

**BOARD OF COUNTY COMMISSIONERS**  
**SARPY COUNTY, NEBRASKA**

**RESOLUTION: SPECIAL USE PERMIT FOR**  
**HEATHER RONSPIES – IN HOME CHILD CARE FACILITY**

WHEREAS, pursuant to Neb. Rev. Stat. § 23-104 (Reissue 2012), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. § 23-103 (Reissue 2012), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, the County Board of Commissioners has the authority to adopt a Zoning Regulation, which shall have the force and effect of law pursuant to Neb. Rev. Stat. § 23-114 (Reissue 2012); and,

WHEREAS, said Zoning Regulations require the County Board of Commissioners to approve Special Use Permits; and

WHEREAS, the Planning Department has reviewed the In Home Child Care Facility Special Use Permit application of Heather Ronspies for compliance with the Sarpy County Comprehensive Plan and the Sarpy County Zoning Regulations on the property located at 15607 Cottonwood Street, Omaha, Sarpy County, Nebraska (Lot 70 Springhill).

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS that this Board makes the following findings of fact:

- I. A public hearing regarding the amendment to the Special Use Permit Application was held before the Sarpy County Planning Commission on June 17, 2014 and further, the Planning Commission gave their recommendation.
- II. A public hearing regarding the amendment to the Special Use Permit Application was held by this Board.
- III. Notice of each of the Public Hearings described above was published at least ten (10) days prior to each respective public hearing as required by Neb. Rev. Stat. §23-164 (Reissue 2012), and the proof of publication has been filed in the Office of the Sarpy County Clerk.
- IV. The Planning Department has made a recommendation as noted in the attached Exhibit "A", which Exhibit "A" includes the Planning Department report.
- V. The Special Use Permit Application is in compliance with the Sarpy County Comprehensive Development Plan and the Sarpy County Zoning Regulations.

FURTHER BE IT RESOLVED THAT this Board in light of the above recited findings of fact, after due deliberation and consideration, approves the Special Use Permit application for operation of an In Home Child Care Facility on the above described property, subject to the following conditions:

1. The applicant remain consistent with the operational plan.
2. Prior to beginning operations, the applicant provide written confirmation from the property owner verifying the owner is aware that a child care facility will be operated from the residence.
3. Prior to beginning operations, the applicant provide copies of the CRED 9911 Certification signed by the State Fire Marshall and the Nebraska State Child Care License.

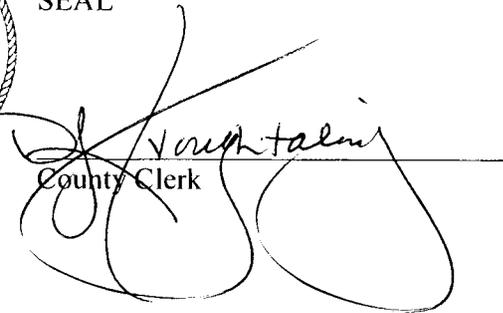
The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 8<sup>th</sup> day of July 2014.

Attest



SEAL

  
Sarpy County Board Chairman

  
County Clerk

**Sarpy County Board of Commissioners**  
**Exhibit "A"**  
**Planning Department Report**  
**County Board Meeting Date: July 8, 2014**

Subject	Type	By
Application for a Special Use Permit to operate a licensed In-Home Child Care Facility in an RD-50 Zoning District at 15607 Cottonwood Street, Omaha NE 68136 ( Lot 70 Springhill)	Public Hearing & Resolution	Donna Lynam, CFM Assistant Director Planning & Building Dept.

➤ **Summary and Purpose of Requests:**

- Heather Ronspies, applicant, is requesting permission to operate an In-Home Child Care Facility. Licensed for the care of 12 children ( 4 infants, 2 toddlers, 6 over 18 months)

➤ **Background and Analysis:**

- The detailed staff report on this application was presented to the Planning Commission at their June 17, 2014 meeting and is attached for your information and review.
- Applicant has submitted a detailed site plan of her home depicting how she intends to utilize each area in the operation of the child care facility. Backyard is fenced for outdoor play.
- A copy of the Operational Plan/Program and a copy of the user handbook was provided with the application submittal.
- Applicant will employ one additional employee to assist in the operation of the facility.
- Hours of operation are from 6:30 am to 5:30 pm Monday through Friday
- Staff has requested written confirmation from the property owner stating that they are knowledgeable and approve the request for a Special Use Permit to operate a child care facility from the property.
- Copies of all certifications and licenses issued by the State need to be submitted to the Planning Department as part of the record.

➤ **Staff Recommendation:**

Staff recommends **APPROVAL** of a Special Use Permit to operate an In-Home Child Care Facility licensed for 12 children in an RD-50 Zoning District as the request is in conformance with the Sarpy County Zoning Regulations and current Comprehensive Plan. Staff makes this recommendation with the condition that the applicant provide written confirmation from the property owner verifying they are aware that a child care facility will be operated from the location and if approved, copies of the CRED 9911 Certification signed by the State Fire Marshall and the Nebraska State Child Care License be submitted for permanent record prior to beginning operations.

➤ **Planning Commission Recommendation:**

- On June 17, 2014 the Planning Commission voted to recommend **APPROVAL** of the Special Use Permit for Heather Ronspies owner/operator of Children First Daycare to operate an In-Home Child Care Facility in an RD-50 Zoning District.

**MOTION:** Malmquist moved, seconded by Lichter, to recommend approval of the Special Use Permit for Heather Ronspies, dba Children First Daycare at 15607 Cottonwood Street to operate an In-Home Child Care Facility for up to a maximum of 12 children in an RD-50 Zoning District with the condition that the applicant 1) provide written confirmation from the property owner verifying they are aware that a child care facility will be operating from the location; and 2) if approved, submit copies of the CRED 9911 Certification signed by the State Fire Marshall and the Nebraska State Child Care License to be part of the permanent record prior to beginning operations. This recommendation is being made as the Special Use Permit is in conformance with the Sarpy County Comprehensive Plan and Zoning Regulations.

**Ballot:** Ayes – Lichter, Huddleston, Davis, Ackley, Whitfield, Christianson, Malmquist, and Torczon.  
 Nays: None. Abstain: None. Absent: Bliss, Fenster and Farrell. **Motion carried.**



**SARPY COUNTY PLANNING  
& BUILDING DEPARTMENT**

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**RECOMMENDATION REPORT**

**SPECIAL USE PERMIT APPLICATION (SUP 14-0007)  
HEATHER RONSPIES WITH CHILDREN FIRST DAYCARE**

***SPECIAL USE PERMIT ALLOWING FOR THE OPERATION OF AN  
IN-HOME CHILD CARE FACILITY IN THE RD-50 ZONING DISTRICT***

**PLANNING COMMISSION HEARING OF: JUNE 17, 2014**

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**I. GENERAL INFORMATION**

**A. APPLICANT:**

Heather Ronspies  
15607 Cottonwood Street  
Omaha NE 68136

**B. PROPERTY OWNER:**

Daniel Applegarth  
3915 S 223<sup>rd</sup> Circle  
Elkhorn, NE 68022

**C. SUBJECT PROPERTY LOCATION:** Subject property is located at 15607 Cottonwood Street in the Springhill Subdivision, northwest of 156<sup>th</sup> and Giles Road.

**D. LEGAL DESCRIPTION:** Lot 70, Springhill as surveyed, platted and recorded in Sarpy County, NE

**E. SUBJECT PROPERTY SIZE:** approximately 6400 square feet.

**F. EXISTING FUTURE LAND USE AND ZONING DESIGNATIONS:**

- Future Land Use Designation: Urban Residential
- Zoning: RD-50 (Two Family Residential District)

**G. REQUESTED ACTION(S):**

- To approve the operation of an In-Home Child Care Facility as a Special Use Permit in the RD-50 Zoning District.

**II. BACKGROUND INFORMATION**

**A. EXISTING CONDITION OF SITE:** Property was improved with a single-family dwelling in 2004. A fence was installed by Quality Fence in May 2013.

**B. GENERAL VICINITY ZONING AND LAND USE**

- North, South East, and West: Property is surrounded by Urban Residential Developments.

**C. RELEVANT CASE INFORMATION:**

- Applicant has submitted a detailed site plan of the home and how she intends to utilize it for the child care operation, a summary of her operational plan and program, and a copy of a handbook provided to each user.
- Child Care facility will be licensed for 12 children ( 4 infants, 2 toddlers, 6 over 18 months)
- The resident and one additional employee will operate the facility.
- Hours of operation 6:30 am to 5:30 pm Monday through Friday

- Backyard is fenced for outdoor play area

**D. APPLICABLE REGULATIONS:**

- Sarpy County Comprehensive Plan
- Sarpy County Zoning Regulations:
  - Section 16 RD-50 (Two Family Residential District)
  - Section 41 regarding Special Use Permits

**III. ANALYSIS**

**A. COMPREHENSIVE PLAN:**

- The Comprehensive Plan future land use map designates this area as Urban Residential.

**B. TRAFFIC AND ACCESS:**

- Access to the site is via existing interior streets within the subdivision.

**C. OTHER AGENCY REVIEW/COMMENTS:**

- The application was sent to area jurisdictional agencies or departments that may have an interest. All responses received indicated no comments or objections to the application.

**D. GENERAL INFORMATION:**

- Staff has requested a written letter from the property owner verifying that they are aware that a child care facility will be operated from this location.
- If approved, the applicant will be required to submit a copy of the CRED 9911 Certification signed by the State Fire Marshall and the Nebraska State Child Care License to our office for the record.

**IV. STAFF COMMENTS AND RECOMMENDATIONS:**

Staff recommends **APPROVAL** of a Special Use Permit to operate an In-Home Child Care Facility for 12 children in an RD-50 Zoning District as it is in conformance with the Sarpy County Zoning Regulations. Staff makes this recommendation with the condition that the applicant provide written confirmation from the property owner verifying they are aware that a child care facility will be operated from the location and if approved, copies of the CRED 9911 Certification signed by the State Fire Marshall and the Nebraska State Child Care License be submitted for permanent record prior to beginning operations.

**V. PLANNING COMMISSION RECOMMENDATION:**

**MOTION:** Malmquist moved, seconded by Lichter, to recommend approval of the Special Use Permit for Heather Ronspies, dba Children First Daycare at 15607 Cottonwood Street to operate an In-Home Child Care Facility for up to a maximum of 12 children in an RD-50 Zoning District with the condition that the applicant 1) provide written confirmation from the property owner verifying they are aware that a child care facility will be operating from the location; and 2) if approved, submit copies of the CRED 9911 Certification signed by the State Fire Marshall and the Nebraska State Child Care License to be part of the permanent record prior to beginning operations. This recommendation is being made as the Special Use Permit is in conformance with the Sarpy County Comprehensive Plan and Zoning Regulations. **Ballot:** Ayes – Lichter, Huddleston, Davis, Ackley, Whitfield, Christianson, Malmquist, and Torczon. Nays: None. Abstain: None. Absent: Bliss, Fenster and Farrell. **Motion carried.**

**VI. ATTACHMENTS TO REPORT:**

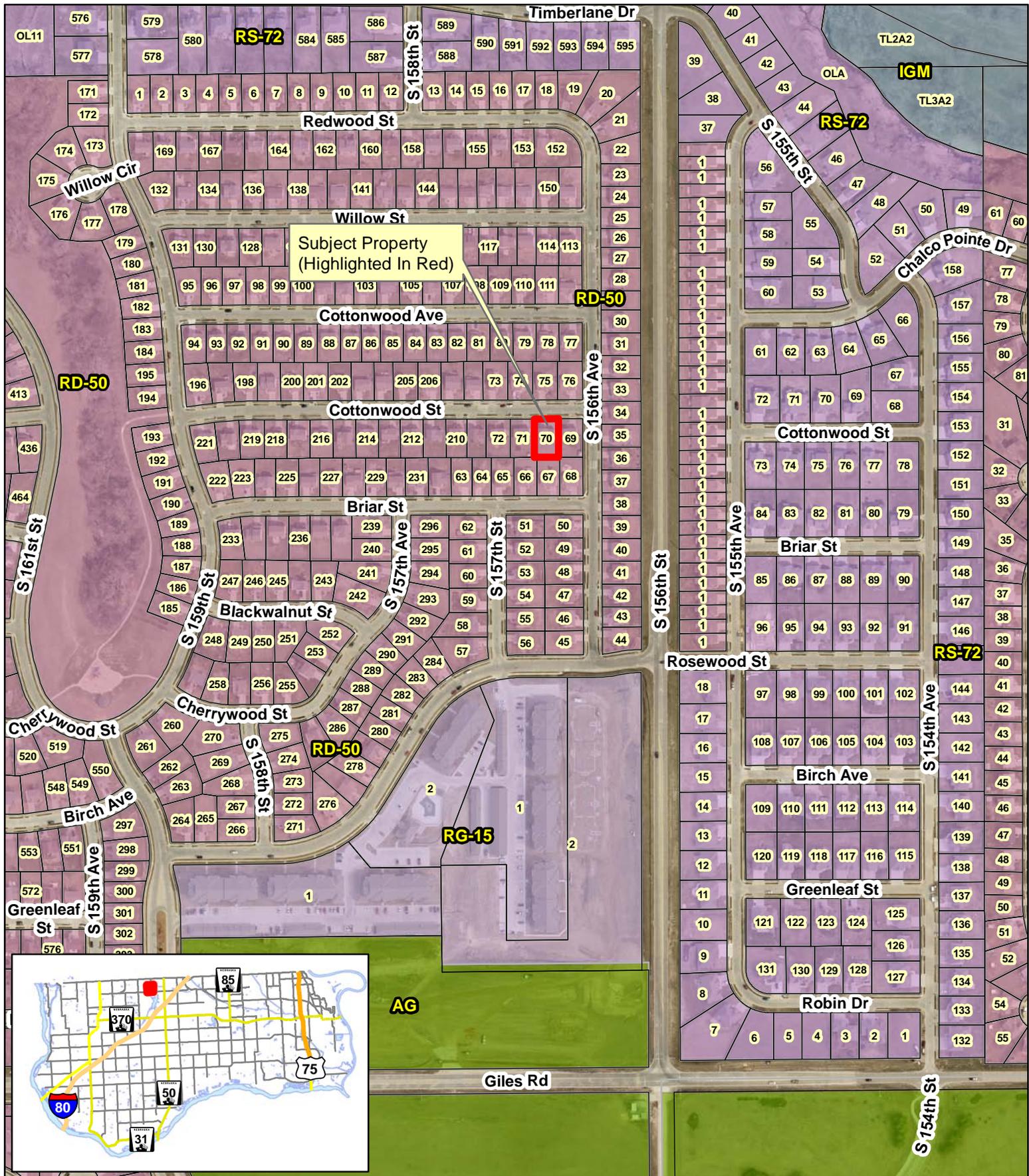
1. Sarpy County Current Zoning Map
2. Current Development Structure Plan – Figure 5.1 of Sarpy Co. Comprehensive Plan (Future Land Use Map)

3. SUP Application and Submittal Documents

**VII. COPIES OF REPORT PROVIDED TO:**

1. Heather Ronspies (applicant)
2. Public Upon Request

Report prepared by: Donna Lynam, Zoning Administrator – Planning and Building Department  
Reviewed and approved by: Bruce Fountain, Planning Director

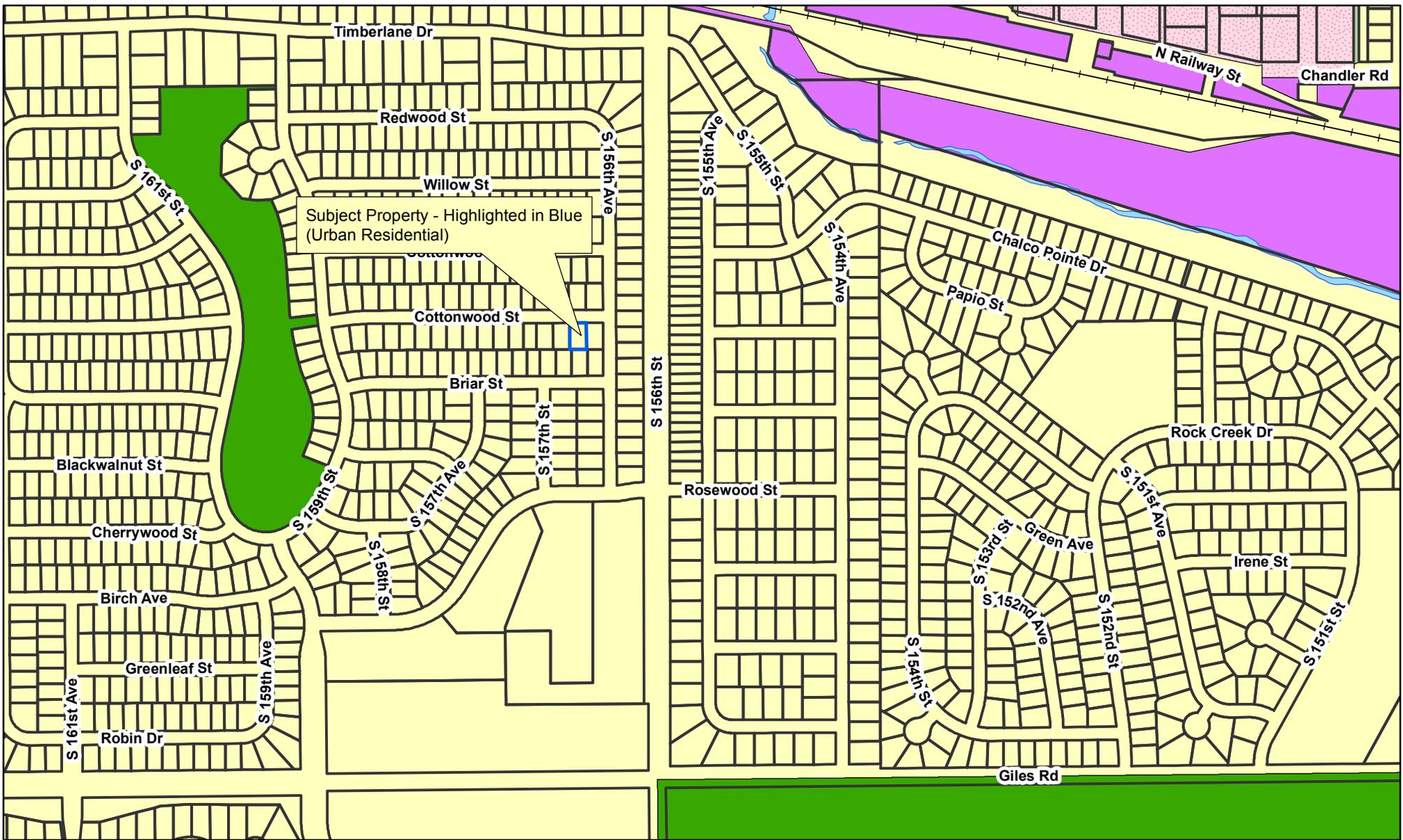


# Vicinity Map - Current Zoning

15607 Cottonwood St - Lot 70 Spring Hill

Heather Ronspies - Special Use Permit - Children First Daycare





**Current FLU - Sarpy Co**

0 0.045 0.09 0.18 Miles



Comprehensive Development Plan  
**Figure 5.1: Development Structure Plan**  
 Sarpy County, Nebraska

**Legend**

- Highway Corridor Overlay
- Long Term Residential Growth
- Mixed Use
- Bellevue Future Growth
- Mixed Use Center
- Business Park
- New Richfield Village
- Civic
- Park/School Site
- Conservation Residential
- Pflug Interchange Development
- Estate Residential
- Residential - Community Systems
- Greenway
- Urban Residential
- Industrial
- Urban Residential II
- Light Industrial/Storage
- Cross County Arterial
- City Limit
- City ETJ



# SARPY COUNTY PLANNING & BUILDING DEPT.

1210 GOLDEN GATE DRIVE, #1240  
PAPILLION, NE 68046  
PHONE: 402-593-1555 FAX: 402-593-1558  
E-MAIL: [PLANNING@SARPY.COM](mailto:PLANNING@SARPY.COM)

## SPECIAL USE PERMIT APPLICATION

In order for your application to be considered **COMPLETE**, please answer all applicable questions and provide the following:

- 1. Completed Special Use Permit Application
- 2. Non-Refundable Fee of \$300 made payable to Sarpy County (an additional fee of \$25.00 is also be required to cover cost of mailing of public notifications)
- 3. Two (2) site plan drawings and/or other such plans and data showing the dimensions, arrangements, description, data, and other material which shall constitute a record essential to the understanding of the proposed use.
- 4. One (1) reduced size site plan drawing or other material provided above (8.5 x 11)
- 5. One (1) electronic copy of site plan drawing or other material provided above (in PDF form)
- 6. A detailed operational plan for propose use
- 7. Other information as deemed necessary by Sarpy County Planning Department
- 8. **Please review Section 41 of the Sarpy County Zoning Regulations for complete information, processes and submittal requirements for Special Use Permits.**

### PLANNING STAFF USE ONLY:

APPLICATION #: SUP 14-0007

DATE RECEIVED: 5-13-14

CP DESIGNATION: Urban Residential

CURRENT ZONING DESIGNATION: RD-50

PROPOSED ZONING DESIGNATION: \_\_\_\_\_

APPLICATION FEE: \$300 RECEIPT NO. 2362

PUBLIC NOTIFICATION  
PROCESSING FEE: \$25.00 RECEIPT NO. 2362

RECEIVED BY: Lisa Jimmy

NOTES: \_\_\_\_\_

APPLICATION FILING FEES – see Sarpy County Master Fee Schedule for the Planning and Building Department

### APPLICANT INFORMATION:

NAME: Heather Ronspies E-MAIL: hronspies@unomaha.edu

ADDRESS: 15607 Cottonwood St. CITY/STATE/ZIP: Omaha, NE 68136

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
(IF DIFFERENT)

PHONE: 402-957-0361 FAX: \_\_\_\_\_

### PROPERTY OWNER INFORMATION: (If multiple owners, please attach separate sheet)

NAME: Daniel Applegarth E-MAIL: \_\_\_\_\_

ADDRESS: 3915 S 223<sup>rd</sup> Cir CITY/STATE/ZIP: EIKhorn, NE 68022

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
(IF DIFFERENT)

PHONE: 402-253-5741 FAX: \_\_\_\_\_

### ENGINEERING/SURVEYING OR OTHER CONSULTING PROFESSIONAL'S INFORMATION:

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
(IF DIFFERENT)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**OPERATION PLAN / PROJECT DESCRIPTION:** Describe the project in detail, including proposed improvements, proposed uses or business, operating hours, number of employees, anticipated customers, other operational details, etc. – Attach as separate document entitled "Operation Plan." **PLEASE NOTE:** A detailed project description is essential to the reviewing process of this request.

**PROJECT SITE INFORMATION:** Complete each section in its entirety. If a question is not applicable to your project, please indicate this to show that each question has been carefully considered.

SUBDIVISION NAME (if applicable): Spring Hill

ASSESSOR'S PARCEL NUMBER: 011578888 ADDITIONAL PARCEL NUMBERS lot 70

GENERAL LOCATION: 156<sup>th</sup> + Giles Rd.  
(example 189<sup>th</sup> & Giles Rd)

LEGAL DESCRIPTION: (Describe property to wit:) Split-level, zoning dist is RD-50, future land use -UR, built in 2004, 2 bathrooms = 266 ft<sup>2</sup> total, built-in garage, 3 bedrooms, 1048 ft<sup>2</sup>, 408 ft<sup>2</sup> basement 6403 lot width  
SIZE OF PROPERTY: 1 lot = acres CURRENT ZONING: RD-50 REQUESTED ZONING (if applicable): \_\_\_\_\_  
6403 lot width

**ADDITIONAL INFORMATION:** Please use this space to provide any other information you feel is appropriate for Sarpy County to consider during review of your application. Attach extra sheets if necessary.

flood zone - X, School District - Millard

**PLEASE NOTE THE FOLLOWING PROCEDURES:**

1. The Planning Department will review the application material along with other appropriate departments and/or agencies and provide a recommendation report to the Planning Commission and County Board.
2. The Planning Commission will hold a public hearing and make a recommendation to the County Board.
3. The County Board will hold a public hearing and make a final decision on the Special Use Permit application.
4. Any necessary agreements will be recorded with the Sarpy County Register of Deeds, the cost of which will be borne by the applicant or the property owner.

The applicant (or authorized agent) has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Heather Bonspetro  
Applicant Signature

05/08/14  
Date

I, the undersigned, understand the Special Use Permit process as stated above and I authorize Sarpy County staff to enter the property for inspection related to the specific request during this process.

MaDail Applegate  
Owner Signature (or authorized agent)

May 8, 2014  
Date

Owner Signature (or authorized agent)

Date

## Children First Daycare - Summary

I am pursuing a Special Use Permit in order to obtain my Family Home Type II childcare license. A Family Home Type II daycare houses 12 total kids. Four kids under 12 months, two kids between 12 months and 18 months, and six kids over 18 months.

I have included site plan drawings of each room in the home in this packet. Dimensions of each room are provided on those as well. I have also included general site plan drawings of each floor of the house.

On the site plan drawings of each room, I showed general arrangements of how the daycare will be set up. Obviously there is a lot more involved and a lot more items than I listed as the 'area' but I just generalized on the map. The entry way of my house is where all the kids stuff is stored. They will each have their own cubby (located in the closet that doesn't have doors) with their name on it to hold their extra clothes, crafts to take home, to put their shoes in, etc. On the opposite side of that hallway, I have hooks that will be used for the kids' coats; I also have hangers provided in the closet if the coats hang better that way. Underneath the coat hooks is where all the infants' seats will be stored during the day. From the entry way, you can go up the stairs to the main level of the house, or down the stairs to the lowest level of the house. Downstairs is where the Preschool is going to be located. The only other room downstairs is the laundry/storage room, which obviously will be off limits to the kids. The preschool will be set up as such: there will be tables on the south end where arts and crafts will take place, workbooks will also be done there; all along the walls there will be storage will all the toys and "centers" that the kids will have; the north side of the basement will be the Circle Time and Learning Area where the kids will sit and talk about the weather, days of the week, months of the year, how to spell their names, birthdays, etc. – all of this will be done in English, Spanish, and Sign Language. All the kids in the Preschool will be 2 years of age or older. So, back up the stairs to the entry way, then, up the stairs to the main level of the home. This will be the main area the kids are in most of the day. On the north side of the main level is the entertainment center. The entertainment center houses the kids books, educational movies, puzzles, boppy pillows, all the kids diapers in their own bins, the wipes that I will provide, all the kids extra diapers, etc. Along the north wall there will be bouncy/vibrating seats and a swing for the infants. The couch is along the east side of the wall. Then on the entire south side of the main level is where the toys are located. Educational toys and more books are up on shelves for selective times of play. Toys are organized according to age of play, or type of toy. Right next to this area, on the west side, is the kitchen. The kitchen houses everything that's in a kitchen obviously, along with an unattached pantry. The kids table that they eat at is on the south side of the kitchen. From the main level, you can go up the stairs to the upper level of the home. The very first room on the right is the Infant Room. The infants are only in this room if they are sleeping. There will be swings and pack n' plays and more baby seats in this room. There is also a trash can and changing table for the infants diaper supplies. The closet in this room houses extra pack n' plays, a hamper, and pack n' play sheets. The next space on the right of the hallway is a hallway closet. In here is stored my vacuum, extra paper towels, Kleenexes, etc. – off limits to the kids. The next bedroom on the right side of the hallway is a bedroom that is occupied by someone living in the home; the kids don't go in there. Then, on the left side of the hallway, the first room on the left is the main bathroom. This is the kids' bathroom. There is both a stool and a kid's potty seat under the sink for the kids when they need it. Kleenexes, cups, paper towels, toilet paper, kids soap,

etc. is all that is provided in the bathroom. The room immediately next to that bathroom is the main master bedroom and bathroom which too is not accessible for the kids.

I also have a backyard that is surrounded by a privacy fence. The backyard will house outdoor toys for the kids. The fence has 2 exits; one on the northwest side, and one on the northeast side.

I am also including a copy of the handbook I have typed up just in case that will help with any questions.

$$\text{Garage} = 516 \text{ ft}^2 - \text{no kids}$$

$$\text{Basement} = 408 \text{ ft}^2$$

$$\text{Deck} = 32 \text{ ft}^2$$

$$\text{Backyard Fenced} = 2,560 \text{ ft}^2 (64' \times 40')$$

Each set of stairs houses 5 steps.

$$\text{Entry Way} = 6' \times 12' = 72 \text{ ft}^2$$

$$\text{Main Level (no kitchen)} = 9' \times 24' = 216 \text{ ft}^2$$

$$\text{Kitchen} = 10' \times 7' = 70 \text{ ft}^2$$

$$\text{Upper Level hallway} = 3' \times 20' = 60 \text{ ft}^2$$

$$\text{Bed \#1: Infant Room} = 12' \times 9' = 108 \text{ ft}^2$$

$$\hookrightarrow \text{closet} = 5' \times 2' = 10 \text{ ft}^2$$

$$\text{Hallway closet} = 2' \times 2' = 4 \text{ ft}^2 - \text{no kids}$$

$$\text{Bed \#2} = 12' \times 10' = 120 \text{ ft}^2 - \text{no kids}$$

$$\hookrightarrow \text{closet} = 5' \times 2' = 10 \text{ ft}^2 - \text{no kids}$$

$$\text{Main Bathroom (Kids' bath)} = 6' \times 6' = 36 \text{ ft}^2$$

$$\text{Bed \#3: master} = 12' \times 12' = 144 \text{ ft}^2 - \text{no kids}$$

$$\hookrightarrow \text{closet} = 6' \times 3' = 18 \text{ ft}^2 - \text{no kids}$$

$$\text{Master Bathroom} = 6' \times 6' = 36 \text{ ft}^2 - \text{no kids}$$

$$\hookrightarrow \text{shower} = 4' \times 2.5' = 10 \text{ ft}^2 - \text{no kids}$$

$$\text{House Total ft}^2 = 2,360 \text{ ft}^2$$

\* without garage + backyard

$$\text{Total ft}^2 \text{ accessible to daycare kids} = 2,018 \text{ ft}^2 \text{ * without backyard}$$

~~GARAGE~~

↑ Door to Garage

9 cube storage organizer (kids' cubbies)

3 drawer Storage (group toys)

closet \*no doors

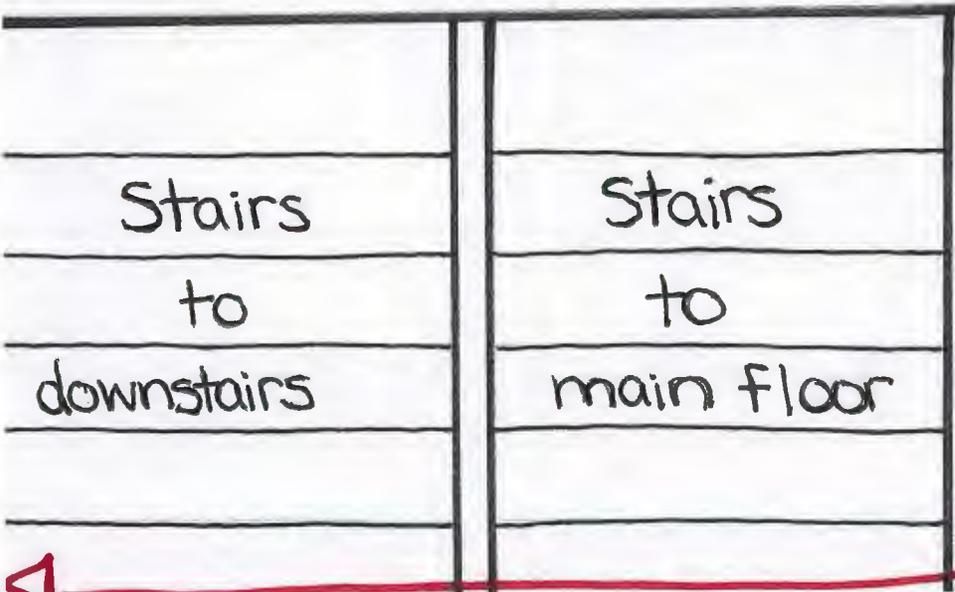
HALLWAY



5-13 ft

6 ft

ENTRANCE



12 ft

Laundry Room

Toy Storage Area

Arts/Crafts Area  
Workbooks

Downstairs  
(Preschool)

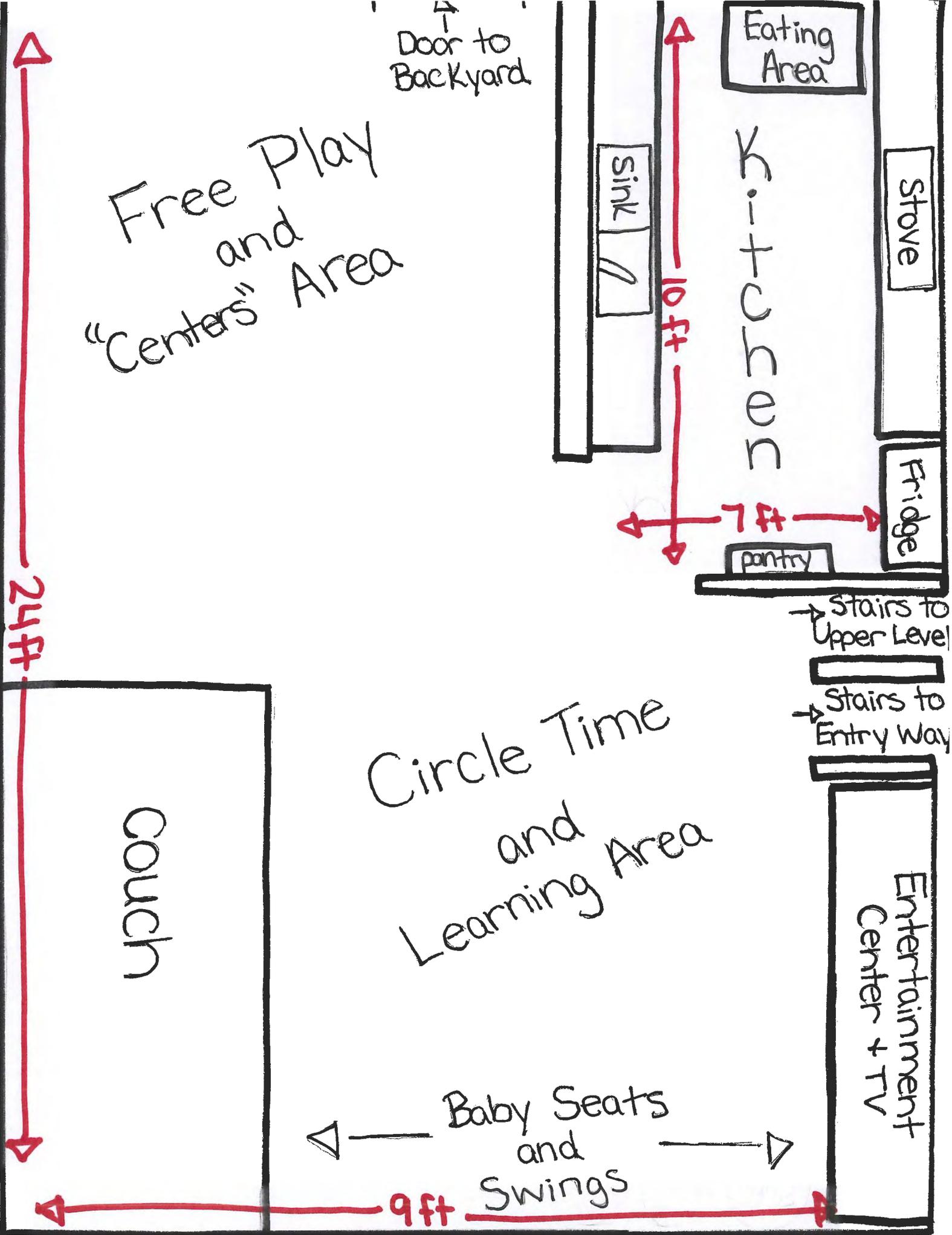
Circle Time  
"Centers"  
Area

Stairs  
Up to  
Entry Way

Entertainment  
Area

71 ft

13 ft



Stairs to Main Level

# HALLWAY

20 ft

13 ft

12 ft

12 ft

Swings →

Bedroom #1  
(Infant Room)

changing table

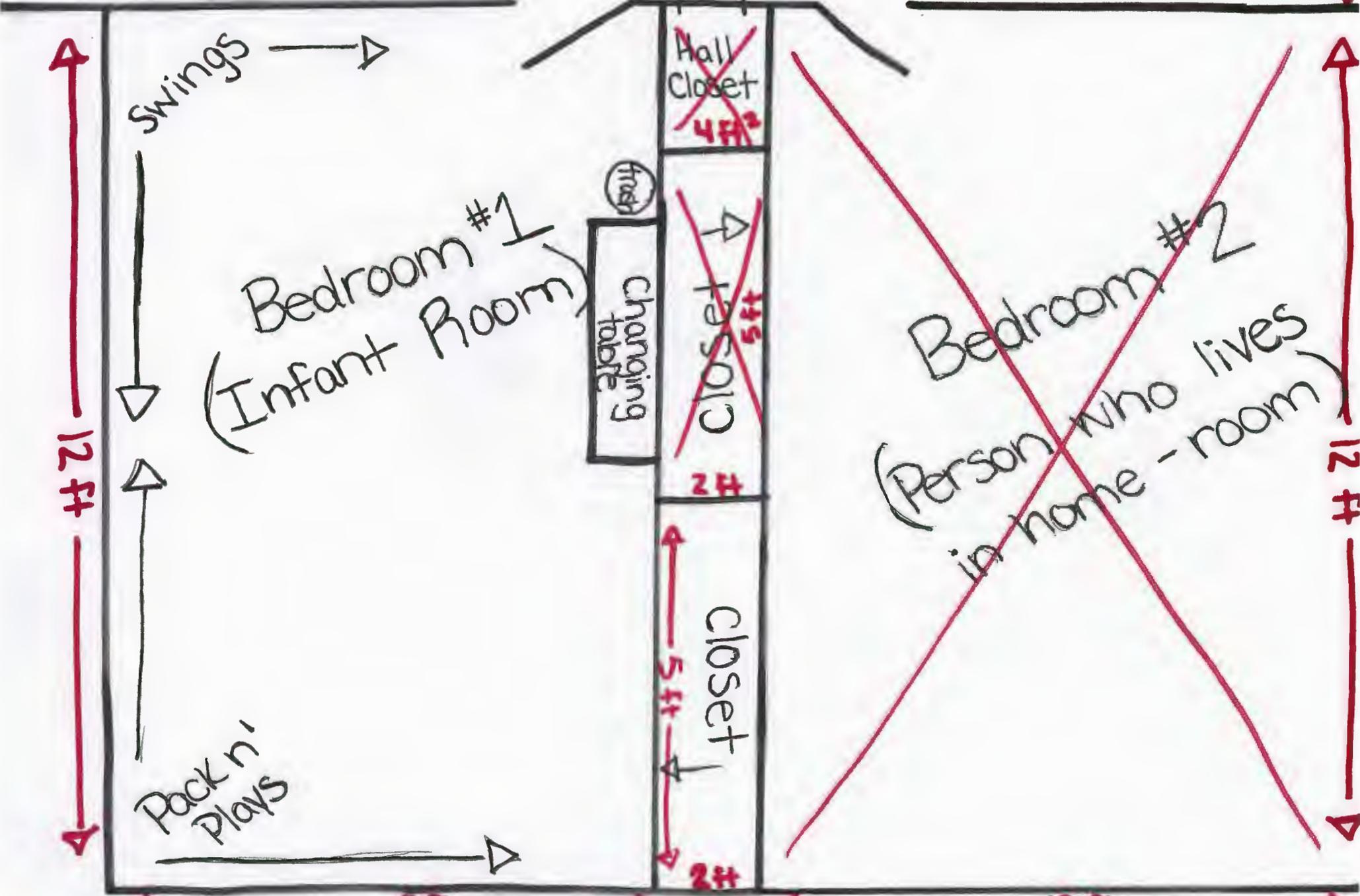
~~Hall Closet  
4 ft<sup>2</sup>~~

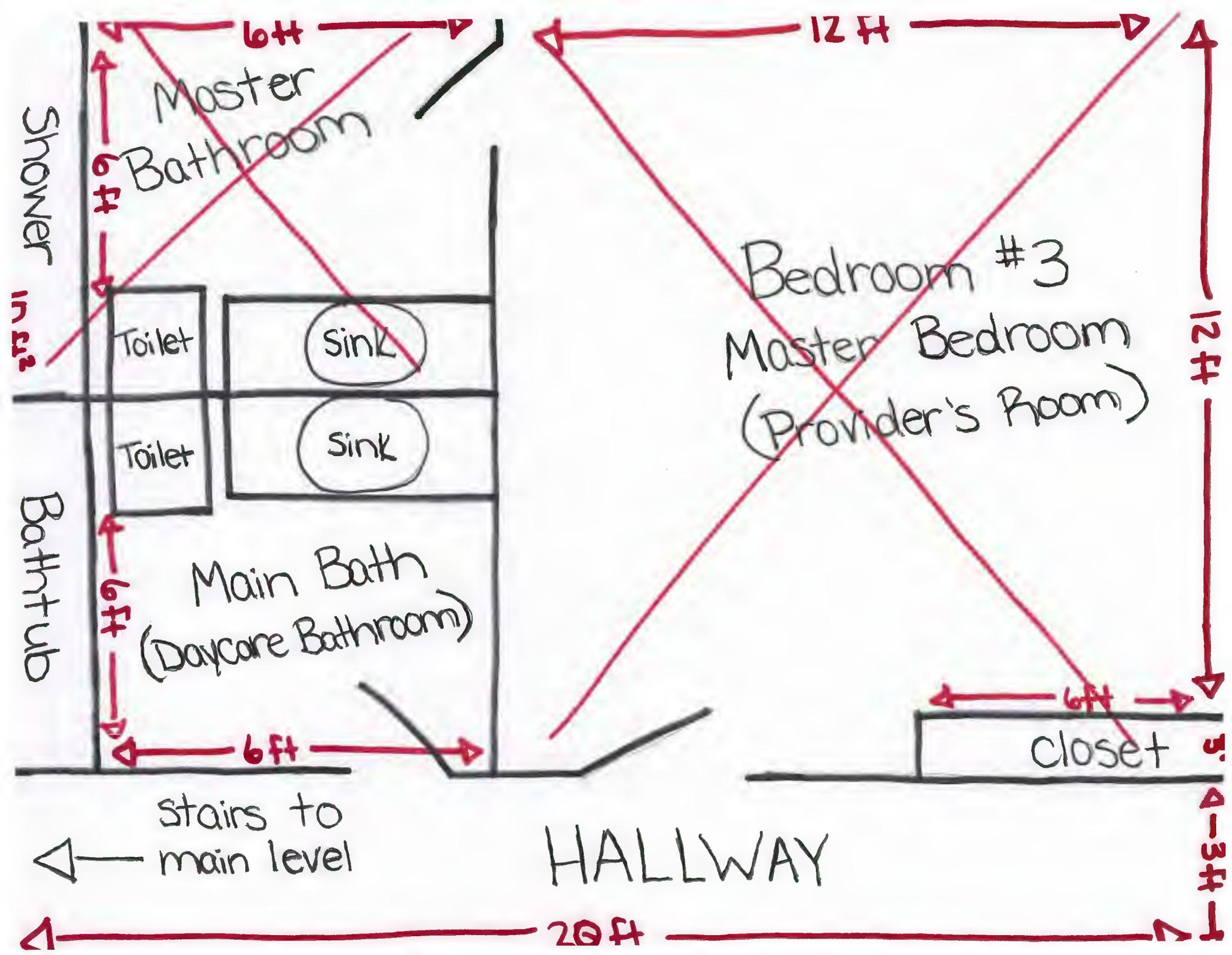
~~closet  
5 ft  
2 ft~~

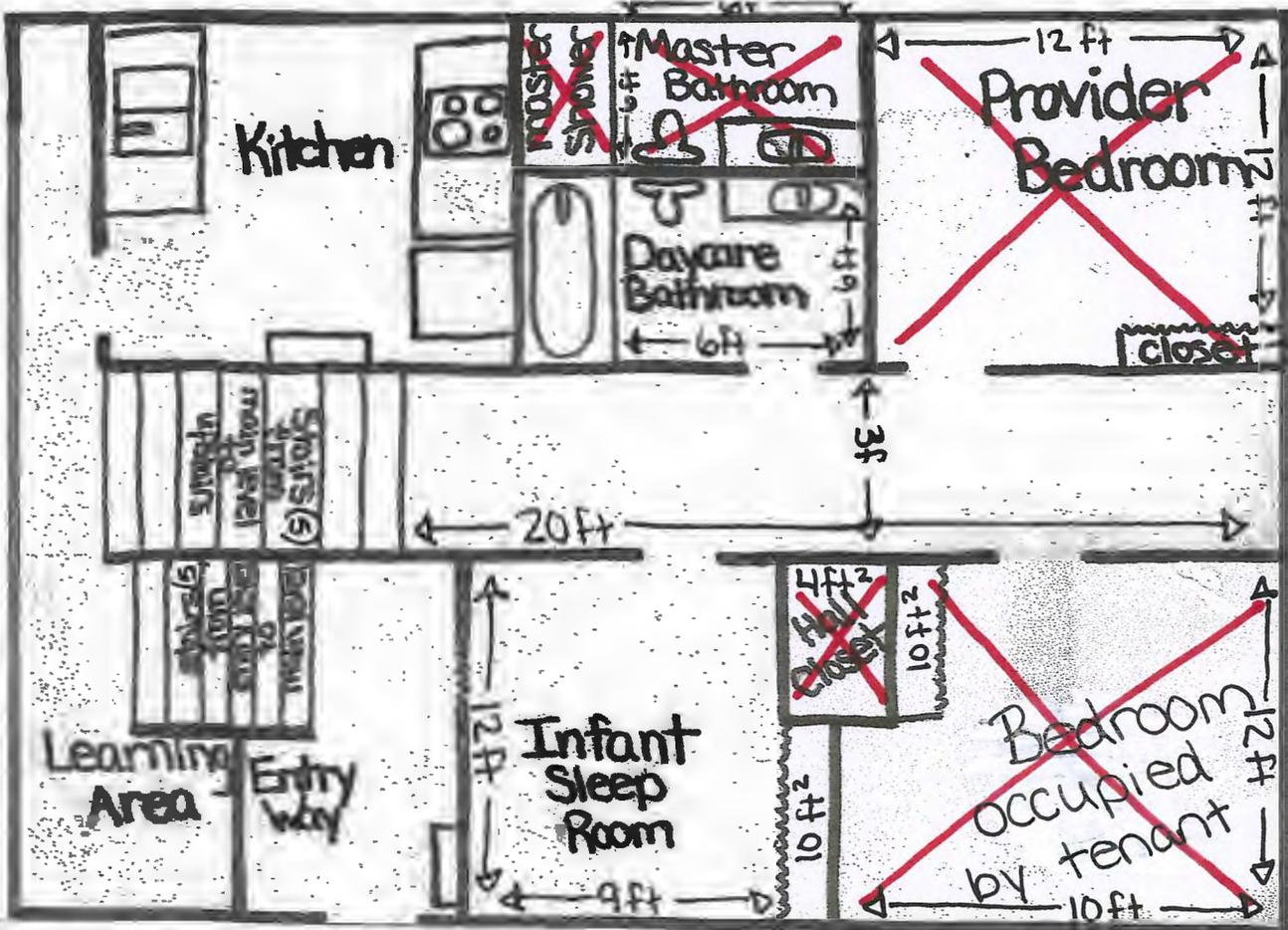
~~Bedroom #2  
(Person who lives in home - room)~~

closet  
5 ft  
2 ft

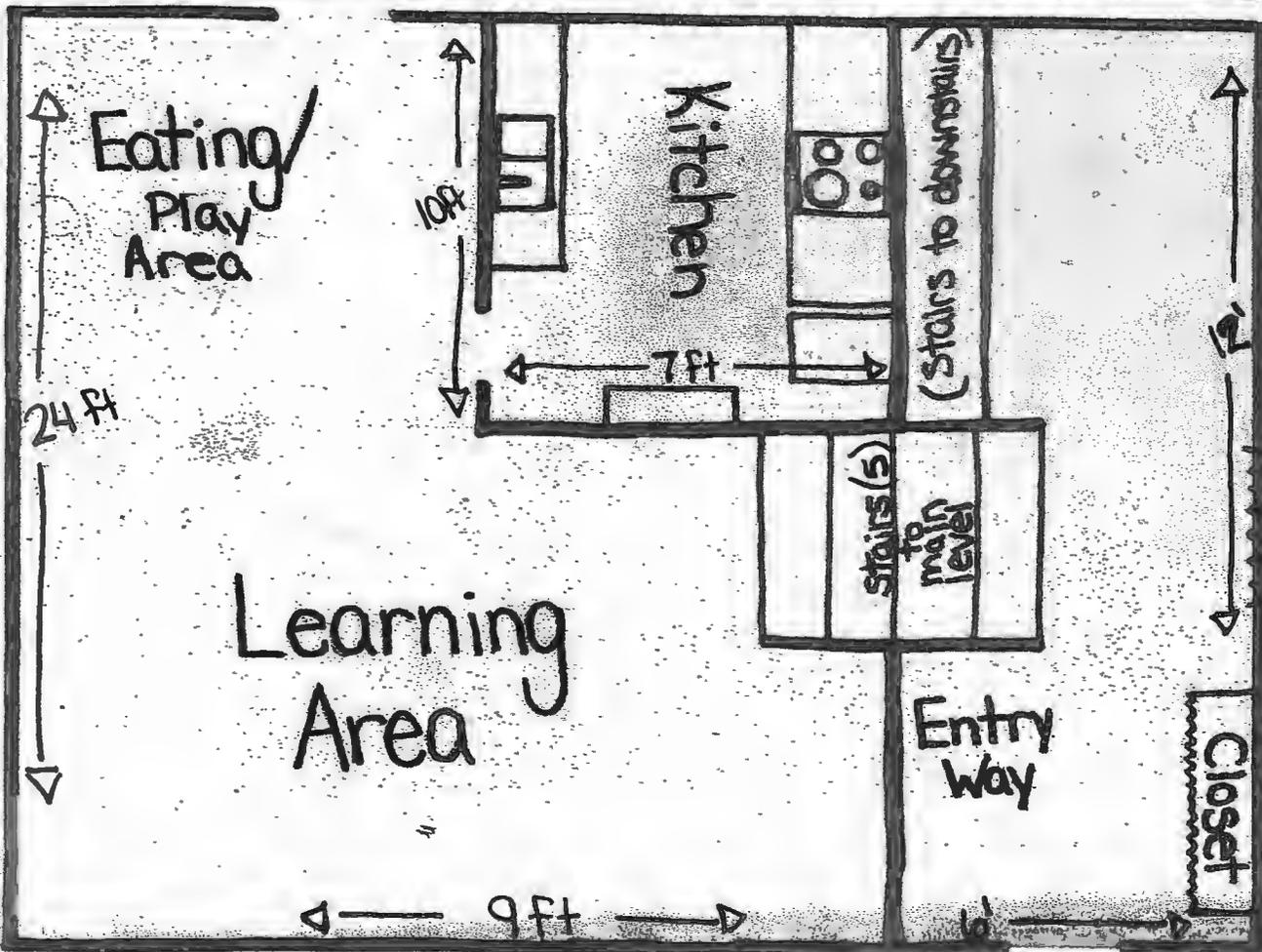
Pack n' Plays







red X  
 means  
 that area  
 is not  
 accessible  
 to the  
 kids.



# Heather Ronspies Children First Daycare Proposal

## Program

I think a lot of the questions asked of this section can be answered by the philosophy I plan to instill for my daycare; so I will start off by stating my philosophy. I believe it is extensive, yet thorough. I believe that a child's needs begin with a safe, loving, and respectful environment. This is where children have the greatest opportunity to grow and develop. Such an environment will be the foundation of my daycare. I believe it is a provider's duty to go above and beyond safety, love, and respect for the children. I will strive to create an environment that is fulfilling, enriching and supporting of all possible learning and growing opportunities. To seek out these opportunities, I first had to understand the way children learn. Although all children learn differently, most have a general need in each stage of their childhood that can be met by their caregiver. The first step of development for an infant is trust. With comfortable and predictable care, infants will feel at ease with the opportunity to explore themselves and the world around them. Toddlers on the other hand, are more mobile and have a need to explore to a greater extent. They also have a great need to gain independence. I will support these needs by providing opportunities for exploration and self-sufficiency including a safe environment; one which allows plenty of independence and explorative opportunities; and toys and materials that support his or her new abilities and encourage those that are yet to come. At the preschool age, children are learning many cognitive skills to prepare them for kindergarten. For some educators, it is natural to dismiss the importance of play at this age and spend more time on structured, teacher directed lessons. There are other educators who feel that preschoolers are too young and immature to handle such rigorous work as reading, writing and arithmetic, so they provide an environment that is all play with very little cognitive learning. I believe that the best environment for preschoolers is one that consists of some cognitive lessons and much developmentally appropriate play. At this age, I believe that play should be the majority of a child's day because the right kind of play, can be very enriching. One of the most important things for a school-age child to learn is to socialize effectively. At this age, children have a need for acceptance and self-identity. Children should be given opportunities to socialize as young as infancy. At preschool age, they begin to learn how to share, be kind, handle conflict, etc. If an older child has been taught to socialize, he or she will have a greater opportunity to develop good self-esteem. One of the most important responsibilities as a caregiver is that I will never stop learning. I believe that a quality childcare provider never sits back with ease and accepts that there is no more room for improvement. No matter how wonderful the program is, or how well trained the provider, there is always more than can be done. I will constantly evaluate my program, myself, the children, and the community needs; and make changes accordingly. Regular assessments are crucial because they point to exactly what needs to be improved. I will never be finished learning about my work. Every day I will learn through experience, but it will also be my responsibility to stay current on issues relating to child care and development by attending conferences, joining groups, reading journals, etc. This all combined, is what my daycare will entail because it is what will best meet the needs of the children I will care for.

The daily routines I will instill will not be the exact same every day. Each day will begin obviously with arrival of all the children, general health checks of each, and free play. Following, will be breakfast. Once breakfast and clean-up and toileting necessities are complete,

group time or circle time will commence. During this time we will sing action songs, sing various songs such as our ABCs, do finger-plays, sing hello songs, play concept games, discuss what day is it, days of the week, what the weather is like, upcoming holidays, read story books. Once circle time is over, on nice days we will go outside, on cooler days we will stay inside, as long as some sort of vigorous activity is played including provider directed games and dances, etc. After this activity we will clean up and toileting necessities will occur again and some clean-up. Once everyone is cleaned up, activity areas are played out. Activity areas allow the children to select activities they would like to do, and they take turns at each station doing them. While this is going on, I, as the provider, will direct an activity one-on-one with each child. Examples of these one-on-one activities include creative art, cooking, science/discovery, block building, dramatic play, language art/listening, writing, sand and water play, Play-Doh, role play, fine motor manipulations, gross motor skills, etc. Obviously these wouldn't be finite just for one-on-one activities; these types of activities are things we may do all together some days. After activity area play is over, toileting necessities will take place followed by lunch time and clean-up once more. Following lunch time is naptime. The children will be required to rest for a reasonable period of time but are not required to sleep. Quiet activities will be available for those children that are awake before other such as quiet books or puzzles. Once everyone is awake, toileting will take place followed by free play just for a little bit while I prepare snack, then the children will have snack time. After snack time we will do toileting once more, with outside play or vigorous indoor play following. During this time parents will begin picking up so children will have free choice in their activity areas. Accommodations will be made depending on the child's age.

My program's environment will be divided. I have a tri-level home. The main-floor level is where I plan to house basically the entire daycare. The kitchen is on this level as well as a dining room and a living room, an open-floor layout of all, so it is perfect. Then, on the third floor, which is 4 steps up from the main-floor, will house the infant room in the very first room on the right. The door immediately across the hall from that is the main bathroom, which the bathroom that will be used for the children that are potty trained. Then, I also have an entire privacy-fenced back yard that the children can play in when it is nice outside. These are the areas the children would be in. The living room is arranged in a specific way. I have a specific area laid out for our circle time in the mornings. This area will house a large bookshelf with the necessities for circle time. This will include all of the children's books, a CD player and CDs, puzzles, flashcards and number cards, etc. This is allotted to one sole corner of the room. The area opposite of that will house a main toy box with the children's toys and bigger toys, such as a Lego table and train/activity table, car race track, etc. The area perpendicular to these is the dining room area. In this area I will have two toy kitchens with play food for the children, plus play highchairs for the kid's baby dolls. In this same area I will have a mat I will lay down each day, and a table I will set up for the eating times.

There are behavior management and discipline policies I will follow. I believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. I will teach the children manners, kindness, and how to be respectful to others. One of the ways in which I will do this is by the example that I set. I understand that my actions and reactions speak much louder than my words. The children will be explained the rules of the daycare as needed, so they know what is expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, biting, etc) or hurts other children or property, the following developmentally appropriate guidance technique will be

used. This technique is as follows: (1) **Positive Reinforcement:** The child is encouraged when he or she demonstrates acceptable behavior. (2) **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time. (3) **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique will only be used when a child repeatedly will not follow directions or listen to my words, is exhibiting temper tantrum type behavior, or is hurting one's self, other children, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again. (4) **Last Resort:** When a child's behavior is continuously upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care. One issue I have thought over is a situation where sometimes if both a parent and a provider are in the same area (examples would be at drop-off or pick-up) a child may forget the rules or test their boundaries. Here, I would ask the parents to please help me in showing their child that they respect me and my home, the rules of my home, and my property by reminding the child that the rules still apply when their parents are around. I will be there in turn if necessary to remind the child of the rules and correct them if necessary.

Families will be encouraged to participate in my program through an open door policy. Parents will be encouraged to come and go at anytime throughout the day to visit their child. If a parent or any other part of the family i.e. grandparents, etc. would like to come and visit or play with the child for an extended period of time, they are free to do so as they please. Along with this, parents will have participation in any of the kids' birthday parties or anything of that sort. I will have a birthday party for each child. Then there are also holidays. I plan to have holiday parties for the big holidays and I will strongly encourage parents to attend. I think it is very important to have a parent's involvement in the daycare. Their involvement can set their child's mind more at ease, and let their child know that is it okay to be there and to enjoy it! A child is much more apt to be comfortable and accepting to the fact their mom or dad will be back to get them, if they are there from time to time to prove to their child that fact.

I actually do have a daycare contract already written up that I will provide to my families. It is very extensive and explanatory, yet I believe it is thorough and well composed. It is 11 pages long and covers all the necessities. It includes first, a statement providing why they are being given the handbook and what it explain, followed by personal information about me as the provider. This is followed by a registration checklist prior to care beginning, definitions of specific phrases or words pertaining to child care, state licensing requirements, termination policy, daycare hours, sick or personal days, vacation for myself and for the families, deposit information, payment policy and attendance, information on non-sufficient checks and failure to provide payment repercussions, a late pick-up policy, health concerns and matters, child absences or vacations, medication requirements, a reporting child abuse statement, medical emergency procedures, evacuation procedures (fire, tornado, etc.), a diaper and wipe policy, potty training policy, an open door policy, my behavior management and discipline policy, cleanliness policy, arrival and departure policies and procedures, supplies needed at daycare, meals and snacks information, communication information, contract adherence statement, and a final, completed statement.

I believe that communication is absolutely essential from parent to provider and provider to parent. So I can provide the best possible care, I will ask parents to please communicate any needs, wants, and/or concerns regarding their child to me as soon as possible. It is only through good parent-provider communication that good quality nurturing care can be achieved. I advise

them that I will communicate anything important to them immediately via phone call. If it is just general information over the day, that is something I will relay to the parents when they pick up their child at the end of the day.

The only ‘staff’ of my daycare will be me and my already recruited employee, Aly. We have both already have our CPR and Pediatric First Aid certification. I am currently an undergraduate student at the University of Nebraska at Omaha. I will be graduating next May 2015 with a Bachelor’s of Science degree in Sociology with an emphasis on Delinquency in Children. My assistant will also be graduating in May 2015 with a Secondary Education degree from UNO. Therefore, I think that the entire schooling we have undergone over the past four years will all be known and applied to my business and the children in the daycare. Our schooling is completely online so it doesn’t affect our time at the daycare whatsoever.

# NOW ENROLLING *Children First Daycare*



(402) 896-3878

## **Heather Ronspies**

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15607 Cottonwood Street

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### **Welcome to Children First Daycare!**

The purpose of this Parent/Guardian Handbook is to outline the policies and procedures under which I operate as a licensed childcare provider.

### **About the Provider:**

My name is Heather Ronspies. I am a very kind, enthusiastic, and loving individual. I was previously incorporated with an in-home daycare as secondary provider, and resigned to open my own in-home daycare. I have been successfully working with children for ten years. I grew up with nine brothers and sisters, six of whom are younger than I. I was a nanny for numerous families throughout the years, and have worked in four different public childcare facilities. Having such thorough experience, it is simply my desire to continue spending my days with children and educating them in a safe and happy environment!

As a family childcare provider, it is my goal to instill this safe and happy environment for each child to stimulate their physical, intellectual, social, and emotional growth at each of their own pace. I offer loving care to each individual child; and in doing so, strive to build their self-esteem and respect towards others.

As your partner in providing adequate care for your child, my interactions with you, the parent/guardian, is of equal importance to me as my interactions with your children. I encourage, and expect parent/guardian-involvement within the childcare setting.

## *Children First Philosophy*

At Children First I implement an extensive philosophy. It begins with a safe, loving, respectful environment. This environment is one where children have the greatest opportunity to grow and develop. Such an environment is the foundation of my daycare. I believe it is a provider's duty to go above and beyond safety, love, and respect. I strive to create an environment that is fulfilling, enriching, and supporting of all possible learning and growing opportunities. To seek out these opportunities, I first had to understand the way children learn. Although all children learn differently, most have a general need in each stage of their childhood that can be met by their caregiver.

The first step of development for an infant is learning to trust. With comfortable and consistent care, infants feel at ease with the opportunities to explore themselves and the world around them. Toddlers on the other hand, are more mobile and have a need to explore to a greater extent. Yet, they too have an essential desire to acquire independence. I support these desires by providing opportunities of exploration and self-sufficiency, including a safe environment; which allows plenty of independent and explorative opportunities, and toys and materials that support his or her new abilities and encourage those that are yet to come.

At preschool age, children are learning many cognitive skills to prepare them for kindergarten. For some educators, it is natural to dismiss the importance of play at this age and spend more time on structured, teacher-directed lessons. Then, there are other educators who feel that preschoolers are too young and immature to handle such rigorous work as reading, writing, and arithmetic; so they provide an environment that is all play, with very little cognitive learning. I believe that the best environment for preschoolers is one that consists of some cognitive lessons and much developmentally appropriate play. At preschool age, I also believe that play should be the majority of a child's day because the right kind of play can be very enriching.

One of the most important things for a school-age child to learn is to socialize effectively. At this age, children have a need for acceptance and self-identity. Children should be given opportunities to socialize as young as infancy to prepare them as they get older. At preschool age, children begin to learn how to share, be kind, handle conflict, etc. If an older child has been taught to socialize properly, he or she will have a greater opportunity to develop a good self-esteem.

One of the most important aspects as a childcare provider is that I never stop learning. I believe that a quality childcare provider never sits back with ease and accepts that there is no more room for improvement. No matter how wonderful the program is, or how well trained the provider, there is always more that can be done. I constantly evaluate my program, myself, the children, and the community needs. Regular assessments are crucial because they point to exactly what needs to be improved. I am never finished learning about my work. Every day I learn through experience; yet it is also my responsibility to stay current on issues relating to childcare and development by attending conferences, joining groups, reading journals, etc. All of this philosophy combined is what Children First entails.

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**Registration Checklist:**

Children may be enrolled from the age of 6 weeks to 5 years, regardless of race, creed, or religious beliefs. The following forms are required by the State of Nebraska and need to be read, completed and/or signed prior to enrollment:

1. Signed Contract (to be renewed annually)
2. Complete up-to-date immunization records
3. Permission Forms
4. Nebraska State Parent Handbook
5. Child Registration Food Program Form

**Definitions:**

Full-time childcare: Monday through Friday anytime between the hours of 6:30am and 5:30pm.

Part-time childcare: Limited days of the week as decided between the provider and the parent/guardian between the hours of 6:30am and 5:30pm.

Infant: Age 6 weeks to 18 months old.

Toddler: Age 18 months to 5 years old.

**State Licensing Requirements:**

Children First Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to my home, me as the provider, health and safety procedures, nutrition, care-giver to child ratios, and record-keeping. I believe that these standards are in the best interest of the children. My home is subject to inspection by the state and city health, fire, and licensing officials at any time.

**Termination Policy:**

The first week of care will be considered a trial period, in which case either party, parent/guardian or provider, may terminate the contract without notice. *After the trial week of enrollment, one month of written notice from the parent/guardian or provider is required to terminate the contract*, with the exception of gross misconduct on part of the parent/guardian or child. This is grounds for immediate discontinuation of care. In cases of non-payment, legal action will be taken; and the parents/guardians will be responsible for payment of all incurred legal fees.

I reserve the right for termination for the following reasons, but not limited to:

1. Failure to comply with the policies set forth in this handbook.
2. Failure to comply with the contract.
3. Destructive or hurtful behavior.
4. Non-Payment of any fees or late/recurring late payments or fees.
5. Failure to attend daycare for 5 or more days in a row without any communication.
6. Inability to meet the child's needs without additional staff.
7. Blatant disrespect towards myself, my assistant, other children, or other children's families.
8. Parent/Guardian knowingly bringing their child to daycare ill.

**Advance Notice:**

If you are no longer in need of my childcare services, one month advance written notice is required. *When possible, extensive notice is immensely appreciated.* This helps me tremendously. Reason being, unlike childcare centers, I am only entitled to 12 children. So when Children First

is fully enrolled, I am forced to say NO to any incoming childcare requests. If I am given advanced discontinuation notice, it allows for me to make future arrangements with new families inquiring about daycare for their child. This helps to keep open spots fluctuation to a minimum and helps me to focus more on being the best childcare provider I can be.

**Daycare Hours:**

Children First Daycare is open Monday through Friday 6:30am to 5:30pm with the following paid holiday exceptions:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Eve
Labor Day	Christmas Day

**Note:** If a holiday falls on a Saturday, daycare will be closed the Friday before. If a holiday falls on a Sunday, daycare will be closed the following Monday. Not all holidays are listed above. For example – Easter Sunday is on a Sunday; therefore I will be closed the Monday following. Reminders will be posted for your convenience.

**Child Absences and/or Vacations**

If your child will not be attending daycare that day due to illness or some other reason, please let me know as soon as possible so the day's activities won't be held up waiting for your child's arrival. This will also help me when preparing meals. No discounts will be given for your child's absence due to illness, vacation, etc. If your child will not be attending daycare for any reason, payment is still required.

**Sick/Personal Days:**

As strong as our immune systems have become over the years, we all unfortunately still get sick from time to time. Because of this, I allot myself five sick/personal days per calendar year. I also use these days for continuing education classes (CPR, Pediatric First Aid, etc.) in order to keep my childcare license in good standing. Of course, I will provide families with as much advanced notice as possible.

**Vacations:**

I allot myself one week of paid vacation per calendar year. The dates of my vacation will be posted at least two weeks in advance. Regular payment rates apply for my vacation, your vacation, weeks with holidays, child's sick days or any other days of absence, and provider's sick/personal days.

**Note:** Parents/Guardians are responsible for finding back-up care for their children during provider's vacations, holidays, and sick/personal days resulting in the daycare closing.

Parent/Guardian Vacation Days: Please notify me at least two weeks prior to your planned vacation.

**Deposit:**

*A nonrefundable deposit equal to one week of childcare costs is due at the time of enrollment.* Your child's spot is not secured until I have received both the deposit and all necessary signed forms. The deposit will be credited towards the last week of your child's enrollment. No deposits will be returned if I find it necessary to terminate care, for any reason.

**Note:** Please make checks payable to myself, **Heather Ronspies**.

### **Payment Policy/Attendance**

Payment is due on Monday of each week. If payment is received after 5:30pm on Monday, a \$20 late fee will be charged plus an additional \$10 per day that payment is not received. *It must be understood that to hold your child's spot, payment must be paid whether your child attends or not. Payment is based on contract, not attendance.* Your daycare fees will remain the same through your child's first day of enrollment to their last day except in the following scenarios: (1) When advancing from an age of an infant to the age of a toddler. (2) When changing contracted days of attendance. Repetition of late payments may be grounds for termination of care.

\*The following paragraph pertains only to part-time schedules: Unfortunately, I cannot switch around your child's scheduled days of enrollment on an occasional or semi-occasional basis. In other words, your contracted days are your days and they cannot be altered on a weekly basis. If you feel the need and/or want a more flexible schedule, then you may want to consider full-time enrollment. However, keep in mind you can also pay for extra days on an as needed basis depending on my openings for the cost of your current daily amount.

### **Non-Sufficient Checks**

Due to the inconvenience of NSF checks, a \$50 fee will be charged for each NSF check, plus an additional \$10 per day until the payment is made in full.

### **Court Fees**

Should it be necessary to contact the court over non-payment of fees owed, the following fees will also be added to the outstanding bill: all court fees, attorney fees, and the cost of providing substitute care.

### **Late Pick-Up Policy**

If your child is picked up after 5:30pm, there will be a set late fee charge assessed of \$10, plus an additional \$1 for every minute thereafter (unless prior arrangements have been made). This is something that will be fully enforced. The late fee charges will be expected in your following week's payment. Please be courteous and arrive on time.

### **Health Matters**

For the health and safety of your child and all the children in the daycare, please do not knowingly bring your child to daycare sick. In this case I, in turn, may become sick making it difficult to care for the children at the high standards that I have set myself. I can provide care for children with only mild cold-like symptoms (clear runny nose, slight cough, no fever, etc.) that are otherwise feeling and acting well. If you are unsure if your child should come to daycare, please call and check with me. If a child becomes ill during daycare hours, the parents/guardians will be contacted and must pick-up their child within one hour of notification. If the parents/guardians are not available, the emergency contact person will be notified.

**Note:** Once the child is removed from daycare due to illness, they may not return to daycare until all symptoms that required removal have subsided for a full 24 hours. The child must be void of any contagious disease, unless they are accompanied by a doctor's note stating that the illness in question is not contagious, and the child is otherwise feeling well enough to participate in the daily schedule.

### **Guidelines for Children Requiring Exclusion from Daycare**

A child with any of the following illnesses must be completely free on any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to

daycare after the initial 24 hours of beginning antibiotics as long as he or she has no fever (lower than 100°F under the arm), is no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following but are not limited to: unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough, difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is okay), pink eye, chicken pox, mumps, measles, rosella, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (taken by mouth), or Axillary (taken under arm), may not attend daycare. State law requires that I notify parents/guardians of children who have been exposed to certain contagious diseases. Please notify me if your child becomes infected so a note can be posted.

**Note:** A fever in and of itself is not all bad (given that it is not too high). A fever is our body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot lie in our bodies' abnormally hot environment. However, a fever is an obvious indication that the child is sick and possibly contagious, therefore requiring exclusion from daycare.

### **Medication**

At Children First Daycare, I do not give medication to the children. If your child needs medication in order to get through the day, and be able to comfortably participate in activities, then it is quite possible he or she is too sick to attend daycare. I will, however, give doctor prescribed medication to a child, given that he or she is no longer contagious, and only if the medication is accompanied by both a doctor's note and a note from the parents/guardians. Examples of these would be: antibiotics for ear infections, etc. Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you are not sure if I will administer a certain medication, please do not hesitate to ask.

### **Reporting Child Abuse**

I am required by state law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

### **Medical and Dental Emergency Procedures**

Emergency information is kept on file at the daycare. In case of illness or injury, this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at daycare, first aid will be administered. If treatment by a doctor is necessary, I will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed and a copy is given to the parents/guardians as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, I can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform me immediately of any changes to keep your information current. Parents/Guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

### **Evacuation Procedures**

Children First Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and parents/guardians will be notified as soon as

possible. A notice will be posted at the daycare with all information of the alternative sight. Directions to the sight will also be provided.

### **Diaper/Wipe Policy**

It is the parent's/guardian's responsibility to provide diapers and diaper cream for your child. Each child will have his or her own diaper bin that will be appropriately labeled. Diapers are checked frequently and changed at least every two hours unless otherwise specified. Diapers containing feces are changed immediately. The diaper changing table is cleaned and disinfected between each diaper change, and hand-washing of the provider and child (depending on age) is performed as well. Wipes are provided by me. I use Pampers Sensitive; so if you prefer something different, it is your responsibility to provide them.

### **Potty Training**

I am more than happy to encourage potty training as long as the child is ready and the parents/guardians are doing their part. The initial start needs to begin at home for at least two weeks with success before it can effectively begin at daycare. Parents/Guardians are required to supply diapers or pull-ups for your child as needed. Children are allowed to attend daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between the parents/guardians and provider is imperative for a successful transition from diapers to toilet.

### **Television Viewing**

TV viewing is only done once or twice a week, no more than half hour at a time, and is limited to PBS, Hub, Baby Einstein, etc. On occasion, we may pick an appropriate children's video to watch. Children are never required to sit and watch TV; and TV is not offered in place of free play or learning activities or crafts.

### **Open Door Policy**

Please feel free to come and go at anytime throughout the day to visit your child. However, please keep in mind that in doing so, it can prove to be disruptive to the other children in my care, as well as your child if they get upset when you have to leave without them. Furthermore, if you or any other member of your family i.e. grandparents, etc. would like to come and visit or play with the child for an extended period of time, please take the child out of the daycare to places such as your home, a park, on a walk, etc. After which, you're more than welcome to bring the child back to daycare. I ask this just to ensure that the other children continue to follow the rules and listen appropriately.

### **Behavior Management & Discipline**

I believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. I thoroughly teach and enforce the use of manners, kindness, and respect towards others. The main way I do this is through the example I set. I understand that my actions and reactions speak much louder than words. The children are reminded of the daycare rules as necessary so they know what is expected of them. Once a child is old enough to understand the rules, and disobeys them by exhibiting inappropriate behavior (hitting, aggression, biting, etc), or hurts others or property, the following developmentally appropriate guidance technique is used. The technique is as follows:

1. **Positive Reinforcement:** The child is encouraged when he or she demonstrates acceptable behavior.

2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at a later time.
3. **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow directions or listen to my words, is exhibiting temper tantrum type behavior, or is hurting one's self, another child, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, he or she is encouraged to join the rest of the group to try again.
4. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents/guardians. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

**Note:** Sometimes if both a parent/guardian and the provider are in the same area (examples would be at drop-off or pick-up), a child may forget the rules or test their boundaries. Please help show your child that you respect me and my home, the rules of my home, and my property by reminding them that the rules still apply when you are around. I will also remind them of the rules and correct them, if necessary.

### **Cleanliness**

I take the well-being of your child very seriously and work very hard to provide an environment that is as clean and healthy as possible. I am committed to keeping my home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. My home is kept clean and disinfected at all times. I thoroughly clean surfaces that the children come in close contact with using Lysol wipes, disinfectant spray, etc. each night. The high chairs and booster seats are thoroughly cleaned between each use, and the diaper changing table is cleaned and disinfected between each diaper change. Toys are cleaned and disinfected each night. Hand-washing is the single most effective practice in preventing the spread of germs. We wash our hands multiple times throughout the day, as well as before and after engaging in specific activities.

### **Arrival and Departure**

Please bring your children clean, dressed (no pajamas), fed (if necessary) and ready for the day. Please also bring all your child's necessary supplies for that day. Please do not send food i.e. half-eaten breakfast, breakfast bars, candy, etc. or gum with your child at any time. Breakfast is served at 8:00am, so if your child arrives after this time, please be sure they have eaten breakfast. Please make your good-bye brief (no more than a couple minutes): the longer you prolong your departure, the harder it gets for both the parent/guardian and especially for your child to part ways. Never leave without telling your child goodbye in the event that he or she gets upset. Please be in control of your child during drop-off and pick-up times. No one other than a parent/guardian or person designated by the parent/guardian will be allowed to pick-up a child without advanced permission indicating the person's name and relationship to a child. If there is a Court order keeping a parent/guardian from a child, I must have a written note from the custodial parent/guardian in my file to that effect. Otherwise, I cannot allow the non-custodial parent/guardian to pick up a child. A valid driver's license will be required to secure the identity of the person picking up.

### **Supplies Needed at Daycare**

Parents/Guardians are responsible for supplying the following items: diapers and/or pull-ups, baby's formula or breast milk, at least three bottles, diaper cream, two extra changes of weather appropriate clothes, a jacket or coat, shoes, pacifier (if needed), sunscreen in the summer to apply if we play outside, at least one blanket for your child to sleep with, and two Sippy cups. There is a good possibility that your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. I am not responsible for replacing dirty or soiled/stained items.

**Note:** As the weather changes throughout the year, so do your child's items needed at daycare. I greatly appreciate your adherence to this subject as it helps my and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way, I can care for your child in the absolute best possible way.

### **Meals and Snacks**

Each day I provide two nutritious and well-balanced meals, as well as two snacks. I provide breakfast at 8:00am, and lunch at 12:00pm. A morning snack is provided between the meals, and an afternoon snack is provided upon waking up from nap. Milk or water is served with all meals and snacks, juice is offered on occasion. I also provide baby food and cereal for infants. The meals and snacks consistently vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but never forced to eat it. Children need to eat well-balanced meals and snacks in order to meet his or her daily energy needs and to help them build a strong body and mind, and to be healthy. I know that the good food habits a child develops will help prevent cavities, iron deficiency anemia, obesity, etc. – all common nutritional problems in young children.

**Note:** For special diets resulting from being a vegetarian, having allergies, religious beliefs, or non-religious beliefs, etc. I must be informed; and when applicable, given a doctor's note stating to the fact. Certain meals and different types of food can usually be substituted and still fulfill the dietary requirements of the food program. However, if a viable solution cannot be reached between parent/guardian, provider, and the food program, with regard to its rules and regulations, then all the child's meals and snacks will have to be provided by the parent/guardian.

### **Guidelines – What is asked of the Children**

1. All food and drinks are to be kept in the kitchen/eating area.
2. No playing in the bathroom.
3. No coloring on anything but paper.
4. Name calling and/or foul language/yelling are not allowed.
5. No hitting, kicking, pushing, pinching, biting, spitting, or pulling hair.
6. Absolutely no touching of the babies is allowed by other children.
7. All kitchen and bathroom cabinets are off limits to daycare children.
8. Take turns, share, and use your manners.
9. Help clean up.
10. Laugh, smile, play, and be happy!

### **Miscellaneous**

- Here at Children First Daycare, I do not transport any child in any moving vehicle, unless a medical emergency requires me to do so.
- Understand that your child may be included in evaluations by State Licensing Officials, Food Program Officials, and/or other parents/guardians observing their right to my open door policy.
- Understand that your child may be included in pictures connected with the daycare, unless otherwise specified by the parent/guardian.

### **Communication**

In order for me to be able to provide the best possible care, please communicate any needs, wants, and/or concerns regarding your child. It is only through good parent/guardian-provider communication that good quality nurturing care can be achieved.

### **Contract Adherence**

This is my home as well as my business, so please be respectful of me and my home by adhering to the policies and procedures outlined in this parent/guardian handbook. I realize this is a lot of information to absorb. Because of this, please keep your parent/guardian handbook accessible so you can periodically review my policies and procedures as necessary. I reserve the right to amend any portion of this Parent/Guardian-Provider Handbook at any time. If and when I do make a change to this contract, you will be provided a copy.

### **A Final Note**

It is important that you feel comfortable with Children First's policies and procedures. If you do not understand something, have a concern, or feel uncomfortable with one or more of the policies and/or procedures, it is important that you express your concern to me before enrolling your child in the daycare. I am always open to suggestions and feel communication is of highest importance to ensure the quality of my daycare. If there are any problems or concerns in the future, I encourage you to talk to me about them. If a lengthy discussion is needed, a time that is convenient for the both of us will be scheduled, as the other children still need my attention during business hours. Thank you for the opportunity to work with you and care for your little one. I look forward to a future of keeping your child smiling and safe.

**Note:** By signing this Parent-Provider contract/enrollment application, it is understood that all of the policies and procedures of Children First Daycare handbook are understood and agreed upon.

**Parent/Guardian-Provider Agreement:**

**Hours and Days of Operation:**

Childcare services will begin on: \_\_\_\_\_

The hours for care will begin at: \_\_\_\_\_

The hours for care will end at: \_\_\_\_\_

Care will be provided for the following: Full-Time or Part-Time or Drop-in

Part-Time care will take place these days: Monday Tuesday Wednesday Thursday Friday

**Rates per Child:**

\$ 160.00 \_\_\_\_\_ Per week for a Full-Time infant (6 weeks-18 months of age).

\$ 140.00 \_\_\_\_\_ Per week for a Full-Time toddler (18+ months of age).

\$ \_\_\_\_\_ Per week for Part-Time care.(depends on amount of days)

\$ 40 \_\_\_\_\_ Per day for Drop-In Care.

Childcare fees are paid in advance on Monday for that week of care unless other arrangements have previously been made.

These rates are to be paid: (Please Circle)

Weekly

Bi-Weekly

Other

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date



# Sarpy County Planning & Building Department

Bruce Fountain, AICP, EDFP – Director

1210 Golden Gate Drive  
Papillion, NE 68046  
Phone: 402-593-1555  
Fax: 402-593-1558  
[www.sarpy.com/planning](http://www.sarpy.com/planning)

June 10, 2014

Heather Ronspies  
15607 Cottonwood Street  
Omaha, NE 68136

Sent VIA Email [hronspies@unomaha.edu](mailto:hronspies@unomaha.edu)

## RE: APPLICATION FOR SPECIAL USE PERMIT FOR IN-HOME DAYCARE

Your application requesting consideration of a Special Use Permit to operate an In-Home Daycare in a RD-50 Residential Zoning District at 15607 Cottonwood Street has been reviewed the Sarpy County Planning Department and we have the following comments:

- Please provide a written letter from the property owner stating that they are full aware of the intended use of the property and submit to our office.
- Please note that, if your request is approved, you will be required to submit a copy of your Certificate CRED 9911 signed by the State Fire Marshall's Office and your State License to our office for incorporation with the file.
- 

We would request that you complete the items and submit to our office at the earliest possible time. You may forward documents to [dlynam@sarpy.com](mailto:dlynam@sarpy.com) or by mail 1210 Golden Gate Drive #1240, Papillion, NE 68046.

Please contact Bruce Fountain, Planning Director, or myself at 402-593-1555 if you have any questions.

Respectfully,

Donna Lynam  
Zoning Administrator/Code Enforcement  
Sarpy County Planning

cc Bruce Fountain, Planning Director  
File

June 10, 2014

## Planning Commission

As owners of the property  
15716 Cottonwood St we would  
like to object to the proposed  
daycare on 15607 Cottonwood St.

This is a neighborhood community  
and not an area for a daycare.  
We believe the property size & size  
of the home is not appropriate  
for a daycare especially of  
12 children.

As we rent the property  
15716 Cottonwood St (lot 207)  
we have grandchildren on the  
same street & this would bring  
more traffic to this neighborhood.

Is this an existing day  
care, are children already being  
dropped off there? Is this a  
request for more children to be  
added to an existing daycare?  
Is this already a licenced day

care? Should this issue  
be addressed?

As we stated, this is a  
neighborhood & should stay a  
neighborhood where families can  
enjoy being outside not an  
area for a business.

Classen Land LLC  
David & Susan Wagner  
29 Pelican Dr  
Council Bluffs Ia 51501



