



Thank you for calling Child Start for assistance with your childcare needs. Enclosed is a list of child care providers in the area(s) that you have requested. This list of providers does not necessarily guarantee provider vacancies.

We understand how important childcare is to you and your family. Read the enclosed checklist carefully and make your own investigation to find the child care that best meets your family's needs. The sites that you receive are NOT visited by Child Start and are NOT guaranteed by us. If you would like additional assistance in your child care search, we offer an enhanced referral service where our referral counselors will help you even further in locating child care specific to your needs. Please call for more details.

As part of our service to the community, Child Start makes the following information available to parents who are searching for childcare:

CHILD CARE REGULATIONS		
Licensed Center/Preschool	Licensed Family Child Care	Registered Family Child Care Home
<ul style="list-style-type: none"> <li>Over 12 children</li> </ul> *See adult to child ratios below	<ul style="list-style-type: none"> <li>Up to 10 children, not more than 3 infants under 18 months at one time</li> </ul>	<ul style="list-style-type: none"> <li>Up to 6 children, not more than 3 infants under 18 months at one time</li> </ul>
<ul style="list-style-type: none"> <li>Inspected annually by Health Department Surveyor</li> <li>10 hours of training per teaching staff, per year</li> </ul>	<ul style="list-style-type: none"> <li>Inspected annually by Health Department Surveyor</li> <li>15 hours of training including First Aid required initially, 5 hours per year thereafter</li> </ul>	<ul style="list-style-type: none"> <li>Self-inspection annually</li> <li>2 hour First Aid training initially</li> </ul>
<ul style="list-style-type: none"> <li>35 square feet of available play space per child</li> </ul>	<ul style="list-style-type: none"> <li>25 square feet of available play space per child</li> </ul>	<ul style="list-style-type: none"> <li>No space requirement</li> </ul>
Providers are licensed or registered by the Kansas Department of Health and Environment. If you find unsatisfactory conditions that should be reported contact your county child care licensing department.  <b>KDHE</b> 1000 SE Jackson, Suite 200, Topeka, KS 66612-1274 785-296-1270 Email: ceddings@kdhe.state.ks.us	Barber County (620) 866-3294	Harper County (620) 842-5132
	Butler County (316) 321-3400	Sedgwick County (316) 268-8351
	Cowley County (620) 221-1430	Sumner County (620) 326-2774
	To request a copy of the public records for a specific child care provider you must either email or write the Health Department. The cost for this service is \$7.00 per administrative hour, and \$0.25 per page. Written requests are completed within two-week timeframe.	

**Child Care Center/Preschool Adult to Child Ratios**

Age group	# Adults	# Children	Class Size
Infants	1	3*	9*
Toddlers	1	5*	10*
Preschool	1	12*	24*
School age	1	16*	32*

\*These are **maximums**. Fewer children per adult and smaller groups are recommended unless staff are highly qualified.

If you have any comments or concerns about our services you may contact us directly or you may contact our state organization, KACCRRRA, at 877-687-2845.

We have provided a survey online so that you may assess your satisfaction with the referrals and the referral process. We appreciate your willingness to provide us with this valuable information. The online survey can be found at: <http://surveymonkey.com/s.asp?u=773371206833>. The survey can also be found at [www.KACCRRRA.org](http://www.KACCRRRA.org). Once again, thank you for allowing us to assist you in your search for child care.

# Family Child Care Checklist

The following is a list of questions to ask when choosing a family child care home. When selecting a home, first take some time to think about the type of care, cost and location which will meet your family's needs. Call homes which appear to meet those needs and use the first section of this list to gather information. Make appointments to visit several locations which sound good on the phone. It's best to visit at a time when the children are active so you can see how the caregiver interacts with the children, but you may want to call the provider in the evening to ask questions about the home.

## General Questions (phone call prior to visit)

- Does the caregiver have a current Health Department license or registration? (Required by law in Kansas) \_\_\_\_\_
- Is the group size and age range acceptable? \_\_\_\_\_  
*\*Maximum of 10 children in a licensed home with no more than 6 under school-age. When there are 2 children under 18 months the total is reduced to 9. When there are 3 under 18 months, the total is reduced to 8. Maximum of 3 children under 18 months of age.*  
*\*Maximum of 6 children in a registered home with no more than 3 under 18 months.*  
*\*These are maximums allowed by Kansas regulations. Smaller groups are recommended unless the caregiver is highly qualified.*
- Briefly describe how the caregiver spends the day with the children: \_\_\_\_\_  
\_\_\_\_\_
- Are the meals and snacks appropriate and nutritious? \_\_\_\_\_
- Names and phone numbers of two parent references: \_\_\_\_\_
- What does the fee include? \_\_\_\_\_
- Do I pay fees when children are gone due to illness, vacation or holidays? \_\_\_\_\_
- What are the hours? \_\_\_\_\_
- Can hours be adjusted according to my needs? \_\_\_\_\_
- What arrangements are made if caregiver is sick? \_\_\_\_\_
- What is the experience and educational background of the caregiver? \_\_\_\_\_

## HEALTH & ENVIRONMENT

YES

NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the home bright, cheerful, clean and orderly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the indoor and outdoor play areas safe from dangerous equipment, materials, and other items?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Are poisons, medications and guns locked up?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are bathrooms adequate, accessible and clean?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do children brush their teeth and wash their hands regularly?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the caregiver wash her hands regularly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are health assessments, immunizations, emergency information and emergency medical treatment releases kept for all children in care? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are children with contagious diseases excluded from care?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the caregiver have first aid training and a first aid kit?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a safety plan to follow in emergencies?   |

- Are there smoke detectors and fire extinguishers?
- How will I be notified if my child will be someplace other than the home?
- Are precautions taken to assure children are released only to adults authorized by the parent?
- If the caregiver transports children, are there individual seat belts for each child and car seats or boosters for children under 4 years?
- Are the sleeping arrangements adequate? (crib or playpen for children under 18 months)

#### PROGRAM

- Is the day structured to include varied activities which promote physical, social, intellectual and emotional growth?
- Is there adequate space and materials for both active and quiet play?
- Does the caregiver talk to the children; read aloud to them and answer their questions?
- Are children encouraged to be curious, creative and independent?
- Is the amount and content of television children watch limited?

#### THE CAREGIVER

- Is the caregiver warm, calm and friendly in dealing with both children and adults?
- Are positive methods of discipline used?
- Are simple, consistent limits of behavior set and maintained?
- Are children comforted when they need it?
- Are different cultural values accepted and respected by the caregiver?
- Is the caregiver's family supportive of her work?
- Does the caregiver attend training related to child care?

#### PARENT INVOLVEMENT

- Are parents free to visit at any time?
- Does the caregiver take time to talk to parents and make them feel welcome?
- Do parents get regular feedback on children's behavior?
- Does the caregiver seem supportive of mothers who work outside the home?

#### INFANTS & TODDLERS

Does the caregiver:

- Provide stimulation by offering things to look at, touch and listen to?
- Spend time holding, playing with, and talking to the babies?
- Handle diapering and feeding in a sanitary manner?
- "Child proof" the setting so your baby can crawl or walk safely and freely?
- Cooperate with parents' efforts to toilet train their toddler?

**\*\*Family child care homes must be licensed or registered by the Kansas Department of Health and Environment. If you are concerned about what you see in a home, call the Health Department at 268-8351. If you have other questions about family child care, you may call Child Start at 682-3962.**



Funded Partner



## Child Care Center/Preschool Checklist

The following is a list of questions to ask when choosing a child care center or preschool. When selecting a center first take some time to think about the type of care, cost and location which will meet your family's needs. Call the programs which appear to meet those needs and use the first section of this list to gather information. Make appointments to visit several locations which sound acceptable by phone. It's best to visit at a time when the children are active so you can observe the adult/child interaction.

- Briefly describe the program: \_\_\_\_\_  
\_\_\_\_\_
- How long has the center been operating? \_\_\_\_\_
- How many children are enrolled in the center? In each class? \_\_\_\_\_
- What precautions are taken to make sure a child is released to the proper adult? \_\_\_\_\_
- Names of two parent references: \_\_\_\_\_
- What do the fees include? \_\_\_\_\_
- Do I pay fees when children are gone due to illness, vacation or holidays? \_\_\_\_\_

### HEALTH AND ENVIRONMENT

Yes No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the setting bright, cheerful, clean and orderly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the indoor and outdoor play areas safe from dangerous equipment, materials, and other items?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are poisons and medications locked up?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are plans for fire and severe weather posted and drills carried out regularly?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a large variety of books, art materials, blocks, toys, games, puzzles, etc?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there enough space indoors and out so all the children can move freely and safely?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the restrooms adequate, accessible and clean?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will I be notified if my child will be off the center grounds?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meals and snacks appropriate and nutritious?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do children brush their teeth and wash their hands regularly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If the Center/Preschool transports children, are there individual seat belts for each child and car seats or boosters for children under age 4? |

### INFANTS AND TODDLERS

Do the caregivers:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Provide stimulation by offering things to look at, touch, and listen to?                |
| <input type="checkbox"/> | <input type="checkbox"/> | Spend time holding, playing with, and talking to the babies?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Care for the physical needs of diapering and feeding in a sanitary manner?              |
| <input type="checkbox"/> | <input type="checkbox"/> | Cooperate with parent's efforts to toilet train their toddler?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Do most staff have academic training in Early Childhood Education or Child Development? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have most been in the program for a least a year?                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Are they warm, friendly, and calm in dealing with both children and adults?             |

- Are there enough adults to give adequate attention to each child? Kansas regulations limit the maximum number of children to adults and total number of children per class as follows:

Age group	# Adults	# Children	Class Size
Infants	1	3*	9*
Toddlers	1	5*	10*
Preschool	1	12*	24*
School age	1	16*	32*

\*These are maximums. Fewer children per adult and smaller groups are recommended unless staff are highly qualified.

- Are appropriate adult/child ratios maintained throughout the day?

#### PROGRAM

- Does the center have established educational goals for the children>?
- Are activities planned with these goals in mind?
- Does the center staff evaluate itself regularly?
- Do children have opportunities to choose activities?
- Is the daily program planned to provide a balance and variety of:
- Active and quiet time?       Group and individual activities?
  - Indoor and Outdoor play?       Adequate rest times?
- Are there activities which stimulate:
- Intellectual development?       Physical and muscle development?
  - Language development?       Creativity - art, music, dramatic play?
- Is the child's social and emotional development encouraged?
- Are simple, consistent limits of behavior set and maintained?
- Do teachers assist children in problem solving?
- Do adults bend down to the child's level when talking to them?
- Are children comforted when needed?

#### PARENT INVOLVEMENT

- Are parents encouraged to visit the center at any time?
- Do staff take time to talk to parents and make them feel welcome?
- Can parents get regular feedback on children's behavior? How?
- Are there opportunities for parent participation?

\*\*Child Care Centers and Preschools must be licensed by the Kansas Department of Health and Environment. If you are concerned about what you see at a center, call the Health Department at 268-8351 or Child Start at 316-682-3962.

