

PARENT HANDBOOK

Revised 12/25

ABC Christian Childcare & Learning Center

1401 W 10th St, PO Box 147, Coffeyville, KS 67337

abccoffeyville.com

620-515-1593

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Thank you for choosing ABC Christian Childcare & Education Center
ABC is a place where teachers love to teach and children love to learn.

A. Handbook

This handbook is designed to acquaint you with ABC's policies and procedures. It is reviewed quarterly by administration to make sure it is up to date. We consider input from parents and teachers when those reviews take place. It will be updated no less than once per year. If any changes need to be made, it is reviewed by DCF to make sure it meets their requirements and parents will be given an updated version. The last revisions were made December of 2025. Our policies are in place to ensure a safe and peaceful Christian environment for families, children and teachers. Please read and refer to this handbook as needed, and be sure to ask one of our ABC directors or managers if you have any questions.

B. Licensing/Employees

ABC is licensed by the state of Kansas. All employees have had KBI background checks and stay in compliance with Child Care Certification by attending child-related educational workshops, Infant and Child CPR and First Aid Certification. Drug testing is part of our hiring process. We abide by state laws regarding teacher/student ratio.

C. Mission Statement

ABC is a Bible-based childcare center. (We are not affiliated with any denomination.) Our goal is to provide a safe, healthy and loving home away from home for your child. We will provide an atmosphere where your child can grow physically, intellectually, spiritually, emotionally and socially.

- Start children off on the way they should go, and even when they are old they will not turn from it. Proverbs 22:6
- Do to others as you would have them do to you. Luke 6:31
- Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35

D. Daily Schedule

Children must be checked in and out each day on our Brightwheel App on your phone or the tablet provided in our lobby.

Daily schedule will include free play, structured play, mealtimes, rest time, and routine activities for everyone. Some schedules will include age appropriate curriculum depending on what time of the day your child is attending ABC. A schedule for your child's age and time of day will be provided.

All food and drinks for children are FREE. All food served during the day will include servings from each basic food group as specified by the Kansas Child Care Food Program. Our Director, Sandra Brown and our cooks have had child nutrition training with CACFP and is knowledgeable in preparing healthy and delicious food for your child. A weekly menu will be posted and/or in the Brightwheel App. Please do not bring in any food or drink items unless it is a birthday or other designated event.

E. Birthdays/Holidays

Because each child is special, we do celebrate birthdays at ABC. Bring store boughten treats only. Please check with Sandra on Brightwheel to let her know what you will be bringing for an event to make sure it doesn't conflict with a child's food allergy. Invitations may only be passed out at ABC if all members of the class are invited. We do celebrate Independence Day and Thanksgiving but we do not celebrate any other regular holidays at ABC.

F. Unnecessary Items

Please do not bring in unnecessary items. ABC furnishes mats, blankets and sheets. We laundry bedding weekly or more often if soiled. We have plenty of toys and activities for your child. Toys, purses, money, blankets, etc... from home are not allowed. We are not responsible for breakage or disappearance of an unnecessary item that is brought into ABC.

G. Supervision and Security Plan

Your child will never be left alone. Supervision is constant, even when children are sleeping. Administration monitors security cameras in each room as well as the playgrounds. All doors are always locked unless a class is outside playing, a door is left unlocked to access their restroom. If weather doesn't permit children to play outside, they will play in the multi-purpose room, if available, or exercise/dance in their room. Children will sleep, eat meals and eat snacks in their room.

H. Clothing Policy

Children must have appropriate clothing on at all times. Shoes must be worn outside and inside. Exceptions are nap time and at the teacher's approval. Sandals are allowed but must have a heel strap. Girls must wear shorts under their dresses. If there is a chance of cool weather, please make sure your child has a coat available for playing outside. If it is cold please provide gloves and stocking caps.

I. Discipline Policy

Any negative behavior will not be allowed. This includes but is not limited to: hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything inside, bad language, etc... Discipline will consist primarily of positive reinforcement, using redirection or removal from the situation and if needed, "time outs" (1 minute per age of child). The use of physical punishment is never permitted. If your child is experiencing any stress in the home environment that may result in changes in behavior, please notify us. We will keep you informed of any behavioral problems that may occur with your child. Every effort will be made to resolve any problem that may arise. However we reserve the right to ask the child's parents/guardians to make alternative arrangements for care of their child. If

your child has been in “time out” for three times in one day, parent/guardian may be called to take their child home for the remaining of the day.

J. Professional Ethics Statement

At ABC, we are committed to providing a safe, nurturing, and respectful environment for every child. Our staff follows professional ethics that guide how we care for children and interact with families. Children are taught by example, to have respect for themselves and each other. They also will be taught to respect property and possessions. We treat every child with kindness, dignity, and fairness. We communicate honestly and respectfully with families and support parents/guardians as the primary decision-makers for their children. Partnering with families creates a trustworthy, caring, and high-quality early childhood experience for your child. We follow all Kansas licensing regulations and mandatory reporting laws. We maintain confidentiality, professionalism and care in all interactions with children, families, coworkers, and the community.

K. Non-Discrimination Policy

In accordance with the Kansas act against discrimination and Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

L. Confidentiality Agreement

ABC protects the privacy of all children and families by keeping records secure, limiting access to authorized staff, and never sharing personal information without written permission, except when required by Kansas law or necessary to ensure a child’s safety. We communicate about children only with their parent or legal guardian, refrain from discussing children or families outside of professional needs. Files are locked in a file cabinet in our office. Needed information is also on our Brightwheel App where only ABC staff and your those you have designated can access. Our commitment is to maintain confidentiality at all times and handle all information with professionalism and respect.

M. Closure

Normally ABC closes when the Coffeyville Schools close due to bad weather. If ABC needs to close for any reason, we will let you know with an alert on our Brightwheel App.

N. Special Activities Policy

ABC transports school age children to and from the Coffeyville Elementary School in our bus. A transportation form will need to be completed before your child can ride the bus to school or any field trip of any kind. Bus rules and policies will be provided if your child will be riding the bus.

O. Sickness and Illness Policy

Should your child develop any of the following symptoms, you will be notified and expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

- Vomiting or diarrhea
- Any rash or anything contagious
- Temperature of 100 degrees Fahrenheit or over.

We are not willing to accept a child with any of the previous listed symptoms. Symptoms must be gone for 24 hours prior to re-admittance. Must be without fever 24 hours without using Tylenol, Ibuprofen or other medication. If antibiotics are prescribed, child must take them for at least 12 hours and be symptom free. This includes drops for conjunctivitis (pink eye). COVID symptoms, sickness, and re-admittance will be reviewed case by case. Action will be determined by current recommendations from KDHE. See Attachment A for more information regarding diseases that must be reported.

P. Medications

Prior to administering prescription medication, we must have written permission and instructions for each medication. Medicine with the child's name and current prescription information on the label constitutes instructions. When medication is brought to ABC, it is to be given to a staff member so that it can be stored properly and a form will be completed and signed. Non-prescription medications will be administered with parental permission according to manufacturer's instructions unless written instructions are from a licensed physician. Parents must sign a permission slip for each medication if it is not one listed on our Non-Prescription Medication Form.

Q. Incident Reporting Policy

ABC is committed to keeping families informed about any incidents involving their child. If an injury, behavioral incident, accident, or other concern occurs during care, staff will document the event promptly and accurately on the Brightwheel App for you to see. All incident reports are printed and stored in the child's file according to licensing requirements.

R. Disaster/Emergency Preparedness Policy

For any emergency, teachers will have their emergency bag with them. Contents of each one varies, depending on the age of their children.

- Fire Drills are monthly. Everyone exits out of the building and proceeds to the south fence of the playground. If there is a fire, they will exit out of the southwest gate and walk to Solutions North Bank. If the bank is closed, they will walk over to ABC's teacher parking area west of the fenced in area. Parents will be notified by an alert message on the Brightwheel App as soon as all children are in a safe area.
- Tornado Drills are monthly. Everyone exits their room into the hallway and walks to the Tornado Shelter, centrally located in our building. The door will be locked. If there is a tornado, administration will monitor the weather on their phone and exit the room when the tornado threat is

gone. Parents will be notified by an alert message on the Brightwheel App when all children are in the shelter.

- Lockdown. Our doors are always locked at all times. When there is a lockdown due to a threat of violence and imminent danger in the surrounding community, everyone would stay in their rooms until law enforcement states that all is clear. If needed, everyone will go to the Tornado Shelter and wait until all is clear. Parents will be informed on the Brightwheel App by an alert message when all children are in a safe area.
- Missing Child. In the event a child is missing, 911 and parents/guardians would be called immediately.
- Serious Accident or Illness. In the event that any child is seriously injured or becomes seriously ill while at ABC, an ABC staff will stay with the child at all times and administer first aid. Another staff member will call 911 and parents/guardians immediately.

S. Authorized Pick-Up Contact(s) Policy

Children will only be able to leave with parents/guardians or an adult authorized by parents/guardians on the ABC Contract or as noted in court documents in child's file. That authorized list is in their file and on the Brightwheel App.

T. Emergency Provider Plan

- ABC is closed a few days throughout the year. You will need to have backup childcare available during those times. Scheduled days closed will be noted on the calendar on the Brightwheel App. A flyer will be posted on the News & Events Bulletin Board. If your child's teacher is absent, ABC provides a substitute teacher.
- When the Coffeyville School System closes due to weather, ABC closes too. We will always post it as an alert on the Brightwheel App.
- If we need to close for any reason while we are open, we will send out an alert on the Brightwheel App of why we are closing and when we will reopen.

U. Mandated Reporter Policy

All ABC staff are mandated reporters under Kansas law. If we have reasonable suspicion that a child may be experiencing abuse, neglect, or unsafe conditions, we are required to report it immediately to the Kansas Department for Children and Families (DCF) or law enforcement. Staff does not investigate concerns; they simply report them to protect the child's safety. Reports are confidential.

V. Infant Care Practices

- Safe Sleep: Document attached.
- Feeding: Document attached.
- Diapering: Document attached.
- Supervision: Your baby is never left alone, even when sleeping.
- Breastfeeding/Breastmilk Accommodations: Breastmilk can be brought in to be used that same day and/or it can be frozen to save for a future day. The classroom is equipped with a refrigerator/

freezer. All breastmilk must be labeled with your child's name and date. If you prefer to come to ABC to breastfeed, a space will be provided for you.

W. Registration and Health Records

Each child will have completed registration forms which will include an Authorization for Emergency Medical Care, History of Immunizations, Medical Record, Contract & Rate Agreement, Permission to Photograph, Free & Reduced Meal Form, Non-Prescription Medication Form, and Health Assessment (completed by a physician). These forms will be kept on file at ABC. If forms are not completed or fees not paid, no care will be provided. The Kansas Department of Health and Environment requires us to keep a complete record of each child's immunizations as well as proof of a physical exam by a doctor before attendance begins. All children must have the appropriate immunizations for their age or written notarized documentation on the immunization form opposing immunizations. Reportable Diseases: Kansas requires that the parent/guardian notify me within 24 hours of the diagnosis of any serious contagious illness or parasitic infestation listed on Attachment A. Any illnesses in bold lettering are immediately reportable to the Kansas Department of Health. The Kansas Public Health office is 877-427-7317. We will notify you of any confirmed case the same day I am notified by a parent/guardian. Your child's name or any other child's name will not be disclosed. If you have any questions regarding an illness contagious period, symptoms, or policy, please ask. For a list of reportable Diseases, see Attachment A..

X. Owners & Directors

ABC is owned by Steve & Sharon Brown. Sandra Brown is the Executive Director. Assistant Director is Adrienne Robison. Amanda Wilson and Shawndra Anderson are Shift Managers. Each year we continue our education in child development, safety and health. We have had many years of experience working with young children. We feel called by our Lord to teach, care for, and love His children.

The undersigned have read and agree to abide with the ABC Policies and Procedures:

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

SANDRA L. BROWN

Date

SHARON L. BROWN

Date

Attachment A

REPORTABLE DISEASES IN KANSAS for health care providers, hospitals, and laboratories (K.S.A. 65-118, 65-128, 65-6001 - 65-6007, K.A.R. 28-1-2, 28-1-4, and 28-1-18. Changes effective as of 9/29/2014)

' - Indicates that a telephone report is required by law within four hours of *suspect* or *confirmed* cases to KDHE toll-free at 877-427-7317

i - Indicates that an isolates must be sent to: Division of Health and Environmental Laboratories
6810 SE Dwight Street, Topeka, KS 66620

For Isolate Questions call: (785) 296-1633

quired Immune Deficiency Syndrome (AIDS)

Amebiasis

Anthrax '

Arboviral disease (including West Nile virus, Western Equine encephalitis (WEE) and St. Louis encephalitis (SLE)) - indicate virus whenever possible

Botulism '

Brucellosis

Campylobacter infections

Chancroid

Chlamydia trachomatis genital infection

Cholera '

Cryptosporidiosis

Cyclospora infection

Diphtheria

Ehrlichiosis

Escherichia coli O157:H7 (and other shiga-toxin producing E. coli, also known as STEC) i

Giardiasis

Gonorrhea

Haemophilus influenza, invasive disease

Hantavirus Pulmonary Syndrome

Hemolytic uremic syndrome, postdiarrheal

Hepatitis, viral (acute and chronic)

Hepatitis B during pregnancy

Human Immunodeficiency Virus (HIV) (includes Viral Load Tests)

Influenza deaths in children <18 years of age

Legionellosis

Leprosy (Hansen disease)

Listeriosis

Lyme disease

Malaria

In addition,

Measles (rubeola) '

Measles (rubeola) '

Meningitis, bacterial '

Meningococcemia i'

Mumps '

Pertussis (whooping cough) '

Plague (Yersinia pestis) '

Poliomyelitis '

Psittacosis

Q Fever (Coxiella burnetii) '

Rabies, human and animal '

Rocky Mountain Spotted Fever

Rubella, including congenital rubella syndrome '

Salmonellosis, including typhoid fever i

Severe Acute Respiratory Syndrome (SARS) i'

Shigellosis i

Smallpox '

Streptococcal invasive, drug-resistant disease from Group A *Streptococcus* or *Streptococcus pneumoniae*
i

Syphilis, including congenital syphilis

Tetanus

Toxic shock syndrome, streptococcal and staphylococcal

Transmissible Spongiform Encephalopathy (TSE) or prion disease (includes CJD)

Trichinosis

Tuberculosis, active disease i'

Tuberculosis, latent infection

Tularemia

Varicella (chickenpox)

Viral hemorrhagic fever '

Yellow fever

Malaria

In addition, laboratories must report:

- Viral load results of reportable diseases
- ALL blood lead levels, as of 12/2002 (KCLPPP/ABLES)
- CD4+ T-lymphocyte count < 500/ µl or CD4+ T-lymphocytes <29% of total lymphocytes

Outbreaks, unusual occurrence of any disease, exotic or newly recognized diseases, and suspect acts of terrorism should be reported within 4 hours by telephone to the Epidemiology Hotline: 877-427-7317

Mail or fax reports to your local health department and/or to:

KDHE Bureau of Epidemiology and Public Health Informatics , 1000 SW Jackson, Suite 075, Topeka, KS 66612-1274 Fax: 877-427-7318 (toll-free)