

# Receipt of Parent Information Brochure

Child Care Program Name: \_\_\_\_\_

Enrolled Child(ren)'s names: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sign, date and return to your Child Care provider before your child(ren) begin care. Your Child Care provider must retain this Receipt on site for review.

## Contact Information for Child Care Licensing

The following information may be of help in gathering information about Child Care Licensing and includes a mailing address, phone numbers and websites.

### For questions regarding Child Care Licensing:

800-600-1289 (toll free)  
Child Care Licensing  
Department of Health and Human Services  
PO Box 94986  
Lincoln, NE 68509-4986  
dhhs.ne.gov/publichealth/Pages/crl\_childcare\_childcareindex.aspx

### Review or request a copy of Child Care Licensing Regulations:

dhhs.ne.gov/Pages/reg\_t391-2.aspx  
Phone: 800-600-1289

### Request copies of Compliance Reviews, the results of Licensing visits to the provider:

Douglas, Sarpy, Washington, Cass  
County—402-595-3343  
All other counties—800-600-1289

### Review Negative Actions:

dhhs.ne.gov/publichealth/Pages/crl\_monthlydisciplinereports.aspx

### Make a complaint:

dhhs.ne.gov/publichealth/Pages/crl\_childcare\_complaints.aspx  
Phone: 800-600-1289

### Review or request a roster of Licensed Child Care Providers:

dhhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf  
Phone: 800-600-1289

## Additional Resources

These resources may be of additional interest to you.

Child Abuse/Neglect Hotline  
800-652-1999

Child and Adult Care Food Program:  
800-731-2266  
www.education.ne.gov/NS/cacfp/index.html

Child Care Subsidy (ACCESS Nebraska)  
accessnebraska.ne.gov

Nebraska Dept of Health and Human Services  
dhhs.ne.gov

Nebraska Immunization  
dhhs.ne.gov/publichealth/Pages/immunization\_index.aspx

State of Nebraska  
nebraska.gov

Child Care Licensing  
dhhs.ne.gov/publichealth/Pages/crl\_childcare\_childcareindex.aspx

National Network for Childcare  
www.nncc.org/

National Children's Coalition  
teenzeen.org





## Licensed Child Care

You have chosen to use a licensed Child Care provider for the care of your child or children.

According to Nebraska State law (Neb. Rev. Statute 71-1909), the licensing and regulation of Child Care programs exists to protect children and to assist parents in making informed decisions about the enrollment and care of their children in Child Care programs. These licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS).

Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed.

### The Types of Licensed Child Care in Nebraska are:

Family Child Care Home I  
Family Child Care Home II  
Preschool  
Child Care Center  
School-Age Only Center



## Roles and Responsibilities of Child Care Licensing

The roles and responsibilities of DHHS Child Care Licensing staff are to ensure that programs are providing proper care for and treatment of the children they serve, and that the care and treatment are consistent with the child's physical well-being, safety, and protection.

Licensed Child Care programs are encouraged to involve you. We urge you to let your Child Care provider's staff know of any concerns. There may be situations where you believe that the program is not responding to your concerns or may not be meeting state licensing standards. This brochure,

which Child Care providers are required to share with you, provides information that might be helpful in those situations. Please complete the receipt section and return it to your Child Care provider. This will be kept with your child's records.

## Responsibilities of Licensed Child Care Providers

Licensed Child Care providers should:

**Comply** with child care regulations for their license type at all times.

**Obtain and maintain** accurate records for children they have in care, such as Enrollment Forms, Parent Information Brochure Receipts, Immunization Records and Medication Administration records.

**Keep** accurate and up-to-date records for their license and staff members. Report changes to Child Care Licensing and complete required paperwork to reflect changes.

**Allow** access to their licensed facility when children are in care at all times to parents, Child Care Licensing representatives and the Fire Marshal.

**Develop** policies and procedures for their programs.

**Communicate** with families their needs and concerns for the children in care.

**Contact** Child Care Licensing with any question or concerns they may have.

800-600-1289  
402-471-9278 or  
[dhhs.ne.gov/publichealth/Pages/crl\\_childcare\\_childcareindex.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx)

## Expectations of Child Care Consumers

As a consumer of Licensed Child Care you should:

**Read** thoroughly all the information your provider gives you.

**Complete** your Child's Record Forms and return to your provider before your child begins care. Review and update these records as needed.

**Supply** your provider with your child's immunization records and keep them updated as needed.

**Sign and date** the receipt of this Parent Information Brochure for Licensed Child Care and return it to your provider before your child begins care.

**Talk** to your Child Care provider regularly to address needs and concerns for your children in care and as a parent.

**Be informed** of the child care regulations. Make sure you know what your licensed child care provider is regulated to do or not do.

**Contact** Child Care Licensing with any questions or concerns you may have.  
800-600-1289  
402-471-9278 or  
[dhhs.ne.gov/publichealth/Pages/crl\\_childcare\\_childcareindex.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx)



Complete other side and  
return to your  
Child Care Provider