

USD 243 Daycare Parent Handbook



415 N. Ogden St.
Lebo, KS 66856



607 Dane St.
Waverly, KS 66871

2025-2026

Dear Families,

What a great privilege it is to have your child enrolled within our daycare program. Coming to daycare is a major event in a child's life. Our staff will provide a secure and happy environment, in which your child can learn and grow socially, emotionally, and intellectually. Each day we provide individual time with your child, as well as encourage him/her to interact with his/her peers. We stress cooperative play during work time and group activities. Daily activities shall contribute to the following: Gross and fine motor development; visual-motor coordination; language stimulation; social and personal growth.

Your child's program will be developed around nine areas of growth: Social/emotional, Physical, Arts, Language, Cognitive, Science/Technology, Literacy, and Mathematics. It will have a balance between freedom and guidance, individual and group activities, and active and inactive experiences. There will be creative experiences to help the children express themselves and to have a chance to experiment with new ideas and materials.

Throughout the year, our goal is to provide your child with rich experiences that will prepare him/her for preschool and/or kindergarten. Our main goal is to nurture a sense of curiosity and interest in your child that will follow him/her throughout their entire life. Just like us, children learn the most through their personal initiative. We expand on their initiative by guiding their activities throughout the daily routine.

We are so glad that your family is a part of the USD243 daycare family, and we look forward to having your child come play, learn, and grow with us! Please feel free to reach out anytime you have any questions or concerns!

Sincerely,

Katie Dunn - Little Bullpups Daycare Director
Mitzi Carpenter - Lebo Learn & Play Director

Please read through the entire handbook, there is some really important information in here! Please sign, date, and return the back page.

Introduction

The goals of the policies set forth in this handbook is to create the best possible climate for the students of the district. To this end, these personnel policies are designed to prevent misunderstanding by the personnel of the district about their duties and privileges. In order to further develop a climate of trust and understanding, the Board earnestly seeks the involvement of all personnel in the development of policies affecting their positions.

All personnel handbooks are to be approved by the Board and adopted by reference, as a part of these policies and rules.

Equal Opportunity Employer

USD #243 is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin.

School Board's Rights

Except as expressly limited by state or federal law, the following rights are vested exclusively in the Board of Education: The determination and administration of Board policy; the operation and management of the school district; the direction of employees; and the carrying out of the Board's lawful rights and responsibilities.

Admission Policy

Enrollment within USD243 daycares is open to all children between the ages of two and a half and five years, regardless of race, color, national origin, sex, age, or disability.

USD243 daycare programs are an optional service to community families.

USD243 is not required by the state of Kansas to provide child care services.

The Importance of Early Childhood Education

Early Childhood Education is a vital foundation for strong schools and a strong economy. It prepares tomorrow's workforce for global competition, while ensuring that children of today enter school ready to succeed. Studies show that children entering Kindergarten with skills they need to succeed, are more likely to graduate high school and become productive workers.

USD243 Daycares provide a positive learning environment in which children may experience developmentally appropriate academics, social, and emotional growth. Two and a half year olds to school aged children will explore learning through hands-on activities in an atmosphere where independence is encouraged to build each child's self-confidence.

Guiding Principles

We believe a collaborative structure is an effective method for serving families and children participating in the services provided by USD #243 Lebo-Waverly Schools. Therefore, we will develop the community and provider partnerships to implement and sustain an innovative, comprehensive culture, and program.

We believe open and honest communication will ensure trust and success with the ongoing collaborative structure and partnership. Therefore, we will commit to monitor progress, address challenges, and celebrate successes with ongoing communication; including a consistent meeting schedule.

We believe continuous quality improvement is essential with the ongoing development of the services provided to children and families. Therefore, we will develop a system to administer the appropriate and required screenings and assessments to track the growth and development of the children.

We believe hiring and retaining high-quality professional staff will promote a successful learning experience for children and families. Therefore, we will provide quality early childhood professional development education and experiences as needed for the development of the personnel.

We believe parents and caregivers are ongoing partners in the success of their children's care and learning experiences. Therefore, we will engage parents in ongoing activities and opportunities to learn and provide support for their children.

We believe sustainability is critical for our long-term success in providing early childhood education and supportive services for children and families. Therefore, we will be proactive in our commitment to maximize resources, create efficiencies, demonstrate value, build community investment, and implement a blended funding and service system.

Parent Involvement

Parent involvement is a critical component in fostering a child's educational success. Research indicates that parents who are engaged in their child's education are likely to achieve high levels of academic success. USD243 daycare teachers and staff are committed to partnering with parents to promote all children's success.

There are so many ways to be involved in your child's daycare experience. These are just some of the ways that you can help and let your child know that you believe school is important:

- Reading school notes and newsletters
- Reading to your child every day/night
- Ask open-ended questions that allow your child to tell you in their own words, not just answer "yes" or "no"
- Listen to your child's stories about school and their new friends
- Volunteer in the Daycare Center
- Let your child see/hear you being supportive of the teachers and school
- Keep the lines of communication open
- Attend school functions, when possible
- Attend parent activity nights

Keeping Open Communication

Communication between home and school is extremely important in order to ensure the success of your child and how they do at daycare. Please feel free to discuss any concerns you have with the director or teacher(s). Unfortunately, the director/teacher(s) may not be able to freely speak with you about concerns at drop-off or pick-up times; so instead, we encourage you to ask the director/teacher(s) to arrange a private meeting, or text the director anytime, or schedule a phone call (at a time that is convenient for all parties involved). Please know that when we express how things are going, we are only trying to help and get on the same page.

brightwheel

Our center has partnered with Brightwheel, the leading early education technology, to help us deliver an enriching childcare experience to our students and families!

What you can expect from brightwheel:

- Real-time visibility into your child's day with photos, videos, and updates
- An easier way to stay connected to your child's learning and development
- A safer environment for our students and staff through contactless check-in/check-out, entry screens, and health checks
- Easy online tuition payments

What's next:

Be on the lookout for an invitation to join our center on brightwheel! The invitation will include a link for you to set up your account. See you there!

What You Should Expect From Your Child Through The Year

● The First Day

- Many children quickly adapt to the daycare routine and are eager to start the year. However, it is perfectly normal for some children to take several days or even weeks to become comfortable away from their families. The director and teachers realize this and will do all they can to make this separation a pleasant one for all involved.
- Tell your child what is going to happen. For instance, say, "You are going to stay at school while I go to work (stay home, school, etc.)." Reassure your child, as often as necessary, that you will be back to pick him/her up and that they are safe with their teachers. We are more than happy to help comfort them.
- When you bring your child into the room, plan to stay no more than 5 minutes. When it's almost time to go, tell your child that you will be leaving in one minute. Don't sneak away! Though it may be easier for you to leave while your child is out of sight, it's usually not easier for your child. A smile, a cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. Please also be very brief at departure times also. This is a time of testing when two different authority figures are present (the parent and the provider/teacher(s)). All children will test to see if the rules still apply. Please respect and be supportive of this request.

● The First Few Weeks

- Your child may come home very tired and irritable the first few weeks. Providing a nap or quiet activity may help. It's a new experience, very over-stimulating, and exhausting. Your normally lively & outgoing child may be very quiet at daycare or may sit on the sidelines. Don't push...let him/her absorb it all at his/her own pace.

● Throughout The Year

- Your child may suddenly not want to go to Daycare. Don't jump to hasty conclusions: look for the reason. Talk it over with him/her and the director/teacher(s). In our experience, 9 times out of 10, your child just misses you and would rather stay home. Once they get to daycare, they usually cheer up within 5-10 minutes and are ready to play with friends! Your child will not always bring home a finished product as evidence of what he/she learned; many of the things children learn will be carried inside them in the form of play, happiness, & new ideas!

"Open Door Policy"

We have an "open door policy" for all parents. While your child is in our care, you can be assured that the door is always "open" to you. Please feel free to drop in and check on your child at any time. Although, please keep in mind that a child adjusting to new surroundings may want to leave with you if you pop in for a visit. We would appreciate you taking into

consideration our schedule when dropping in or calling. Also, remember that visitors usually cause children to react in an excited manner that does not normally occur when we are alone with the children.

Child Drop-Off Procedures for Daycare

Please escort your child into and out of the classroom.

Dropping your child off at the door without teacher acknowledgement is unacceptable. USD243 daycare programs have Brightwheel for electronic sign-in and sign-out, please be sure to check your child in and out every single day. **We ask that you please be mindful of the daycare center's naptime hours.**

Lebo Learn & Play- To enter the daycare center, please use the metal, north door

- Daycare is open Monday through Friday, beginning at 7:00 a.m..
- The daycare program is open year round, January through December.
- If your child arrives after 8:30 a.m., breakfast will not be served, unless otherwise arranged.

Little Bullpups Daycare- To enter the daycare center, please use the south door across from the playground.

- Daycare is open Monday through Friday, beginning at 7:00 a.m.
- The daycare program is open year round, January through December.
- If your child arrives after 8:30 a.m., breakfast will not be served, unless otherwise arranged.

Please be punctual when bringing your child to daycare and stick to your schedule. If your child will be late or if your schedule changes, please let the director know ASAP. A Daily Schedule will be provided with enrollment paperwork. Please be considerate of meal and rest times. Coats, backpacks, etc. should be placed in the child's locker or within their cubby.

Child Pick-Up Procedures for Daycare

Lebo Learn & Play closes at 5:30 p.m., please be punctual when picking your child up.

Little Bullpups Daycare closes at 5:30 p.m., please be punctual when picking your child up.

If you will be late to pick up, please call, text, or use brightwheel, ASAP. Communication with us will make everything go smoothly!

Children will only be allowed to leave with persons who are:

→ (1) Listed on the Child Pick-Up Authorization Form filled out at registration

→ (2) Those who are authorized through written permission by the parent. → (3) If an unknown adult is picking up a child, we will be checking for photo ID and will only release your child to an adult that is listed on your emergency card, unless prior arrangements have been made between parents and the center director.

Late Pickup Policy

If your child is picked up after closing time without an arrangement made with the director, there will be a late fee of \$5.00/minute after closure. Please be courteous and arrive on time. Please let the director know if you are running behind and will arrive after closure.

Transportation

Parents must provide transportation to and from school for their child. Parents are responsible for picking up their child(ren) on time. Please be respectful and on time or keep in close contact with the Director.

Lebo Learn & Play- Transportation will be provided for students attending Bright Beginnings Preschool. Arrangements must be made with the Daycare Director.

Non-Custodial Parent Information

USD #243 Lebo-Waverly requests that a copy of the judge's order establishing custody be on file in order to prevent a non-custodial parent from accessing their child. The child information card that the enrolling parent signs states "persons other than parent..." It is not within your (daycare/preschool program) legal right to withhold a child from a parent; unless there has been court action which limits one parent's right to the child." Identification will be required from individuals picking up a child with whom the staff is unfamiliar. We appreciate all of your understanding with this!

Enrollment Requirements/Process

ALL of the following paperwork is our state required forms that must be completed and is required before your child may attend their first day of daycare:

Emergency Medical Release – CCL 010

Medical Record - must be signed by a licensed physician – CCL 029

Health Assessment - must be completed by a licensed physician – CCL 029a

Immunization Records

Child and Adult Care Food Program Enrollment Packet

Copy of their Health Insurance Card- State requirement in case of an emergency!
 Parental Permission Form for Off Premise Trips -CCL 034
 Enrollment Contract
 Picture Release
 Authorized Pick-Up List
 Enrollment Information Sheet
 Bottom portion of the last page of the parent handbook to acknowledge you have read and understand all of the handbook.

*ALL required paperwork must be completed prior to utilizing the **“Drop-In” program**

Daily “Drop-In” Program

Our Daily Drop-In Program is flexible and only **\$35 per day**. To ensure a smooth drop-in experience, ALL required paperwork (listed above) should be completed and turned in PRIOR to attending daycare. A minimum of 1 business day notice is required, if you are going to utilize the program. By letting the director know ahead of time, it ensures adequate staffing.

Fees

Full-Time	\$135/Week
USD243 Preschool Students	\$110/Week
Drop-In Program	\$35/Day

In the event of 3 or more consecutive closure days, weekly fees will be pro- rated as follows:

Full- Time	\$54/Week
USD243 Preschool Students	\$44/Week

Payment Methods

- brightwheel app- processing fees apply, (preferred payment method)
 - ACH Withdrawal- no fee
 - Debit Card/Credit Card payment- Guardian is responsible for paying the 2.9% fee
- Checks made payable to USD243, deposited into daycare mailbox within daycare

room

Payment Policies

Payments are due every Monday at drop off or families can pay the first Monday of the month, if paying monthly. If payments are not made on time, a late fee of \$5.00 per day will be charged, unless otherwise discussed with the Daycare Director- please don't hesitate to reach out, we will do our best to work with you. In order to hold your child's spot, payments must be made on time. Payment is based on contracted services, not on attendance.

In cases of non-payment, legal action may be taken, and the parent/guardian will pay all legal fees incurred.

****If you need a spot held for your child (summer, age, moving, etc.) there will be a monthly holding fee of \$100/month. There will be a separate contract form to sign for this agreement if/when this applies.****

Non-Sufficient Checks

Due to the inconvenience of non-sufficient checks, a \$50.00 charge will be applied.

Continuation of Services Policy

The first 30 days of care will be regarded as a trial period, in which case, either party may terminate the contract without notice.

After the first 30 days of care, a minimum of two weeks notice via email from the parent/guardian is required to terminate the contract, with the exception of gross misconduct on the part of the parent/guardian, provider, or child. This is grounds for immediate termination of service. This includes, but is not limited to, disrespectful treatment of daycare staff.

If in any case you will no longer be needing the childcare services, a two week written notice is required. If a two week notice is not given, a charge of two weeks tuition will be due.

Every effort will be made to work with families in meeting their needs, however in extreme situations, should it be decided to not continue services, this decision will be made by the USD243 administration.

Grievance Policy

If something happens that may make an impact on your child, please let us know. Concerns related to your child should be communicated to the Daycare Director. If you need further assistance, contact the building administration. If you feel that your grievance has not been resolved after talking with the building administration, please contact the district Superintendent.

Building Closures

If USD243 Lebo-Waverly Schools are closed due to weather conditions or building problems, daycare centers will **also be closed**. In the event an "Inclement Weather Late Start" is declared for USD243, daycare programs will open at 9:00 a.m. If weather conditions are bad in our area, school closures are reported by 7:30am.

Stay tuned to these news outlets:

-School Website: www.usd243ks.org -Waverly and/or Lebo Facebook Pages -Daycare Facebook pages -Coffey County Emergency Notification System -brightwheel alerts/messages

Radio/TV stations:

KANS 96.1	
KVOE 101.7 The Bull 92.9	Emporia Gazette online
WIBW 94.5 1400 Radio	

Scheduled Closures

USD243 daycare programs have scheduled closing days. Please refer to the district daycare calendar included in your enrollment packet. USD243 daycare programs have the right to close for teacher training and/or emergencies, with a 24 hour notice, unless there is no way to avoid an immediate closure. The district will exhaust all of our options before closing without notice.

Absences

If your child will not be attending daycare due to illness or other reasons, please let the director know as soon as you are able.

Discounts will not be given for your child's absence due to illness or vacations. You are still required to pay the full tuition amount, whether your child is in attendance or absent, unless otherwise discussed with the Director.

Sick Child Policy

USD243 daycare programs are well-child family daycare facilities. This means that if your child is not feeling well, for any reason, you will need to find alternative care. Please do not bring your child if he/she has a contagious illness or exhibits any of the following symptoms: You need to pick your child up within one hour, after you are contacted.

- Fever of 100.4 degrees fahrenheit, or higher

- Vomiting
- Excessive Diarrhea
- Conjunctivitis ("pink eye") - (can resume in program care with doctor's release indicating treatment)
- Consistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- Excessive greenish nasal discharge, indicating possible infection
- Head lice/Scabies (Must be treated with NO live bugs before the child can return to daycare. Can return if nits are visible. Child will be checked for live bugs before being checked in on the day of return.)
- Hand Foot and Mouth (must have no fever, no open sores , allowed to comeback when scabbed over, and child must wear long sleeves & long pants)
- Poison Ivy, Poison Oak, Poison Sumac– Must be without open sores, no oils leaking and scabbed over/drying out.
- Any other contagious sickness/disease(s) - (including Influenza, COVID-19, bronchitis, strep, etc.)
- If your child has a common cold (slight cough, sneezing, clear runny nose and/or a temperature at or below 99 degrees) your child may attend daycare. However, if your child reaches a point when he/she requires constant attention, will not play, is continuously emotional, etc., your child will need to be picked up.

Medications at School

Students requiring the continuous availability of emergency, over the counter, or prescription medications, must submit a completed KDHE approved medication form signed by the child's parent and daycare director.

The prescription medication must be left on site, in the original container and packaging. It must be clearly marked with the child's name and expiration date.

All medications will be stored in a locked box, out of children's reach.

Medications will be given by a staff member, certified in medication administration.

Medications will only be administered to the child as it states on the medication label.

All medication administrations will be documented.

Medications not prescribed to the child will not be administered and will be sent home.

Medications should not be stored in your child's cubby, backpack, or brought in without a medication form.

Types of medications requiring consent include, but not limited to:

- Prescription Medications
- Cough/Cold Medicine ●
- Pain/Fever Reducer

- Allergy Medications
- EpiPen

Types of medications that do NOT need consent, included but not limited to:

- Diaper Rash cream
- Bug Spray
- Anti-Itch cream
- Lotion
- Sunscreen

Emergency Care

If your child is seriously injured while at school or on a school outing, parents will be notified immediately.

If the parents cannot be reached and the child needs emergency medical care, the child will be taken to the nearest hospital emergency room.

The Notarization for Emergency Medical Care form (CCL 010) will be taken along at this time. The adult who accompanies the child to the emergency room will stay with the child until a parent or guardian assumes responsibility/takes over care.

Please keep your child's enrollment information up to date (including parent/guardian phone numbers, and emergency numbers).

The daycare director may ask every year for updated information, but it is the parent/guardian's responsibility to keep their information updated as needed.

Emergency Procedures

In the event of an emergency building closure or evacuation, students will be taken to a safe area. Parents/Guardians will receive an email, text, or a phone call as soon as the children are in a safe area.

The daycare will perform emergency procedure drills every month, to help ease children in the case of a real emergency. It is encouraged to practice emergency drills at home, so children are aware of what to do in a real emergency.

Potty training

We are more than willing to help, alongside you, when it comes to potty training. It is so important to stay consistent between home and daycare, this includes any tips/tricks that work best for your child. It is recommended that the initial start of training be done at home.

As the parent/guardian, you will be required to supply all pull-ups, baby wipes, extra underwear and any rash creams you would like us to put on your child.

Special Days

We will have special days throughout the year. These days may include birthday celebrations, holiday parties, class celebrations, etc. On these special days, your child will have the opportunity to bring in treats, but please do not feel obligated.

For holiday parties, we will have a parent sign up sheet of items that you may bring to our party. You are not obligated in any way to participate in these activities, although we do encourage every parent to participate at least once.

Screen Time Policy

Screen time for children 2.5 years and older will be limited to 1 hour per day of high-quality education videos. Staff will support children during screen time by talking to them about what they are seeing and how it applies to the world around them. Movies, G rated, will be limited to special occasions.

Field Trips

During the year, there may be field trips planned. We encourage parents to help or participate with these trips. Field trips will be planned, at least one week in advance, and a note or email will be sent home with all the details pertaining to the trip. Field trip fees may be applied in special circumstances.

Outside Play and Learning

We do plan time for outside play each day, as weather permits. Please make sure your child is dressed appropriately for the weather. As winter approaches, we ask that you send your child with a coat, gloves, hat, and boots (if needed).

Please try to label your child's attire.

In cases when we cannot go outside due to weather conditions, children will have a large motor activity in the classroom or gym.

Discipline Policy

The staff shall use positive methods of discipline that encourage self-control, self-directions, and self-esteem.

Some techniques used will be:

1. Redirect the child to another activity.
2. Encourage the child to verbalize his/her feelings.
3. Use positive statements that tell the child what they are to do.

The daycare centers have age-appropriate rules that children will be asked to follow. At the discretion of the Daycare Director and/or Building Administration, the child may be asked to be picked up and taken home for the day. If disruptive behavior occurs and is ongoing, a conference with parents will be requested. If a second conference is needed whether or not the school/daycare is able to meet the needs of the child and still serve the interests of the other children enrolled in the school/daycare will be determined.

Behavior Management Policy

We work very hard to set up a safe environment for children and spend a lot of our time teaching children how to express their feelings verbally when upset.

When discipline problems arise, our staff is trained in how to handle problems with children. We also try to avoid problems by following these guidelines:

1. Know which activities need special attention and what situations most easily get out of hand.
2. Know what children are like both as individuals and at different ages. Plan activities to meet those needs.
3. Arrange the environment with many choices of play equipment and supplies for cooperative play.
4. Offer help and positive suggestions at the needed moment.

We can expect some discipline problems to occur. When behavior gets out of bounds, feelings may run high, and action needs to be immediate. For these times we:

1. Accept the child's feelings. We may say, "I know you're angry/disappointed/excited."
2. Set limits for the child, "I know you are angry, but I cannot let you hurt..."
3. Find an outlet for their excitement or anger.
4. Redirect the child to another activity or hold the child on our lap until he/she regains control.
5. Ask ourselves why the problem happened. Is the child tired/hungry/upset/needing adult attention?
6. Help the child through an understanding of the cause of the problem.

Children can experience very intense feelings. Sometimes these feelings are so strong that

children can no longer control their behavior. They may kick, scream, hit or sob uncontrollably in an effort to express their emotions.

When this happens, the teacher will be patient, supportive and firm in an effort to help the child regain control. In these situations, the teacher usually implements a moment alone with one of their teachers to work through the issue and get to the root of the problem and regain their composure privately and with dignity.

What Can Families Do?

A few things to discuss with your child during the year to help support teachers and families as a whole.

1. Encourage your child to participate in all aspects of the programs in a positive manner.
2. Send your child to school healthy, fed, rested, and dressed appropriately.
3. Keep informed about what is happening by reading the bulletin board and newsletters.
4. Ask your child what they have learned that day and have them teach you a song/game they have learned.
5. Encourage your child to explain the guidelines in the classroom, (what are red and green choices) if you would like more info or a red/green choice chart of your own, please ask a teacher or director.
6. It is highly recommended to help encourage your child to use their words when upset, or in need of something.
7. Encourage independence and self choices.

A few classroom rules to go over with your child:

- Keep hands and feet to ourselves
- Take turns and share with others
- Use listening ears at all times
- Use walking feet inside
- When eating - tummy to the table, use silverware, and eat over your plate

Confidentiality Policy

Any information provided to the staff is kept confidential and used for school purposes only. Parents will have viewing rights to files and records of their own child(ren), at school. Copies may be made of paperwork, if requested. If a parent/guardian or family member has any concerns regarding any situations it should be brought to the attention of the Daycare Director, or building administration.

Child Abuse Reporting

All staff are mandated by law (Kansas Statute 38-2223) to report anything that is questionable. The statute states that a report should be filed when a mandated reporter, "has reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, the person shall report the matter promptly."

Handbook, Contract, and Other Forms

USD #243 reserves the right to make changes to the Parent Handbook, contract or other forms as deemed necessary and appropriate. All parents will be notified, in writing, of the changes and when the changes will take effect.

It is important that you feel comfortable with our procedures and policies, if you do not understand something, have a concern, or feel uncomfortable with a policy, please discuss this with the Daycare Director.

We are always open to suggestions and concerns. Communication is a big key to the success of providing the best possible care. If a lengthy discussion is needed, a time that is convenient for both parents and director will be scheduled.

Please bring these items on the child's first day of daycare!

- Backpack or bag daily
- Water bottle to leave at daycare- (they will need a separate one for Pre-K)
- 2 boxes of Kleenex
- Clorox disinfecting wipes (or similar brand)
- 2 New/Unused toothbrushes
- 2 Unopened tubes of children's toothpaste
- 2 different snacks- Enough for 24 kids
- 2 changes of weather appropriate clothing
- Wipes- even if your child is potty trained. They are used every single day to clean faces, hands, etc.
- IF your child is in pull-ups or diapers- you will need to provide those.

Blankets are provided for rest time; but if your child needs a special item at nap, please provide this item and it will be sent home every Friday for cleaning, or daily if desired.

Donations

Here is a list of items that we would enjoy in our daycare throughout the year, but please do not feel obligated:

- | | | |
|-------------------------|--------------------------|------------------------------|
| • Bubbles | • Coloring books | STEM Toys |
| • Washable stamp pads • | • Balls | • Wipes |
| Finger paints | • Games | • Sensory items • White Rice |
| | • Age appropriate toys • | for sensor |

Thank you for all you do for our USD243 Daycare Programs! Please feel free to contact the director at any time with questions, concerns, or other.

Katie Dunn- Little Bullpups Director kdunn@usd243ks.org Cell: 785-241-1528 | Office: 785-733-2551

Mitzi Carpenter- Lebo Learn & Play Director mcarpenter@usd243ks.org Cell: 620-794-0105 | Office: 620-256-6161

Please sign below and return that you have read and understand all of the information provided in our Parent Handbook.

Child/Children's Name(s): _____

Printed Parent(s) Name: _____

Daycare Director Printed Name: _____

Date: _____ Parent's Signature: _____

Date: _____ Daycare Director's Signature: _____