



## Riley County Child Care Licensing

# Provider Insider

April 2016

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## Regulation Reminders

### K.A.R. 28-4-116. Daily care of children.

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#### (a) Daily activities.

- (1) Each applicant with a temporary permit and each licensee shall provide daily activities that promote healthy growth and development, take into consideration the cultural background and traditions that are familiar to the children, and incorporate both indoor and outdoor activities that are appropriate for the ages and developmental levels of the children in care.
- (2) Each child shall be offered a choice of activities and the opportunity to participate. Age-appropriate toys, play equipment, books, and other learning materials shall be available in sufficient quantities to allow each child a choice of activities.
- (3) The activities, supplies, and equipment shall be designed to promote the following:
  - (A) Large motor and small motor development, which may include running, climbing, jumping, grasping objects, drawing, buttoning, and tying;
  - (B) creative expression, which may include dramatic play, music, and art;
  - (C) math and science skills, which may include sorting, matching, counting, and measuring; and
  - (D) language development and literacy, which may include reading, singing, finger plays, writing, and stories.
- (4) Each child shall be given the opportunity for at least one hour of physical activity daily, either outdoors as described in paragraph (a)(7) or indoors.
- (5) Each applicant with a temporary permit and each licensee shall ensure that the following requirements are met if the daily activities include any media viewing:
  - (A) Each program shall be age-appropriate and, if rated, shall have a rating appropriate for the ages and developmental levels of the children who view the program.
  - (B) No child shall be required to participate in media viewing. Each child not engaged in media viewing shall be offered a choice of at least one other activity for that time period.
- (6) Toys and other items used by children shall meet the following requirements:
  - (A) Be clean, of safe construction, and in good repair;
  - (B) be washed and sanitized daily when used by children under 18 months of age; and
  - (C) be washed and sanitized before being used by another child, if contaminated by saliva or other bodily fluids.



### RILEY COUNTY FAMILY & CHILD RESOURCE CENTER

2101 CLAFLIN RD  
MANHATTAN, KS 66502

#### Staff and Contact Information:

Breva Spencer  
Child Care Surveyor  
785-776-4779  
Ext. 7604

# Discipline Policy Review

## K.A.R. 28-4-132 (b) Discipline

(1) There shall be a written discipline policy indicating methods of guidance appropriate to the age of the children enrolled. Parents shall be informed of the policy.

**The discipline policy should accurately reflect the current behavior modification plan used in the childcare facility.** The discipline policy should include **ALL** ages in which behavior modification is used, the area where the behavior modification occurs, and the duration of time. For example, if time-out/quiet-time is utilized in a child care facility, state the age when you start children in time-out/quiet-time, where the time-out/quiet-time location is in the daycare, and how long children stay in time-out/quiet-time

**The discipline policy is a working document.** This means the discipline policy needs to be updated when changes are made to the behavior modification methods used in a child care facility. The discipline policy should reflect the current behavior modification being used at any given time in the child care facility. Parents should also be informed when changes are made to the discipline policy.

**Generic Behavior and Guidance Policy.** Some Provider's use the generic Behavior and Guidance policy. Please make sure the behavior modification you are using is exactly what is stated in the generic plan. For instance if you use the generic policy, but toddlers are placed in time-out, then you are not following the generic Behavior and Guidance policy. Take some time to review the generic policy and update your policy to match your current behavior modification methods.



## Disaster Plan Reminder

The Disaster Plan should include an outlined plan that would be implemented when a disaster occurs. The disaster plan should include a plan for the following disasters:

**serious injury, fire, storm, flood, tornado, missing child, acts of violence/terrorism, utility failure, chemical release, and other emergencies likely to occur.**



# Training Calendar

Date	Title	Location	Time	Cost	Sponsor	Presenter	Hours
4/14/2016	Positively Professional Limit 20	FCRC in Manhattan	6:30-8:30 pm	\$12	Child Care Aware and Riley County Health Department	Riley County Health Department	2
4/14/2016	First Aid and Infant, Child, & Adult CPR <b>*KDHE pre-service requirement*</b>	FCRC in Manhattan	6:30-9:30 pm	\$50	register to: Tina Klingerman 785-271-9662 limit 10	Tina Klingerman	3
4/21/2016	New Provider Orientation <b>*KDHE pre-service requirement*</b>	FCRC in Manhattan	5:30-7:30pm	Free	Riley County Health Department	Breva Spencer	2
5/5/2016	Signs & Symptoms of Illness <b>*KDHE pre-service requirement*</b>	Riley County Health Department	5:00-7:30pm	Free	Raising Riley RIGHT & RCHD- register to jscheideman @rileycountyks.gov	Deb Shaver	2.5
5/12/2016	First Aid and Infant, Child, & Adult CPR <b>*KDHE pre-service requirement*</b>	FCRC in Manhattan	6:30-9:30 pm	\$50	register to: Tina Klingerman 785-271-9662 limit 10	Tina Klingerman	3
5/19/2016	New Provider Orientation <b>*KDHE pre-service requirement*</b>	FCRC in Manhattan	5:30-7:30pm	Free	Riley County Health Department	Breva Spencer	2

**As always, please check the training calendar at**

**[www.raisingriley.com](http://www.raisingriley.com) to**

**confirm training information as dates and times may change**



# CHILD CARE SCHOLARSHIPS

## The Riley County Health Department can help you afford child care!

### To be considered for a scholarship:

- ✓ The family must meet the income guidelines (see chart below)
- ✓ All parents/guardians must be ONE of the following:
  - Employed full-time (35+ hours per week)
  - Be a full-time student Part-time student & part-time employment  
(A combination of employment and school can be considered if the hours equal full-time status)
- ✓ You must live in Manhattan/Riley County area
- ✓ Your child must be birth through five years old (not yet eligible for kindergarten)
- ✓ Your child must be ENROLLED in full-time care (35+ hrs/wk) with a licensed provider in the Manhattan/Riley County area

*Please see the full application for additional details*

### Who can accept a Raising Riley Scholarship?

*ANY licensed child care provider/center in Manhattan/Riley County area can accept Raising Riley Funds.*

#### The ONLY requirements of the provider are the following:

- ✓ Be a licensed child care provider or center in the Manhattan/Riley County area
- ✓ Complete page 6 of the scholarship application
- ✓ Allow Raising Riley to conduct 2 scheduled observations yearly
- ✓ Complete a monthly reimbursement form (monthly funds will be paid directly to the child care provider)

#### Income Guidelines

Family Size	Gross Yearly Income must be at or below:
2	29,471
3	37,167
4	44,863
5	52,559
6	60,255
7	67,951
8	75,647



For more information or to apply, visit the Raising Riley website at [www.raisingriley.com](http://www.raisingriley.com) or contact:

Raising Riley  
Family & Child Resource Center  
2101 Claflin Road, Manhattan  
**785-776-4779**