

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

Carrie's Kiddos Handbook

"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 are 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."

Typical Schedule: May adjust based on the needs of the children in care.

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

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

Circle Time, Music, and Movement

Learning Centers or Table Time

Handwashing, Bathroom, and Movement

11:30 AM Lunch

Handwashing, Bathroom, and Brushing 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- Story Time, Talk about the Day, and Free Play

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. Areas of the house on the top floor will not be used during childcare hours. These areas will remain gated until the end of the day.

- I will always keep a close watch on all the children.
- I will update the plan when the requirements change.
- I will follow the supervision plan as well as any other substitute or emergency provider.

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

- Each child in care shall be under the supervision of me 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 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

When any child is indoors, in any room of the program, 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 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.

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- 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 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 me 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 me, 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.

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.

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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, unexplained rash, eye discharge, or head lice. If any of the previously stated occur during the day, you will be called to pick up your child. If your child has a stuffy nose and a 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 spoon for the dosage 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, diarrhea, or any other contagious illness 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 is a form of guidance that encourages children to replace undesirable behaviors with more positive ones. My policy emphasizes discipline as a means of teaching, strengthening, and supporting children in developing self-control and appropriate actions. If needed, a child may be temporarily removed from the play area (while remaining within sight of the provider and other children) and placed in a quiet space to reflect on their behavior. My goal is to coach children in problem-solving, helping them learn to compromise, brainstorm, and resolve conflicts independently.

I will never harm or shame children or use corporal punishment.

Field Trips:

We may occasionally go on field trips. Permission slips for field trips will be required. Parents will be responsible for any costs associated with field trips.

Food Program:

I am registered with the state food program through Daycare 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 before arrival.

Approximate Meal Schedule:

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

Lunch 11:30

Afternoon Snack 3:00

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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 a 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.

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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 the right)**
3. **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: Parents will be contacted by phone call or text

- Parents/guardians must bring a valid photo ID to pick up their child.
- A sign-in/sign-out log will be used to track the release of each child to their authorized guardian.
- Only individuals listed on the child's emergency contact form will be permitted to pick up the child.
- I will supervise children at all times until they are safely reunited with their families.

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.

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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' contacts and emergency medical 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 at 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-

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

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

- The provider will lock doors, windows, and shut blinds.
- Take the 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 the all-clear.

Intruder:

- The basement bathroom is the designated safe room, equipped with a lock, no windows, a first aid kit, a phone, and an emergency bag.
- All doors and windows will be securely locked.
- The provider will remain calm and quiet, following all emergency procedures. If evacuation is necessary, children will use predetermined exits and head to a safe meeting point outside.
- After the incident, all children will be accounted for, and parents will be contacted.

Allergic Reaction:

- In the event of a severe allergic reaction, 911 will be called immediately, and emergency procedures will be followed. For non-life-threatening reactions, the provider will contact the child's parent or guardian for further instructions.

Behavior Guidance Policy

Communication and positive redirection are essential when addressing behavior. Our goal is to guide children toward understanding and changing undesirable behavior into positive actions.

- **Infants:**

Discipline for infants means guiding them in a way that encourages positive behavior development. At this stage, discipline is not about punishment but about helping children build the skills to regulate their actions. If needed, your infant may be gently removed from an activity for safety. Even at this early age, communication, whether through words, facial expressions, or nurturing touch, helps the child understand boundaries, express themselves, and feel loved and secure.

- **Toddlers:**

For toddlers, discipline involves guiding them to recognize and change undesirable behaviors. We strive to foster emotional growth by encouraging self-control and problem-solving. If a toddler engages in challenging behavior, they may be briefly removed from the play area (while still within sight of others) to reflect on their actions. During this time, we will use gentle coaching to help them express their feelings, negotiate, and resolve conflicts. Positive communication and love are key during this developmental stage.

- **Preschoolers:**

Preschoolers are beginning to refine their ability to regulate emotions and social interactions. Discipline at this stage focuses on guiding children to make better choices. If necessary, children may be asked to step away from the play area to calm down and reflect on their behavior. During this time, we encourage open communication, helping them learn to resolve conflicts, share, and compromise. Our approach is always supportive and empathetic, promoting cooperation and self-awareness.

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 the children and me, 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 that a child adjusting to a new environment will want to leave with you if you pop in for a visit. Please keep in mind that 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.

Communication:

Communication is very important to me. When I accept a new family into my home, I want to ensure that we can openly share any concerns or questions that may arise. I believe that we are a team in raising children, and effective communication is key to making that work. To ensure we're on the same page, communication preferences will be collected at the time of enrollment. This helps establish clear and open channels for us to discuss anything that comes up throughout the care period.

Carrie's Kiddos Daycare: Infant Care Best Practices

1. Safe Sleep Practices

To reduce the risk of Sudden Infant Death Syndrome (SIDS) and promote safe sleep:

- **Back Sleeping:** We always place infants on their backs to sleep, unless a physician provides written instructions.
- **Firm Mattress:** We use a firm, flat mattress in a safety-approved crib with a fitted sheet—avoid soft bedding.
- **Uncluttered Sleep Area:** Cribs are free of pillows, blankets, stuffed animals, and other soft items to reduce suffocation risks.
- **Face and Head Safety:** Infants' faces and heads remain uncovered.
- **Frequent Monitoring:** We visually check sleeping infants often to ensure regular breathing and proper positioning.

2. Feeding Practices

To ensure proper nutrition and individualized care, we:

- **Feeding On Demand:** Feed infants based on their hunger cues, unless directed by parents or a pediatrician.
- **Bottle Feeding:** Always hold bottle-fed infants during feedings. Bottles should never be propped up.
- **Safe Milk Handling:** Prepare, store, and handle formula or breast milk following state health guidelines (KDHE) to ensure safety and nutrition.
- **Feeding Documentation:** Keep accurate records of feeding times, amounts, and any concerns to share with parents.
- **Solid Foods:** Introduce solids only after parental consent and when the infant demonstrates developmental readiness.

3. Diapering Practices

To ensure hygiene and prevent the spread of germs, we:

- **Frequent Diaper Changes:** Change diapers promptly when wet or soiled, and check every 2 hours to maintain comfort.
- **Skin Care:** Gently clean the infant's skin using wipes and apply any prescribed creams or ointments as directed by parents.
- **Sanitization:** Thoroughly clean and disinfect the diaper-changing area after each use.
- **Hand Hygiene:** Wash both your hands and the infant's hands thoroughly after each diaper change.

4. Supervision Practices

To prioritize safety and well-being, we have:

- **Constant Supervision:** Always maintain direct supervision of infants, ensuring they are within sight and sound at all times.
- **Visibility of Play Areas:** Arrange cribs, play mats, or other activity areas so infants remain visible at all times.
- **Staff-to-Infant Ratio:** Maintain appropriate infant-to-staff ratios as mandated by state regulations (KDHE) to ensure quality care.
- **Developmental Engagement:** Engage infants in age-appropriate activities and interactions to promote growth and development.

5. Breastfeeding and Breast Milk Accommodations

To support breastfeeding families and handle breast milk safely, we do the following:

- **Breastfeeding Space:** Provide a comfortable space for breastfeeding mothers, complete with seating and outlets for pumps.
- **Proper Milk Labeling:** Label all breast milk containers with the infant's name and the date and time it was expressed.
- **Milk Storage:** Store breast milk in a refrigerator or freezer at proper temperatures until use, following health guidelines.
- **Milk Warming:** Warm breast milk gently using a bottle warmer or under warm running water. Never microwave breast milk.
- **Unused Milk:** Return unused breast milk to parents daily or discard it according to health guidelines(KDHE).

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.

Authorized Pickup Policy

1. Authorized Contacts:

- Parents/guardians must provide a list of individuals authorized to pick up their child.
- This list should include names, phone numbers, and relationships with the child.
- If there is a court order restricting a parent's access to their child, we will need a copy of the court order in the child's file.

2. Verification Process:

- When an individual arrives to pick up a child, caregivers will verify their identity.
- Acceptable forms of identification include a driver's license or another government-issued ID.

3. Emergency Contacts:

- Parents/guardians should also provide emergency contact information for individuals who can be reached in case of unforeseen circumstances.

4. Changes to Pickup List:

- Any changes to the authorized pickup list must be submitted in writing by the parent/guardian.
- A verbal authorization will be at my discretion, followed by written confirmation.

5. Unscheduled Pickups:

- If an individual not listed attempts to pick up a child, caregivers will not release the child until verification with the parent/guardian is completed.

6. Notification of Changes:

- Parents/guardians will be notified of any policy changes and encouraged to update their authorized pickup list regularly.

7. Consequences for Violations:

- Failure to adhere to this policy may result in suspension or termination of childcare services.

The safety and well-being of children in our care is our top priority. By following this policy, we can ensure a secure environment for all children and peace of mind for parents.

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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, sex, religion, or disability by the Kansas Act Against Discrimination.

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 Carrie

Gochenour 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.

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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. Examples: Personal Information, health information, behavioral information, family circumstances, financial information, or any other information shared in confidence.
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) unless required by state law.
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. Important conversations regarding confidential information will be held privately.
5. Term: This Agreement shall remain in effect for the duration of the childcare services.
6. Governing Law: This Agreement shall be governed by and construed under 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: _____

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. Parents will be notified by phone call, text, and/or Brightwheel.

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 a provider medical emergency, a medical emergency involving a child in care, a personal or family emergency, or any weather, power, or structural emergency, my husband will step in to temporarily fill my role. He will notify all parents of the situation. My husband remains up-to-date on required safe sleep practices and is certified in CPR and First Aid. In such cases, he would supervise the children temporarily until all the children could be picked up by their parents. The timing for pickup will be determined based on how far away the parents are.

Substitute Orientation Process

On an annual basis, between August and September, I cover Orientation with my emergency substitute. We review the basics of childcare and complete the Family Childcare Home Orientation Checklist required by KDHE. Understanding of the information is assessed during verbal discussion that takes place annually or as information changes. A few of the topics are listed below:

- Review the mission and values of the childcare facility.
- Discuss the importance of family childcare.
- Health and Safety Regulations- Discuss sanitation, safety practices, and emergency procedures.
- Child Supervision- Explain appropriate supervision ratios and practices.
- Nutrition and Food Safety- Cover guidelines for meal planning and food safety.
- Developmental Activities- Highlight age-appropriate activities and learning opportunities, including approach to teaching.
- Record Keeping- Review documentation required for compliance.
- Discuss the facility's specific policies and procedures.
- Highlight important areas such as behavior management, incident reporting, and parent communication.
- Outline any required training (CPR, first aid, etc.).
- Open the floor for any questions or clarifications.
- Review the current contract, handbook, and KDHE Regulations.
- Review Confidentiality expectations

Mandated Reporter Policy

1. Purpose

- To ensure the safety and welfare of children in care by establishing clear procedures for identifying and reporting suspected abuse or neglect.

2. Definition of a Mandated Reporter

- A mandated reporter is an individual required by law to report suspected child abuse or neglect to appropriate authorities. In a childcare setting, this includes caregivers, teachers, and other staff.

3. Responsibilities of Mandated Reporters

- All staff and caregivers are required to:
 - Remain vigilant for signs of abuse or neglect.
 - Document any observations or disclosures that raise concerns.
 - Report suspected abuse or neglect immediately to the Kansas Department for Children and Families.

4. Signs of Abuse or Neglect

- Physical Abuse: Unexplained injuries, frequent bruises, or burns.
- Emotional Abuse: Extreme withdrawal, fearfulness, or changes in behavior.
- Sexual Abuse: Inappropriate sexual behavior or knowledge for the child's age.
- Neglect: Poor hygiene, malnutrition, lack of supervision, or unmet medical needs.

5. Reporting Procedures

- If a caregiver suspects abuse or neglect:
 1. **Document Observations:** Write down the date, time, and details of observations or conversations.
 2. **Report Immediately:** Contact the appropriate child protective services (CPS) or local authorities, the Kansas Department for Children and Families. Include all relevant information.
 3. **Follow-Up:** Ensure that the report is acknowledged and any follow-up actions are taken.

6. Confidentiality

- Reports should be kept confidential to the extent permitted by law. Information should only be shared with those involved in the investigation or who have a legitimate need to know.

Annual Review

The annual review process for our daycare handbook involves several key steps to ensure that policies, procedures, and guidelines remain current and align with any regulatory changes or best practices.

Handbook Review and Updating Policies

- **Internal Review:** The daycare management and trusted partners will review the current handbook annually. This involves checking for any necessary updates in areas such as health and safety procedures, educational practices, and emergency protocols.
- **Regulatory Changes:** Any updates in local, state, or federal laws that affect daycare operations (e.g., child care licensing requirements, labor law policies) are incorporated.

Notify Parents of Changes

Parents will be notified promptly and clearly about the updated policies. Here's how this typically happens:

- **Written Notification (Letter/Email):** A formal letter or email is sent to all parents, highlighting that key changes have been made in the handbook. This allows parents to review important updates at their convenience. The letter will clearly state the effective date of the changes.
- **Acknowledgment of Receipt:** Parents will be required to sign an acknowledgment form to confirm they have received and understood the updated policies. This can be done digitally or via paper.
- **Effective Date:** The communication should specify when the updated policies take effect, giving parents time to adjust to any changes.

This process helps ensure that both parents and staff are on the same page, fostering an open, transparent, and cooperative environment within the daycare.

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.

Effective Date:	Start Date:	Provider Signature	Date
_____	_____	_____	_____
Parent Signature	Date	Parent Signature	Date
_____	_____	_____	_____