 or 888-442-1313

Water: 911 or 913-895-1800

Local Child Care Rep: 913-477-8366

DCF Child Protection: 800-922-5330

Insurance Provider: Shaun Reeves Statefarm 913-897-3276

Evacuation Sites:

1. Tornado- Basement
2. Fire- 12801 Slater Street Overland Park KS 66213 (2 houses down to right)
3. Widespread disaster: Out of town address- 2109 N 9th St Blue Springs, MO 64015

*Payment/fees will remain the same if the closure is beyond our control.

Reunification: Steps to notify parents and to reunite children with parents.

Children are released only to parents/guardians or other authorized individuals.

Evacuation: Evacuation in the event of a fire, gas leak, structural damage to the facility, etc.

Evacuation/exits: The kitchen and play area should exit through posted emergency exits and proceed to the designated safe spot, two doors down to the neighbor's yard.

Evacuating infants/toddlers: The emergency backpack includes supplies to meet the needs of individual children: wipes, diapers, a first aid kit, snacks, and water. Paperwork of all parents' contact information is also included.

Notification: Emergency services are notified by phone. Parents are notified of the emergency when children and staff are out of harm's way.

Missing Child: - Alert the police 911 or the missing child and give details of the situation

- Call the child's parents to inform them of the situation
- Alert the surrounding neighbors
- I will stay with the remaining children to ensure their safety

Chemical Release: -Call 911

-Provider will close off the vents block space under the door and follow the evacuation plan listed above. Parents will be called as soon as everyone is in a safe location.

Utility Failure: -Parents will be notified if the utility is off for more than two hours.

-Daycare will remain closed until the utility is restored.

Lock Down: - Call 911

- Provider will lock doors, windows, and shut blinds.
- Take children to the basement.
- Remain in the basement until police arrive and Parents will be notified.
- No one will be allowed in or out until police have given an all-clear.

Behavior Guidance Policy

Infants-

Discipline means guidance in the form of helping encourage children to change undesirable behavior into more acceptable behavior. It is my policy that discipline is to be guidance that improves, strengthens, molds, and helps a young child control his or her actions. Your infant may be removed from the activity to keep them from harm. Communication even at the infant level helps the child build an understanding of words, facial expressions, and unconditional love.

Toddlers-

Discipline means guidance in the form of helping encourage children to change undesirable behavior into more acceptable behavior. It is my policy that discipline is to be guidance that improves, strengthens, molds, and helps a young child control his or her actions. Your child may be removed from the play area (while still in view of the provider and other children) and placed in a quiet area to think and talk about the undesirable actions they are displaying towards others or myself. My goal is to coach the children so they can negotiate, compromise, brainstorm, and work it out together. Toddlers will begin to use their words to work problems out as they continue to grow. Lots of love and communication at this young age.

School-age-

Discipline means guidance in the form of helping encourage children to change undesirable behavior into more acceptable behavior. It is my policy that discipline is to be the guidance that improves, strengthens, molds, and helps a young child control his or her actions. Your child may be asked to leave the play area (while still in view of the provider and other children) and placed in a quiet area to think and talk about the undesirable actions they are displaying towards others or myself. My goal is to coach the children so they can negotiate, compromise, brainstorm, and work it out together. School-age children just want to be heard and with lots of love and communication, we will work any difficulties out.

Open Door Policy:

While your child is in my care, you can always be assured that the door is open to you. Open Door does not mean that we keep our doors unlocked. For the safety of myself and the children, doors are kept locked except for scheduled drop-off and pick-up times. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new environment will want to leave with you if you pop in for a visit. Please keep in mind there may be times when I can't run to the phone (diaper changing, potty training, etc.) If the phone goes unanswered, please do not become alarmed, simply leave me a voicemail or text and I will call you as soon as I am able.

Carrie's Kiddos Professional Ethics Statement

As a family childcare provider, I am committed to creating a safe, nurturing, and inclusive environment for all children and families. My professional ethics are guided by the following principles:

1. **Safety and Well-being:** I prioritize the physical, emotional, and social well-being of each child. I maintain a safe and secure environment, implementing best practices to prevent harm and promote healthy development.
2. **Respect and Dignity:** I treat every child and family with respect, valuing their unique backgrounds, cultures, and beliefs. I recognize the importance of fostering a sense of belonging and acceptance.
3. **Confidentiality:** I uphold the confidentiality of all children and families. Personal information will be protected and only shared with authorized individuals when necessary for the child's welfare or with consent.
4. **Professional Competence:** I commit to ongoing professional development to enhance my skills and knowledge in childcare practices, child development, and early education. I stay informed about current research and best practices.
5. **Communication:** I promote open, honest, and respectful communication with families. I encourage feedback and actively engage with parents to ensure that their concerns and expectations are addressed.
6. **Partnership with Families:** I recognize parents as the primary caregivers and partners in their child's development. I strive to build collaborative relationships that support each child's growth and learning.
7. **Equity and Inclusion:** I embrace diversity and work to create an inclusive environment that respects and celebrates differences. I provide equitable opportunities for all children to learn and thrive.
8. **Advocacy for Children:** I advocate for the rights and needs of children in my care, ensuring that their voices are heard and considered in decisions that affect them.
9. **Ethical Decision-Making:** I am committed to making ethical decisions that align with the best interests of the children and families I serve, guided by integrity, honesty, and fairness.
10. **Community Engagement:** I foster connections with the broader community to support families and enhance resources available to children and caregivers.

By adhering to these ethical principles, I aim to provide a high standard of care that supports the growth and development of each child in a loving and respectful environment.

Carrie's Kiddos Non-Discrimination Statement

Provider's Name: Carrie Gochenour

Provider's Address: 12809 Slater Street Overland Park KS 66213

Contact Information: 913-912-0352

1. Purpose

This Non-Discrimination Agreement is designed to affirm the commitment of Carrie Gochenour to provide an inclusive and equitable childcare environment for all children and their families, regardless of race, color, national origin, ethnicity, religion, or disability,

2. Non-Discrimination Policy

Carrie Gochenour is committed to:

- Providing equal access to all children and families seeking childcare services.
- Creating a safe, welcoming, and supportive environment for all children, and families.
- Implementing practices that promote diversity, equity, and inclusion.

3. Commitment to Inclusivity

[Provider's Name] will:

- Treat all children and families with respect and dignity.
- Foster an atmosphere of understanding and acceptance among children.
- Provide resources and activities that reflect diverse cultures, languages, and experiences.

4. Reporting Discrimination

Any family or child who feels they have experienced discrimination may report their concerns directly to Carrie Gochenour without fear of retaliation. All complaints will be taken seriously and investigated promptly.

5. Training and Awareness

Carrie Gochenour will engage in ongoing training and education related to diversity, equity, and inclusion to better serve all families.

6. Review and Amendments

This agreement will be reviewed annually, and amendments may be made to enhance its effectiveness.

Carrie's Kiddos Confidentiality Agreement

This Confidentiality Agreement is entered into as of _____, between the childcare provider, Carrie Gochenour, and the parent(s) or guardian(s) of the child(ren) in care, _____[Parent's/Guardian's Name].

1. Confidential Information: Confidential Information includes, but is not limited to, personal information about the child(ren), the family, and any other information related to the childcare services provided.
2. Non-Disclosure: The childcare provider agrees to keep all Confidential Information strictly confidential and not to disclose any such information to any third party without the express written consent of the parent(s) or guardian(s).
3. Use of Information: The childcare provider agrees to use the Confidential Information solely to provide childcare services and not for any other purpose.
4. Protection of Information: The childcare provider agrees to take all reasonable measures to protect the confidentiality of the Confidential Information, including but not limited to, securing any physical documents and using password protection for any electronic files.
5. Return or Destruction of Information: Upon the termination of the childcare services or the request of the parent(s) or guardian(s), the childcare provider agrees to return or destroy all Confidential Information in their possession.
6. Term: This Agreement shall remain in effect for the duration of the childcare services.
7. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the state of Kansas.

In witness whereof, the parties have executed this Agreement as of the date first above written.

Provider Signature:

Parent/Guardian Signature:

Date:

Carrie's Kiddos Incident Reporting Policy

Purpose

The purpose of this policy is to outline the procedures for reporting and documenting incidents that occur in the home childcare setting. This policy aims to ensure the safety of children, maintain transparency, and promote a culture of continuous improvement.

Scope

This policy applies to all caregivers, parents, and anyone involved in the childcare program.

Definition of an Incident

An incident is any event that results in, or has the potential to result in, harm to a child, caregiver, or property. This includes, but is not limited to:

- Accidents (e.g., falls, cuts)
- Behavioral incidents (e.g., aggressive behavior, bullying)
- Illness or medical emergencies

Reporting Procedure

1. Immediate Response

- Ensure the safety of all children involved.
- Provide necessary first aid or medical attention if required.
- Notify parents/guardians as soon as possible, especially in emergencies.

2. Documenting the Incident

- Complete an incident report form within 24 hours of the incident.
- Include the following information:
 - Date and time of the incident
 - Names of children and adults involved
 - Description of the incident (what happened, where it happened)
 - Actions taken (first aid, notifications)
 - Witnesses, if any
 - Recommendations for preventing future incidents

3. Reporting to Authorities

- If the incident involves serious injury or potential abuse, report it to the appropriate authorities as required by local regulations.

Confidentiality

All incident reports will be kept confidential and shared only with individuals directly involved in the incident or as required by law.

Emergency Substitution

If for any reason I am required to step out of my role due to an emergency. My husband would step in and fill my shoes until my parents were notified. He remains up-to-date on required hours and is certified in CPR and First Aid.

Communication:

Communication is very important to me. When I accept a new family into my home I like to be sure that we can share openly any concerns or questions that may arise. I feel that we are a team raising our children.

I/We have read and understand the above information and by signing below will abide by this handbook of policies. These policies will be updated and reviewed on an annual basis. When changes are made you will be contacted in person and via email.

Parent Signature

Date

Parent Signature

Date

Provider Signature

Date
