The Parent-Provider Partnership

A guide to choosing quality child care and understanding DCF child care subsidy benefits

AD ASTRA PER ASPERA
Kansas
Department for Children and Families
Economic and Employment Services

Strong Families Make a Strong Kansas

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***DCF offers other services for your child and family which may include food assistance and health benefits. Be sure to ask about these other services.**

Good Beginnings Last A Lifetime.....
Make a Smart Child Care Choice

Introduction

Choosing quality child care is one of the most important decisions you will ever make for you and your child. A safe, caring relationship between your child care provider and your child is the most important measure of quality. You are looking for a child care provider who likes and respects children and responds to their emotional, physical and social needs.

Selecting Child Care

Some ways you can find child care are:

- talking to friends and family, asking for their recommendations
- considering the possibility of relatives who might be able to care for your child
- calling your Child Care Resource and Referral (CCR&R) Agency to get a referral list

You will need to contact and interview possible providers and call references. Making a good choice requires time and preparation. If you are looking for employment, include a search for child care as part of the process. Allow plenty of time to explore all the possibilities available. Many child care homes and centers have waiting lists, so begin your search for child care early. Your Child Care Resource and Referral (CCR&R) Agency can provide the most specific information on available child care to meet your needs. This includes names and telephone numbers of providers with current openings, as well as, information on other concerns when choosing child care. Other community resources that may be helpful in your search for child care are family, friends and co-workers. Schedule a visit with available child care providers. Allow enough time to ask questions, as well as observe activities and interaction between the child care provider and the children.

By allowing yourself enough time, you can discover all you need to know to select the best child care option for your family. Your child’s well-being in child care will give you peace of mind, to allow you to work and ensure your family's future success.

When it comes to deciding what is best for you and your child, you are the expert. Trust your instincts to help you decide what you value and what care situation will best meet your child's needs.

Identify Your Child Care Needs

Selection of child care is an important task for Kansas parents/caretakers. Start by thinking about your family's needs.

What is your schedule?

Child care plans should be made before you begin work. Allow time to explore possibilities, wait for an opening, arrangements for payment and/or financial assistance, transportation and other details. If you work nights, weekends or travel frequently, choose a child care provider who offers a flexible schedule.

What is your support system?

You will need the support of your family, friends, child care provider, and other working parents to balance work, home and family. Find out about other resources that are available in your community through your Child Care Resource and Referral (CCR&R) Agencies.

What can you afford to pay?

Child care providers are early childhood professionals operating a business. Fees vary according to available services and the provider's credentials. Some child care programs may offer a sliding fee scale based on family income. Child Care subsidy may be available through your Kansas DEPARTMENT FOR CHILDREN & FAMILIES (DCF) office or through other community resources.

Child Care Options

Child care facilities are regulated in the state of Kansas by the Kansas Department of Health and Environment (KDHE). **Prior to approval, KDHE checks all licensed providers for child abuse, neglect and criminal history.** Provider's enforcement actions will be available on CAPP (KDHE & DCF Client And Provider Portal). Parents have the following options for regulated care:

Licensed Day Care Home

On-site inspections are required by a local child care facility surveyor. The maximum number of children in a licensed day care home is 10 children, depending on the ages of children in care, with no more than 3 children less than 18 months. NOTE: The maximum number depends upon the provider's own children and their ages.

Licensed Group Day Care Home
Care is provided by one or two care givers who provide care in one location for 12 or fewer children under the age of 16 years. On-site inspections are required by a local child care facility surveyor. NOTE: The maximum number depends upon the provider's own children and their ages. Two caregivers must be present when caring for more than 10 children. City regulations may affect the number of children who receives care in a group home.

Child Care Center
Care is provided for 13 or more children with a required child/staff ratio based on the age of the children. Children receive care in a group setting with children of similar ages. On-site inspections are required by a local child care facility surveyor.

Early Head Start/Head Start
Early Head Start (EHS) provides services from prenatal to age 4. Head Start (HS) provides services to children ages 3 to 5. EHS and HS provide comprehensive service to young children and families who qualify financially. Services provided include health, education, nutrition, social services, mental health and disability. Parents are encouraged to become the teacher and advocate for their children. Services are provided in a variety of settings in order to meet the needs of their community. Contact Child Care Resource and Referral (CCR&R) Agency for EHS and HS for services available by county and contact information.

Preschool
Care is provided for children 2 ½ years to kindergarten age. On-site inspections are required by a local Child Care facility surveyor. Care does not exceed 3 hours a day and meals are not served.

School-Age Program
This facility serves exclusively school-age children and youth.

a. A school-age child is Kindergarten age through the academic year in which the child is in the 6th grade
b. A school age youth
    1) has completed the 6th grade or is 12 years of age or older;
    2) is less than 18 years old;
    3) is attending a school-age program; and
    4) is not a volunteer or employee.

For information or to report concerns about your child care program contact KDHE at (785)296-1270 or your local health department.

More Child Care Choices

The following types of care are also available but are not regulated by KDHE. These types are considered unregulated child care.

Out-of-Home Relative Care

A relative provider is one who provides care for a child in the relative's own home for less than 24 hours a day. A relative provider is at least 18, is not the child's parent/caretaker and will provide care for 6 or fewer related children less than 16 years old, including their own children. Eligible relatives include: grandparents, great-grandparents, aunts, uncles or siblings related through marriage, blood relationships or court decree. The relationship between the provider and the child is the factor that determines who is an eligible relative – **not** the relationship between the provider and the parent. Providers must live in a separate residence from the child. The parent and provider must certify the home meets Health and Safety Standards. An annual review of the provider agreement will be completed. A referral from the eligibility worker is required for this type of provider agreement.

In-Home Relative Care

The child care provider is an employee of the parent/guardian and provides care in the child's home, for less than 24 hours a day. The child care provider/employee must be at least 18, must not be a member of the family's DCF assistance case or physical household, and must be an eligible relative – grandparent, great-grandparent, aunt, uncle or sibling related to the child through marriage, blood relationship or court decree. The parent must contact the Internal Revenue Service (IRS) for information related to tax liability and obtain an Employer Identification Number (EIN). DCF subsidy may not cover the entire cost of care. The parent/caretaker as an employer is responsible for all taxes and withholding and for paying minimum wage. Parent and provider must certify the home meets Health and Safety Standards. An annual review of the provider agreement will be completed. A referral from the eligibility worker is required for this type of provider agreement.

NOTE:

DCF completes extensive background checks on the provider, household members age 10 or older and volunteers (if applicable). These background checks include a Child Abuse-Neglect Registry Check, a check of the Adult Abuse, Neglect or Exploitation Registry, a check of the Kansas Adult Supervised Population Electronic Repository (KASPER) and other available registries. Each person must pass a background check before the agreement is approved. Persons whose names appear on the Child Abuse-Neglect Registry, the Adult Abuse, Neglect or Exploitation Registry or KASPER are not eligible to become DCF providers.

Parent Rights and Responsibilities

Parent Rights

- Visit the child care program during regular business hours.
- Require a copy of the signed parent/provider contract, as well as written policies and procedures. This is important for you to refer to when questions come up about the terms of the contract.
- Ask questions.
- Request references.
- Change child care providers.
- Request receipts indicating amounts paid using DCF child care subsidy benefits and amounts using personal funds.

Parent Responsibilities

- Choose a child care provider from options listed in this handbook.
- Provide information on each child in care as required by provider. Examples may include a health assessment, consent for medical care, documentation of immunization dates, enrollment forms, payment agreements, etc. Extra copies should be kept in case substitute care is needed.
- Contact DCF or your local police department if you suspect your child has been neglected or has been physically, sexually or mentally abused. The DCF Protection Reporting Center can be reached at 1-800-922-5330.
- Contact your local health department if you suspect licensing violations, unsafe conditions or questionable child care practices.
- Visit and observe prospective child care providers.
- Be on time and call if you are going to be late or whenever your child will be absent.
- Notify DCF within 10 days of any change in income, members of the household, residence, providers, changes in your need for child care or if resources exceed $10,000.
- Pay on time and get a receipt from your provider. Parents are responsible for the cost of their children's care, regardless of their eligibility for assistance.
- Give the EBT payment authorization number to your provider when you make a payment.
- **Do not give your EBT card or your PIN (personal identification number) to your provider. You are responsible for managing and using your child care benefits. Your provider's agreement with DCF could be terminated if you give these items to them.**
- Notify your child care provider in advance of planned absences. Have a back-up child care arrangement in the event your child care provider is not able to provide care.
- Provide written instructions for any special care needed.
- Talk to the child care provider on a regular basis. Share family information that may affect your child's care.
- Know what your provider charges and only pay what you owe (not necessarily the entire amount of your EBT child care benefits).

- **Recipients of Child Care subsidy benefits (EBT benefits) are responsible for the appropriate use of those benefits. Benefits are to be used only to pay for child care services in accordance with your parent/provider contract or agreement. Inappropriate use of your benefits may result in overpayments and possible court action. You could also be disqualified from future participation in the Child Care subsidy program. Some examples of inappropriate use of child care benefits are:**

    1. **Asking a child care provider to cash out benefits for you**
    2. **Accepting a cash refund of any portion of your child care benefits from a child care provider**
    3. **Banking benefits with a provider for future use**
    4. **Giving a child care provider your EBT card or card number and/or PIN (personal identification number)**
    5. **Using your child care benefits to pay a provider who has not provided child care for your children.**
    6. **Using your EBT benefits (as a child care recipient) to pay yourself (as a child care provider)**

If you have questions about whether something is appropriate, contact your child care worker and ask those questions.

Provider Rights and Responsibilities

Provider Rights

- Set business practice, policies and procedures.
- Expect payment for services on schedule.

Provider Responsibilities

- Have a DCF approved written contract/agreement with parents. Provide parents with a signed copy. Inform DCF of changes to the contract/agreement (regulated or unregulated).
- Obtain information on each child as required. Examples may include a health assessment, consent for medical care, documentation of immunization dates, etc.
- Inform parents of their business practice, policies and procedures.
- Post KDHE child care license in a noticeable place.
- Contact DCF or the local police department if a child is suspected of being neglected or has been physically, sexually or mentally abused.
- Develop a record keeping system and method to document **attendance**. Records must be retained for 3 years even if the DCF agreement has ended.
- Develop a record keeping system of all **payments** received (subsidy and private pay). This information would be used by DCF and for provider's income tax obligations. Records must be retained for 3 years even if the DCF agreement has ended.
- Protect confidentiality of families' information.
- Comply with KDHE and/or DCF discipline policy.

- Provide nutritious meals and snacks.
- Provide safe and clean environment for children and staff.
- Allow parents access to their children at any time while in care.
- Give parents of the children in care their tax identification number or social security number for their child care income tax credit.
- **Charge parents only what is owed. Parents who receive DCF subsidy may not be charged more than private pay parents.**
- Provide parents with receipts indicating amounts paid using DCF child care subsidy benefits and amounts paid using personal funds.
- Notify the parents of planned absences in advance.
- Talk to the parents on a regular basis. Share information about the child's activities, accomplishments, behavior, health, joys and concerns.
- Contact the Resource and Referral Agency so they have information to make referrals to parents.
- Work with parents on the payment process and use of their Kansas Benefits card, but never take the EBT card or require a parent to provide their PIN. Never take over the use of the EBT card for a parent. Payment violations may result in termination of the DCF agreement.
- Keep DCF informed of facility or license changes.
- **When a provider enrolls as a DCF child care provider, they are agreeing to receive Child Care subsidy benefits (EBT benefits) from parents only for child care services provided. Any inappropriate activity or use of these benefits may result in termination of their provider agreement with DCF, possible overpayments and possible court action. They could be disqualified from future participation as a provider in the Child Care subsidy program. Some examples of a provider's inappropriate use of child care benefits are:**
    1. **Cashing out benefits for parents**
    2. **Refunding any amount of child care subsidy benefits to parents**
    3. **Banking benefits for parents for later use**
    4. **Collecting and/or using parents' EBT cards or numbers and/or PIN (personal identification number) to pay themselves**
    5. **Using your EBT benefits (as a child care recipient) to pay yourself (as a child care provider)**
    6. **Subcontracting or receiving benefits for someone who is not a DCF enrolled provider**
    7. **Receiving payment from a child care recipient for child care provided to children for whom they are not authorized by DCF to provide care (applicable to out-of-home relative and in-home relative providers)**

If providers have questions about whether something is appropriate, they should contact DCF provider enrollment staff and ask those questions.

Questions to Ask and Observations to Make

Questions to Ask the Child Care Provider:

- Are you licensed? Where is your license posted?
- Are you enrolled with the DCF Child Care subsidy Program? If not, would you be willing to apply for enrollment or approval with DCF?
- What are your hours of operation? What days are you open?
- May I review a copy of your parent/provider agreement/contract?
- Do you have a substitute? Who is it and what is their training? When do you use a substitute?
- What training have you received? Have you had First Aid training? Are you certified in CPR?
- Are you accredited?
- What do you charge? What are your payment policies? Such as: When do you expect payment? Do you charge enrollment fees? Do you charge by the day, hour or week? What is your definition of full time? What is your policy for early drop-off and late pick-up?
- Do you provide transportation? Do you take the children on field trips? Is the vehicle equipped with car seats/seat belts? Are you insured to transport?
- How many children do you care for each day? How old are the children?
- How long have you been providing child care?
- Describe a typical day in care. What are the children's activities?
- What is your discipline policy?
- Are there rules for the children to follow?
- Do you have pets? Are they allowed indoors? Are their vaccinations current? Are they friendly towards children?
- Have you had any complaints or enforcement issues with KDHE?
- Are children allowed to bring their own toys? (Stuffed animals or other security objects)
- What is your policy if my child becomes ill or is injured?
- How much TV are the children allowed to watch and what types of programs will they be watching?
- What is the schedule for meals and snacks? How do you plan your menus? May I see a menu?
- What plans do you have in place for safety in the event of a tornado, fire or other emergencies?
- What is your hand washing policy?
- What is your plan to keep toys and equipment clean?
- How often is outdoor play scheduled?
- Please provide me with several references.

Observations of the Child Care Provider:

- Is the provider warm-hearted, friendly and patient with the children?
- Does the provider respond to the children's emotional and physical needs?
- Does the provider talk directly with the children?
- Does the provider join the children in play or actively supervise the children's play?

Observations of the Children:

- Do the children appear relaxed and happy?
- Do the children have a choice of several activities?
- Do the children play together?
- Are the children actively involved in activities?

Observations of the Environment and Activities:

- Does the home or center appear clean and comfortable?
- Is there enough space for play and napping areas?
- Are there enough toys, furniture and other equipment designed for the children?
- Are children's books, games, blocks, dress-up materials, etc. available for the children's use?
- Is the outdoor play area safe?
- Is outdoor play equipment such as swings, balls, riding toys, etc. available?
- Is the playground supervised and/or fenced?

Observations of Health and Safety Concern:

- Are the toys, furniture and equipment clean and in good condition?
- Are dangerous items such as medicine, cleaners, poisons, matches, guns and sharp objects stored in a location away from children?
- Are there safety caps on electrical outlets?
- Is an emergency plan posted?
- Is the food preparation area clean and sanitary?
- Are pet areas clean?
- Is there evidence of supplies such as liquid soap, toilet tissue, individual towels or paper towels and individual drinking glasses?
- Are diapering procedures followed? Is the area cleaned and disinfected after each diaper is changed? Are hands washed after diapering?
- Are there signs of alcohol, smoking or illegal drugs in the facility?

DCF Child Care Subsidy Program

Families who work may be eligible to receive assistance with paying for child care for children birth up to age 13. Assistance may be available for children age 13 or older with a qualifying need. Eligibility is based on income and personal need and **is not intended to cover the entire cost of a family's child care obligation.** Contact your DCF Service Center or go online to the DCF website at http://www.DCF.ks.gov/agency/ees/Pages/ChildCare/ChildCare(CC)Subsidy.aspx for further information about the Child Care subsidy program.

When applying for child care subsidy, the following information will be requested:

- Why do you need child care?
- When do you need child care?
- Who will provide child care?
- Other information. (i.e., work schedules, pay stubs, birth verification and citizenship of the child, residence, identity verification for adults in the household.)

You must also cooperate with Child Support Services or give good reason why you cannot.

If you have not selected a child care provider, you may contact your local Child Care Resource and Referral Agencies for the names of local providers at 1-877-678-2548.

Subsidy Eligibility

Child care assistance (subsidy) is available to low-income families who are:

- working and/or participating in work activities,
- teen parents who need to complete a high school diploma or General Equivalency Degree (GED), and/or
- needing to enhance current employment and/or earnings potential through education and/or training (in limited situations, depending upon circumstances and personal need).
- participating in the Kansas Early Head Start/Child Care Partnership program.

Child Care subsidy may continue as long as the family remains eligible and child care funds are available. Contact your DCF service center for subsidy eligibility requirements.

How the Child Care Provider Is Paid

- Parents must complete an application for Child Care subsidy assistance.
- Once eligibility for Child Care subsidy assistance has been determined, a child care plan is developed which indicates the eligibility time frames, number of hours, provider's name and

the rate used to calculate benefits. The parent will receive an eligibility notice and a copy of their family's child care plan. The provider will receive an eligibility notice for the children for whom they have been named as provider.

- **Benefits may or may not cover all of the cost of a family's child care obligation.**
- The State uses the Electronic Benefit Transfer (EBT) System for payment. Benefits are put on the parent's EBT Kansas Benefits card. The provider must be a DCF approved provider, contracted with the State's EBT contractor and be able to accept electronic payments.
- Providers may be paid in one of three ways:
  1. Parents may call a toll-free telephone number at 1-800-997-6666. If you should choose to use this option, the ARU (Audio Response Unit) worksheet is included to assist you in making and recording the transaction. The completed worksheet can serve as a receipt for you and for your provider.
  2. A provider may also lease a Point of Sale (POS) device from the EBT contractor. The parent will swipe their EBT Kansas Benefits card to transfer benefits to their provider for child care services. The POS device produces a paper receipt for the provider and one for the parent.
  3. Parents may choose to make and/or track payments, and providers may choose to track payments using the internet at www.ebtedge.com Instructions online will guide you through this process. If you have questions, help is available at 1-800-997-6666.
- Normally DCF will issue a child care benefit to the parent/caretaker on the first day of every month to use towards payment of child care services throughout the month.
- The payments can be transferred to the provider in the amount and frequency agreed upon between the parent and the provider. The parents benefit will be made available on the EBT Kansas Benefits card received from the state's EBT contractor.
- Parents can use their benefits to make child care payments electronically only to DCF approved providers. Parents will not be able to use EBT Kansas Benefits cards to get "cash" from child care benefits. If parents also receive cash assistance (TAF), they may also transfer a portion of these funds to pay for child care.
- Eligible families must notify DCF before changing providers.
- **Parents should never give their EBT Kansas Benefits cards or their PIN to a child care provider.** If a parent is asked to do so, they should contact the DCF Provider Enrollment staff to report this information. A provider's agreement with DCF could be terminated and an overpayment claim established if a parent gives them their EBT Kansas Benefits card or PIN.
- The amount of a parent's benefit is confidential. A parent may choose to disclose that information to their provider if the provider offers a discount or accepts the subsidy benefit as payment in full.

Help with child care through these programs is contingent upon state and federal funding. Contact your DCF service center for further information.

Facts to Remember

Parents are responsible for making all choices for their children.

Parents must be aware of the child care provider's business practice, policies and procedures.

Parents may be required to pay enrollment fees and other fees to the Provider. Some of those other fees may not be covered by the DCF Child Care subsidy program.

When determined eligible for DCF Child Care subsidy assistance, a monthly family child care plan will be developed. This will list all children receiving DCF assistance, their provider and the benefit amount. It is important to keep copies for your records.

The DCF Child Care Subsidy Assistance is not intended to cover the entire cost of child care for all eligible families. Parents/caretakers are responsible to pay any amounts not covered by their subsidy benefit.

Due to DCF budgeting methods, it is possible that a monthly benefit might be slightly more or less than the amount needed in some months. **The amount paid to the provider should be based on the parent/provider agreement - not based on the amount of the monthly subsidy benefit.**

Parents need to sign the child's attendance record at least weekly and review them for accuracy.

DCF Child Care subsidy assistance is available to help families maintain employment and become more self-sufficient. Applications can be picked up at your local DCF service center. You may ask for an application to be mailed to your home. Completed applications may be returned through the mail or in person to your DCF service center. Applications can also be made through the agency's internet website at www.DCF.ks.gov by clicking on "Apply for Services".

Notify DCF within 10 days of any change in income, resources, members of the household, residence, providers or changes in your need for child care.

Tax Information

Families paying child care expenses with Child Care subsidy benefits (payments made using the EBT Kansas Benefits card, benefits by POS machine, ARU phone or internet/web) cannot claim this expense towards the income tax child care credit. Any expenses paid by the family using their own private funds may be used towards the tax credit.

Receipts from the provider for all child care payments are important.

The provider must give the parent/caretaker their employee identification number (EIN) or their social security number for the parent/caretaker child care income tax credit.

Policy Statement on Discipline

for Child Care Providers who provide care for children receiving DCF subsidy

The following are some examples of ***unacceptable*** forms of discipline:

- ***Humiliating, frightening or physically harming*** a child;
- ***Punishing such as spanking (with the hand or any object), slapping, shaking, swatting, pulling hair, dunking, yanking the arm*** or anything similar;
- ***Making verbal remarks*** using sarcasm, put-downs, verbal cuts, derogatory remarks, any other verbal abuse and threats about the child or the child's family;
- ***Binding or tying*** to restrict movement or ***enclosing*** in a confined space such as a closet, locked room, furniture, box or cubicle;
- ***Withholding or forcing*** foods or liquids;
- ***Placing substances which sting or burn*** on any of a child's body parts.

It is the policy of the Department for Children and Families not to enroll or to continue enrollment with providers who use unacceptable discipline.

Discipline is an essential part of child rearing and when used positively it contributes to the healthy growth and development of a child. Positive discipline establishes acceptable patterns of behavior that promote behaviors beneficial to the child's development and welfare. It changes or eliminates behaviors which are injurious to the child's well-being. Positive discipline is encouraged as an important part of child rearing for children and youth.

Positive discipline, when used for purposes of guiding and teaching the child, provides encouragement, a sense of satisfaction and helps the child understand the consequences of behavior. Effective, positive discipline imposes behavioral limits on the child which can provide a sense of security, a respect for order and enables the child to predict and understand surroundings. Positive discipline effectively enlists the child's help rather than locking the child and adult into a power struggle or adversarial, punishing relationship. Positive discipline promotes the child's discovery of those values that will be of the greatest benefit to the child, both now and in the future.

Child Care Subsidy Audio Response Unit (ARU/SIVR) Worksheet

This worksheet can be used by the parent to record their electronic payments to their provider. It may also be used as a receipt for either parents or providers. Parents always make the transaction. Providers never make the transaction or have any parent's EBT Kansas Benefits card or PIN.

This form may be completed when a Point of Sale (POS) machine is **not** used and when using the toll free telephone number, 1-800-997-6666. ***Be sure to have your EBT Kansas Benefits card ready for your card number, your PIN and Provider ID# ready and follow the instructions during the call.***

1. **Date:** _____ **Time**: _____
   (If the payment is transferred prior to 6pm it should be deposited in the provider's account the next business day - weekends and holidays are not considered business days).

2. **Provider Name**: _____.

3. **Provider ID number**: _____.

4. **Parent Name**: _____.

5. **Alternate Payee Name (If needed)**: _____.

6. **Child Name(s)**: _____.

   _____.

   _____.

7. **Period of time payment covers**:
   From: _____To:_____.

8. **Amount of CC Benefits from the EBT Kansas Benefits card transferred to provider's Account:**
   $_____.

9. **Amount of non-child care benefits (personal funds used to meet this child care payment). If none was used, indicate none**: $_____.

10. **Authorization (confirmation) Number:** _____
    (given after CC transaction completed)

Parent/Alternate Signature **Provider Signature**

_____ _____

Original - client, Copy - provider

Child Care Resource and Referral (CCR&R) Information

Child Care Aware of Kansas serves as a network of Child Care Resource and Referral (CCR&R) Agencies serving all 105 Kansas counties. A number of member agencies comprise Child Care Aware of Kansas and provide the CCR&R services to the counties in their service delivery areas. DCF provides funding to help support this network. Call 1-877-678-2548 for more information, or visit their web site at www.ks.childcareaware.org.

CCR&R Family Assistance

CCR&R's assist families searching for child care by:

- helping families understand and evaluate available child care options;
- providing lists of available child care providers within the community/area;
- responding to special concerns and needs; and
- defining quality and ways to identify quality providers.

CCR&R Provider Assistance

CCR&R's work to build and maintain the supply of high quality local child care by:

- conducting educational workshops and trainings for child care providers;
- offering technical assistance and resource libraries to new and existing providers, including Out-of-home Relative providers;
- supporting the retention of existing providers.

CCR&R Community Assistance

CCR&R's educate communities about local child care needs and issues by:

- collecting, analyzing, and sharing information on availability, affordability, and quality of local child care;
- identifying gaps in child care services;
- planning and developing new child care options; and providing employers with child care information.

Summary

We hope this handbook will be helpful in your search for child care. Although we have covered many important facts about finding child care, we understand that we may not have covered every issue, question or concern you have as a parent. We encourage you to use the many resources available in your local community.

The child care market is competitive and with more parents working outside the home there is a greater demand for quality child care settings. We hope this handbook will better prepare you as a parent to meet the responsibility of providing care for your child in a safe and healthy environment while you work.

DCF service centers are not located in every county. For details, contact the Regional Office that serves your county, or call 1-888-369-4777.

Notes

The Kansas DEPARTMENT FOR CHILDREN & FAMILIES does not discriminate on the basis of race, color, national origin, sex, age or disability. If you feel you have been discriminated against, you have the right to file a complaint with DCF, Civil Rights/EEO Section, 555 S. Kansas Ave., 6th Floor, Topeka, KS 66612

Department for Children
and Families

Economic and
Employment Services

Strong Families Make a Strong Kansas

C-11 ES-1656
REV10/16