



Child Care Center Human Resource Support Interest Form

Through the Child Care Aware of Kansas Network Hub, child care centers can apply to have a one-year subscription through Optima HR Hotline. The subscription is available for KDHE licensed child care centers.

What does the subscription include?

- *Unlimited access to an HR professional who will provide helpful tips and guidance in the following areas:*
 - *Job performance*
 - *Safety concerns*
 - *Team coaching*
- *The conversations are always confidential.*
- *Having access to the HR Hotline ensures that center administrators do not have to navigate HR management alone.*

If approved for the subscription, Child Care Aware of Kansas Network Hub will cover a one-year subscription cost of \$300.00. A subscription would allow for up to two users pe KDHE license.

Name of child care program _____

KDHE License Number _____

Total Number of employees _____

1st User Name _____

1st User Email Address _____

2nd User Name _____

2nd User Email Address _____

County where child care center is located _____

Does your child care center currently have access to human resource support?

- Yes
- No

Consent to Share Information

If approved, by signing this form, I am consenting for a representative of Child Care Aware® of Kansas to communicate with representatives of Optima Benefit & Payroll to provide the contact information listed above.

Legality

Neither Child Care Aware of Kansas nor Optima Benefits and Payroll are responsible for any legal advice or consequences as a result of the information provided within the HR Portal. These are best practices and informative items meant to assist and provide help in managing your workforce and business. These services do not provide legal advice.

I have a copy of this consent form for my own records.

Print Name

Signature

Date

Submit completed applications to: shareservices@ks.childcareaware.org

Questions can be submitted to: shareservicesd@ks.childcareaware.org