KENTUCKY

STANDARDS OF PRACTICE

CHILD-CARE CENTER LICENSURE

A resource for

Licensed Child Care Providers,

Child Care Surveyors

and

Technical Assistance Staff

Kentucky Child Care Standards of Practice for Licensed Providers

Introduction and Purpose

This document is intended to educate and inform child care providers, Cabinet for Health and Family Services Division of Regulated Child Care employees and child care Technical Assistance providers about the regulatory standards for licensed and certified family child care providers. The information contained in this document is not to be used as a substitute for state requirements. It is to be used in conjunction with the Kentucky Revised Statutes (KRS 199.894 to 199.8982), and the Kentucky Administrative Regulations (922 KAR 2:090, 2:100, 2:110, 2:120, and 2:190) to promote regulatory compliance, uniformity, competency and ethical practice for Cabinet employees who regulate and technical assistance staff who provide regulatory information to state approved child-care providers.

The Standard of Practice (SOP) is written in the following format: The “Title #”, “Category”, and “Title” are references to the Division of Regulated Child Care’s survey tool. The Child Care Regulation Text is the specific regulatory language found in the Kentucky Administrative Regulations governing child care. The Child Care Technical Assistance Guide is a suggested resource and example for a technical assistance provider to assist child care providers in meeting the specific requirements. The purpose of this section is to counsel technical assistance providers throughout the state on Kentucky Child Care Regulations. This section does not interpret regulation; however, it is a guideline and tool to be used as a means to coach providers consistently across the state. The “Regulated Child Care Survey Method” is the Division of Regulated Child Care’s process for surveying to determine compliance with Kentucky Administrative Regulation child care requirements.

The information contained in this document is for the explicit use by child care providers, the Cabinet for Health and Family Services Division of Regulated Child Care employees and Technical Assistance providers.

Kentucky Child Care Standards of Practice for Licensed Providers

Table of Contents

Category and Title for each Child Care regulatory Guidance	Title#	Page#
Supervision		
1. Children Supervised	5	8
2. Children Protected	10	9
3. Activity Areas/Equipment/Materials	15	9
4. Supply Storage	20	10
5. Supervision During Diapering	25	10
Staffing Requirements		
6. Cooking/ Cleaning Staffing	30	11
7. Adequate Adults/Qualified Staff	35	11
8. Ratios and Group Size	40	12
9. Ratio/Group Size	45	13
10. Exceptions to Ratio/Group Size	50	13
11. Related Children	55	14
General Administration		
12. Zoning	60	14
13. Fire Marshal	65	15
14. Water/Sewage	70	15
15. Liability Insurance	75	16
16. Comply with regulations	80	16
17. Cooperate with state agency	85	16
18. Have Director	90	17
19. Allow Access	95	17
20. Plan of Correction/ 10 days	100	17
21. Amended Plan of correction	105	18
22. Report to Licensee	110	19
23. Reports to Cabinet	115	20
24. Licensee Responsibility	120	21
25. Confidential Information	125	21
26. Volunteer/Board Member Compliance	130	22
27. Resident Interference	135	22
28. Staff Conviction/Substantiation	140	23
29. Controlled Substance/ Alcohol	145	23
30. Adult Resident Requirements	150	24
31. Staff Awake on Duty	155	25
32. Report to Cabinet	160	26
33. Child Abuse/Neglect Report	165	27
34. Notification of Changes	170	27
35. Change of Director	175	28
36. Fatality Report	180	28
37. Notification of Center Closure	185	29
38. Abuse/Neglect Report Procedure	190	29
39. Requirements for Nontraditional Care	195	30
40. Staff Remain Awake	200	31
41. Fire Marshal/Zoning Compliance	205	31
42. Construction/Renovation Notification	210	32
43. Defined Groups	215	32
44. Person Under Investigation by DCBS	220	33
45. Sick Child Exclusion	225	34
46. Sick Child Protocol	230	34
Director Requirements		
47. Operation instruction/Regulation copy	235	35
48. Director Qualifications	240	35
49. Regulatory Compliance/Staff in Charge	245	36
50. Staff Management/Policy Development/Supervision	250	36
51. Staff Meeting	255	37
52. Staff Evaluation	260	37
53. Health, Safety, Comfort	265	38
54. Parent Notification	270	38
55. Caregiver Alone	275	39

Kentucky Child Care Standards of Practice for Licensed Providers

Category and Title for each Child Care regulatory Guidance	Title#	Page#
56. Altered/Falsified Records	280	40
57. Parental/Family Involvement Activity	285	41
58. Director Educational Requirements - Type I	290	42
59. Director Educational Requirements - Type II	295	43
Employee Records		
60. Background checks/left alone	300	44-45
61. Background checks/discharged	305	46
62. Personnel File	310	47
63. Educational Requirements	315	48
64. TB Verification	320	49
65. CPR/First Aid Coverage	325	50
66. Adequate Substitute(s)	330	51
67. Qualified Substitute	335	52
68. Training	340	53
69. Driver Requirements	345	54
Programming		
70. Program of Activities Followed	350	55-56
71. Practice Appropriate Self-Help Procedures	355	57
72. Electronic Viewing/ Listening Devices	360	58
73. Regularity of Routines	365	59
74. Sufficient Activity Time	370	59
75. Waiting Period	375	60
76. School Age Care	380	60
77. Discipline	385	61
78. Diagnosed Special Need	390	61
79. Electronic Viewing/Listening Planned Program	395	62
80. Computer Monitoring Device	400	62
81. Weather Conditions	405	63
82. Infant/Toddler Combined with Older Children	410	63
83. Toddler Combined with Preschool	415	64
84. Infant Sleep Position	420	65
85. Rest Time Requirement	425	65
86. Bedding/Toys in Crib	435	66
87. Two Hour Limit - Rest Time	440	66
88. Rest Period - Alternate Activity	445	67
89. Appropriate Use of Food	450	67
90. Toilet Training	455	68
Premises		
91. Inaccessible Items	460	68
92. Items Accessible Only During Activity	465	69
93. Guns/ Ammunition Storage	470	69
94. Smoking Protocol	475	70
95. Premises Requirements	480	70
96. Phone Requirement	485	71
97. Fire Exits Clear	490	71
98. Carbon Monoxide Detector	495	71
99. Building Requirements	500	72
100. 35 Square Feet per Child	505	73
101. Pest Control	510	74
102. Protected Openings	515	74
103. Floors, Walls, Ceilings	520	75
104. Water Supply Requirements	525	75
105. Sewage Disposal	530	76
106. Plumbing Code	535	76
107. Solid Waste	540	77
108. Child Care Program Interference	545	77
109. Building Temperature	550	78
110. Indoor Gross Motor Space Requirements	555	78
111. Prohibited Bodies of Water	560	79
112. Infant/Toddler Indoor Space	565	79
113. Cots/Mats Location Restrictions	570	80

Kentucky Child Care Standards of Practice for Licensed Providers

Category and Title for each Child Care regulatory Guidance	Title#	Page#
114. Minimum Toilet/Urinal Requirements	575	80
115. Toilet Room	580	81
116. Sink	585	82
117. Toilet	590	83
Hygienic Practices		
118. Child Personal Care/ Hand washing	595	83
119. Staff Hygiene/ Hand washing	600	84
120. Staff Communicable Disease	605	84
121. Diapers/Clean Clothing Supply	610	85
122. Training Chair	615	86
123. Soiled Diapers/ Clothing	620	86
124. Diaper Changing Area/Surface	625	87
125. Wipes	630	88
126. Diapering Practice	635	88
127. Children's Individual Items	640	89
128. Toothbrush/ Toothpaste	645	89
129. Toy Sanitation Procedure	650	90
First Aid/ Medication		
130. First Aid Supplies	655	91
131. Medication Administration	660	92
132. Administration Record	665	93
133. Medication	670	94
Outdoor Play Area		
134. Fence Requirement	675	95
135. 60 Square Feet	680	95
136. Playground Clean	685	96
137. Playground Conditions	690	97
138. Protective Surface	695	98
139. Fences	700	99
140. Infant/Toddler Outdoor Space	705	99
Equipment		
141. Play Equipment	710	100
142. Sufficient Appropriate Equipment	715	100
143. Storage Space/Storage Device	720	101
144. Playpens/Play Yards	725	101
145. Crib/Mattress/ Sheet	730	102
146. Individual Bed/Mat/Cot and Bedding	735	103
147. Twelve Inch Spacing	740	104
148. Cots/Mats Sanitized	745	104
149. Individual Bedding Storage	750	104
150. Toys/Equipment/Furniture	755	105
151. Indoor/Outdoor Equipment	760	105
152. Toys	765	106
153. Children/Staff Seating	770	106
Transportation		
154. Maintain Records	775	107
155. Transportation Compliance	780	107
156. Requirements for Transportation Services	785	108
157. Transportation Notification/ Type and Vehicle	790	109
158. Transportation Notification/Plan for Ensuring Staff Duties	795	110
159. Transportation Notification/Full Coverage Insurance	800	110
160. Transportation Notification/ Policy & Procedures Regarding Emergency Plan for Evacuation	805	111
161. Transportation Notification/ Third Party Contracts	810	111
162. Transportation Notification/ Safety Procedures - Transporting, Loading/Unloading and Supervision	815	112
163. Vehicle Equipment	820	113
164. Transit/School Bus	825	114

Kentucky Child Care Standards of Practice for Licensed Providers

Category and Title for each Child Care regulatory Guidance	Title#	Page#
165. Vehicle Inspection Documentation	830	114
166. Vehicle Requirements/ Traffic Stop During Loading/ Unloading	835	115
167. Seatbelts for Each Occupant	840	115
168. No Hazardous Materials	845	116
169. Car Seats	850	116
170. Pre-trip Inspection	855	117
171. Ratios	860	117
172. Seating	865	118
173. Child Unattended	870	118
174. Pre-arranged Plan	875	119
175. Unaccompanied Child Crossing Street	880	119
176. Vehicle Headlamps	885	120
177. Refueling	890	120
178. Driver Not In Seat	895	121
179. Children's Transportation Records	900	121
180. Hazardous Items	905	122
Food Service		
181. Bottle Feeding	910	122
182. Kitchen Exemption	915	123
183. Kitchen Requirements	920	124
184. Food Service Permit	925	125
185. Food Preparation Utensils	930	125
186. Refrigerator	935	126
187. Frozen Food	940	126
188. Food Contact Items	945	127
189. Kitchen Equipment Clean and Sanitary	950	127
190. Single Service Item	955	128
191. Bottles	960	129
192. Food Clean/Free From Spoilage	965	130
193. Food From Approved Source	970	131
194. Developmentally Appropriate Quantity/Additional Portions	975	132
195. Food Protected From Contamination	980	132
196. Milk Requirements	985	133
197. Bottle Preparation by Parent	990	134
198. Bread Requirement	995	134
199. Drinking Water Requirement	1000	135
200. Food Storage	1005	135
201. Fruits and Vegetables	1010	136
202. Potentially Hazardous Foods	1015	136
203. Individual Portion	1020	136
204. Wrapped Food	1025	137
205. Meal Schedule	1030	137
206. Sufficient Room/Eating Utensils Supplied	1035	137
207. Same Food	1040	138
208. Meals Required	1045	138
209. Menu	1050	139
210. Breakfast Requirements	1055	139
211. Snack Requirements	1060	140
212. Lunch/Dinner Requirements	1065	140
Children's Records		
213. Immunization	1070	141
214. Enrollment Information	1075	142
215. Documentation for Off Premise Trip	1080	143
Written Documentation		
216. Evacuation Plan	1085	143
217. Policies and Procedures	1090	144

Category and Title for each Child Care regulatory Guidance	Title#	Page#
218. Daily Attendance Records	1095	145
219. Staff Schedule	1100	145
220. Professional Development	1105	146
221. Earthquake/ Tornado Drills	1115	146
222. Fire Drills	1120	147
223. Report Documentation	1125	147
224. Confidentiality/ Maintenance/Access	1130	148
225. Orientation Procedure	1135	148
226. Fire Drills	1140	149
227. Earthquake/Tornado Drills	1145	149
Posted Documentation		
228. License	1150	149
229. Posting Requirements	1155	150
230. Disaster Course of Action	1160	151
231. Daily Activities	1165	151
232. Diapering/ Hand washing	1170	151
Animals		
233. Animals in the Presence of Children	1175	152
234. Parent Notification	1180	153
235. Prohibited Animals	1185	153
Central Office		
236. Secretary of State	1190	154
237. Application	1195	154

Title #	5
Category	Supervision
Title	Children Supervised
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (3)(a) Each center shall maintain a child-care program that assures each child will be: 1. Provided with adequate supervision at all times by a qualified staff person who: a. Ensures the child is within scope of vision and range of voice; or b. For a school-age child, within scope of vision or range of voice;
Guideline(s) for Child Care Technical Assistance	A qualified staff must be present with and providing supervision of each child at all times. Supervision is an "action word." A "qualified staff" is a person who has completed all requirements of a staff person including: criminal records check; child abuse and neglect (CAN) check; out of state check if applicable; TB skin test or physician's statement indicating the staff is free from TB; high school diploma, GED or CCCC; training requirements and evaluations based on length of employment, etc. "Range of voice" refers to the child being able to hear the adult's speaking voice and the adult being able to hear the child's speaking voice. Video monitors, baby monitors, and walkie-talkies may not be used to extend the "scope of vision" or "range of voice" requirement.
Regulated Child Care Survey Method	Observe for adequate supervision at all times while in a child care center. Observe to determine whether there is adequate light at nap time to view children as they sleep. Do not cite this based on hypothetical situations (what may occur). If the room is arranged so that all areas are not visible or supplies are kept outside of the room and a staff has to leave children unattended to retrieve items, cite Tag 15. A lack of adequate supervision may be determined during investigation by review of video surveillance, incident reports, staff interviews, reports from other agencies (DCBS, police, etc.).

Title #	10
Category	Supervision
Title	Children Protected
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (3)(a) Each center shall maintain a child-care program that assures each child will be: 2. Protected from abuse or neglect.
Guideline(s) for Child Care Technical Assistance	DCBS (Protection & Permanency) determines abuse and/or neglect through investigation. Definitions of Abuse Physical Abuse: This is infliction of injury, other than by accidental means, on a child by another person. Forms of physical abuse may be: hitting, biting, beating, shoving, burning, pulling of hair, or other non-accidental methods of causing bodily harm to a child would be covered under this definition. Sexual abuse: Refers to sexual assault or exploitation of a minor by an adult, or between two children when one of the children is significantly older or there is a significant power differential between the children, or when coercion is used. Often included in this definition is touching of the breast, genitals, or buttocks of a child, penetration of the anus or vagina with an object, fellatio (oral sex on a male), cunnilingus (oral sex on a female), prostitution, exploitation or involvement of a child in pornography.
Regulated Child Care Survey Method	This can only be cited based on a DCBS substantiated finding of abuse or neglect after all due process (final appeal exhausted).

Title #	15
Category	Supervision
Title	Activity Areas/Equipment/Materials
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (2) Activity areas, equipment, and materials shall be arranged so that the child's activity can be given adequate supervision by staff.
Guideline(s) for Child Care Technical Assistance	Adequate supervision is defined as supervision at all times by a qualified staff person who: Ensures the child is within scope of vision and range of voice; or For a school-age child, within scope of vision or range of voice. Program spaces should be designed with visibility that allows constant unobtrusive adult supervision. Staff supervising school age children should know the whereabouts of every child at all times.
Regulated Child Care Survey Method	Observe the layout of the room to assure that all areas are visible to supervising staff. Interview may be necessary to determine how the room is used (for example, children may not be allowed in certain areas if a staff is not present). Ask staff where supplies are stored and how they access them when needed. Staff should be able to observe all children while changing diapers. Determine if staff is able to access diaper changing supplies in the diaper changing area.

Title #	20
Category	Supervision
Title	Supply Storage
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (30) Supplies shall be stored so that the adult can reach them without leaving a child unattended.
Guideline(s) for Child Care Technical Assistance	Supervision must be provided at all times. Staff cannot leave the children unattended for any length of time to retrieve supplies or to run errands. For example: centers who store bottles for infants in a refrigerator located in another room of the building must have a system in place to retrieve the bottles as needed without requiring the infant room staff to leave children unattended or out of ratio to retrieve bottles.
Regulated Child Care Survey Method	If supplies are stored outside the classroom, ask the staff how they obtain what they need (bottles, mats, medications, etc.).

Title #	25
Category	Supervision
Title	Supervision During Diapering
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (10) When a child is diapered, the child shall: (a) Not be left unattended
Guideline(s) for Child Care Technical Assistance	Once staff has placed a child on a changing surface, they must remain attentive to the child throughout the diaper changing process. Diapering supplies (diapers, cream, wipes, gloves, etc.) should have been gathered prior to placing the child on the diaper changing surface.
Regulated Child Care Survey Method	Observe a diaper change during a re-licensure survey. Assure that staff does not step away from the child being diapered. Typically, this is cited when there is a negative outcome.

Title #	30
Category	Staffing Requirements
Title	Cooking/ Cleaning Staffing
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (k) Assure that additional staff are available during cooking and cleaning hours, if necessary, to maintain staff-to-child ratios pursuant to 922 KAR 2:120;
Guideline(s) for Child Care Technical Assistance	To ensure the understanding that the direct supervision of children is the most important activity in the center; no other duties can interfere with direct supervision of the children. Staff/child ratios shall be maintained at all times by qualified staff members. Ratios are checked at the time of meal preparation and during cleaning times to assure enough qualified staff are present to maintain staff/child ratios in all areas.
Regulated Child Care Survey Method	Review staff schedules and children's attendance records for staff/child ratio compliance in addition to observation. Interview staff to obtain information about who prepares the meals and/or cleans. Staff may be counted in the ratio if they are serving children and present in the room.

Title #	35
Category	Staffing Requirements
Title	Adequate Adults/Qualified Staff
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that: (a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed; (b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and (c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.
Guideline(s) for Child Care Technical Assistance	Staff/child ratios shall be maintained at all times by qualified staff members (see KAR 2:110 definition of qualified staff). See ratio chart at 922 KAR 2:120 Section 2. (2). The center can employ or have a volunteer who is under 18 years old. Any underage caregiver must be with a qualified adult staff at all times. An employee who is under 18 years old can be counted in staff/child ratios if they are under the direct supervision of a qualified adult staff. Note: A person under 18 years of age can meet the documentation requirements of a qualified staff but must still be under the direct supervision of a qualified adult staff person.
Regulated Child Care Survey Method	Interview staff, review staff schedules and children's attendance records for staff/child ratio compliance if not observed. Review of staff files will verify age and qualifications of each staff. An underage caregiver (under age 18) can only be counted in the staff/child ratio if there is a qualified staff present with the underage caregiver.

Title #	40
Category	Staffing Requirements
Title	Ratios and Group Size
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows: Age of Children Ratio Maximum Group Size* Infant 1 staff for 5 children 10 Toddler 1 staff for 6 children 12 Preschool-age 2 to 3 years 1 staff for 10 children 20 Preschool-age 3 to 4 years 1 staff for 12 children 24 Preschool-age 4 to 5 years 1 staff for 14 children 28 School-age 5 to 7 years 1 staff for 15 children 30 School-age 7 and older 1 staff for 25 children (for before and after school) 30; 1 staff for 20 children (full day of care) 30 *Maximum Group Size shall be applicable only to Type I child-care centers.
Guideline(s) for Child Care Technical Assistance	To protect children from harm, maintaining staff to child ratio and maximum group size can lower stress levels, improve verbal interactions, improve child development and the quality of care given as well as improve direct interaction between adults and children. Ratios and maximum group size must be maintained at all times by qualified staff members, including: a) Opening and closing b) Naptime c) Meals; and d) Outdoor play Minimum staff/child ratio is the number of qualified staff persons needed to supervise a certain number of children in a specific group. Regardless of the number of staff present to work with a group of children, the maximum group size establishes the total number of children that can be present and cared for as a group.
Regulated Child Care Survey Method	Check for both minimum staff/child ratio and maximum group size. Interview to determine who is responsible for a specific group of children if not observed during inspection. Review staff schedules and attendance records in addition to observing at the time of the survey.

Title #	45
Category	Staffing Requirements
Title	Ratio/Group Size
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (2)(b) The age of the youngest child in the group shall determine the: 1. Staff-to-child ratio; and 2. Maximum group size.
Guideline(s) for Child Care Technical Assistance	This rule recognizes that developmental needs of the younger child differ from those of the older child. Therefore the child/staff ratio shall be based on the youngest child in the group at all times of the day. Staff/child ratios shall be maintained at all times by qualified staff members (see KAR 2:110 definition of qualified staff). The age of the youngest child will determine the number of qualified staff persons needed and the number of children who can be present in a specific group.
Regulated Child Care Survey Method	Interview to determine the age and the name of the youngest child in the group. This can be verified by reviewing the date of birth within the child's file. Staff/child ratios shall be maintained at all times by qualified staff members (see KAR 2:110 definition of qualified staff). This tag is not typically cited as the citation will be issued under Tag 40.

Title #	50
Category	Staffing Requirements
Title	Exceptions to Ratio/Group Size
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (2)(c) This subsection and subsection (9) of this section shall not apply during normal school hours to a center: 1. Providing early childhood education to mixed-age groups of children whose ages range from two and one-half (2 1/2) years to six (6) years; and 2. Accredited by or affiliated with a nationally-recognized education association that has criteria for group size and staff-to-child ratios contrary to the requirements of this subsection.
Guideline(s) for Child Care Technical Assistance	Staff/child ratios shall be maintained at all times by qualified staff members (see KAR 2:110 definition of qualified staff). EXEMPTION: The licensed program is exempt during normal schools hours if it is accredited or affiliated with an association that has a staff/child ratio that is different to what is listed in 922 KAR 2:120 Section 2(2).
Regulated Child Care Survey Method	Interview and review appropriate written documentation from a nationally-recognized education association to support any minimum staff/child ratio discrepancy.

Title #	55
Category	Staffing Requirements
Title	Related Children
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (2)(d) If a child related to the director, employee, or person under the supervision of the licensee is receiving care in the center, the child shall be included in the staff-to-child ratio.
Guideline(s) for Child Care Technical Assistance	Related children as defined in 922 KAR 2:120 Section 1(13) include: (a) Child; (b) Grandchild; (c) Niece; (d) Nephew; (e) Sibling; (f) Stepchild; or (g) Child in legal custody If a related child is receiving care, then the child will have a designated staff person and be included in a specific group and must be included in staff/child ratio.
Regulated Child Care Survey Method	If the surveyor observes a child not assigned to a group, interview to determine information about the child. Review the child's file and related staff person's file to verify. All children that are receiving care are included in the staff/child ratio.

Title #	60
Category	General Administration
Title	Zoning
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (a) Provide written documentation from the local authority showing compliance with local zoning requirements;
Guideline(s) for Child Care Technical Assistance	A child care provider must obtain zoning approval from the local zoning board or entity. All conditions specified by the local zoning authority must be met before the Division of Regulated Child Care issues a license. Exemptions from the zoning requirements and documentation do not need to be verified for centers operating in public schools.
Regulated Child Care Survey Method	Zoning documents applicable to an inspection are reviewed during the following: change of location, increase of capacity, initial, post preliminary and renewal inspections. Documentation review is necessary to assure local zoning requirements are met and/or maintained.

Title #	65
Category	General Administration
Title	Fire Marshal
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (b) Be approved by the Office of the State Fire Marshal or designee;
Guideline(s) for Child Care Technical Assistance	Overcrowding in a classroom presents a safety hazard because the children do not have the opportunity to move around and may not be able to exit in case of a fire. A written report from the Office of the State Fire Marshal will indicate if the building has deficiencies or was satisfactory at the time of inspection. Prior to opening, the child care center must be inspected by the Building Code Inspector or the State Fire Marshal Office. Any deficiencies indicated on this report must be corrected and a new report issued prior to the preliminary license inspection conducted by the Cabinet. In addition, this report should indicate if you have been approved for night time care (if applicable.) The State Fire Marshal Office will inspect the child care center periodically. These inspection reports must be maintained on file at the child care center for review during each licensure inspection.
Regulated Child Care Survey Method	A report from the Office of the State Fire Marshal should be reviewed during a change of location, increase of capacity, initial and renewal inspection to verify the center is in compliance with requirements.

Title #	70
Category	General Administration
Title	Water/Sewage
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (c) Have an approved water and sewage system in accordance with local, county, and state laws;
Guideline(s) for Child Care Technical Assistance	A view of a recent bill from the local water and/or sewage agency will verify that the child care center is receiving services from an approved source. If the child care center has a septic system, they must obtain approval from the local Health Department that the system is large enough for the capacity of the child care center. If the child care center has well water or a water cistern, this must also be approved by the Health Department.
Regulated Child Care Survey Method	Review written documents to verify approved water/sewer source and to ensure alternative water supplies (cistern and well systems) and septic systems are inspected and approved according to requirements.

Title #	75
Category	General Administration
Title	Liability Insurance
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (d) Provide written proof of liability insurance coverage of at least $100,000 per occurrence;
Guideline(s) for Child Care Technical Assistance	The documentation from the insurance carrier should include the address of the child care center, the amount per occurrence and the effective dates (both start and end dates.) The dates need to be current, indicating that the policy is in effect and must indicate that liability insurance is included in the coverage.
Regulated Child Care Survey Method	Review written documentation to verify liability insurance is current and has at least $100,000 coverage per occurrence.

Title #	80
Category	General Administration
Title	Comply with regulations
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (e) Comply with provisions of this administrative regulation, 922 KAR 2:110, and 922 KAR 2:120;
Guideline(s) for Child Care Technical Assistance	All regulatory requirements shall be met in order to obtain and maintain a license. A post preliminary inspection will be conducted 3 months after issuance of a preliminary license. Once a regular license is issued, an annual inspection will be conducted to assure ongoing compliance.
Regulated Child Care Survey Method	A post preliminary inspection will be conducted 3 months after issuance of a preliminary license.

Title #	85
Category	General Administration
Title	Cooperate with state agency
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (f) Cooperate with the cabinet, the cabinet's designee, or another agency with regulatory authority during: 1. An investigation of an alleged complaint, including an allegation of child abuse or neglect pursuant to KRS 620.030(4); and 2. Unannounced inspections; and
Guideline(s) for Child Care Technical Assistance	State agencies are authorized to conduct on-site inspections or investigations of each child care center at any time. The child care center (including all staff) must cooperate with the state agency during an inspection or investigation.
Regulated Child Care Survey Method	A state agency can request to view and/or copy documents, observe the center's (licensed) premises, review video recordings and interview all persons employed by the licensed center, including the licensee. If the state agency designee is denied access to documents, the center's premises or the opportunity to interview, this can be interpreted as being uncooperative.

Title #	90
Category	General Administration
Title	Have a Director
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (g) Have a director who meets the requirements listed in 922 KAR 2:110.
Guideline(s) for Child Care Technical Assistance	Every child care center must have a director. If the director is fired or resigns, the licensee must designate an interim director until another director can be hired. The interim director must meet the same qualifications as a director. This change in staff requires the name and qualifications of the interim director be reported to the Division of Regulated Child Care within seven (7) days.
Regulated Child Care Survey Method	Assess the data in KICCS to determine the named director. Interview staff to verify the information. Review documentation to assure compliance. Prior to citing this violation, check with the compliance analyst to determine if a change of director has been requested.

Title #	95
Category	General Administration
Title	Allow Access
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (12) A child-care center shall allow the cabinet or its designee, another agency with regulatory authority, and a parent of an enrolled child unannounced access to the child-care center during the hours of operation.
Guideline(s) for Child Care Technical Assistance	Parents are not required to give prior notice in order to gain access to their enrolled child during operating hours. Cabinet designees are not required to give prior notice to enter the center during operating hours. The center should not deny access. The safety of each child is important so it may be necessary for the staff to implement a system to accompany parents and guardians as they move through the building. Hint: The director should maintain a copy of the floor plan on file for review. This is helpful when establishing what is licensed space, what space should be surveyed, where children should be cared for, etc.
Regulated Child Care Survey Method	Cite this tag if a cabinet agency (example: DRCC/DCBS), or a parent of a child enrolled is denied access to the child care center during hours of operation. Cite this tag as of 11/8/13 if another agency with regulatory authority is denied access.

Title #	100
Category	General Administration
Title	Plan of Correction/ 10 days
Child Care Regulation Text	922 KAR 2:090. Section 9. Statement of Deficiency and Corrective Action Plans. (2) Except for a violation posing an immediate threat as handled in accordance with KRS 199.896(5) (c), a childcare center shall submit a written corrective action plan to the cabinet or its designee within ten (10) calendar days of receipt of the statement of deficiency to eliminate or correct the regulatory violation.
Guideline(s) for Child Care Technical Assistance	A statement of deficiency (SOD) identifies the administrative regulation and a statement of how the regulation was violated. The cabinet sends the SOD to the licensed child-care center if violations existed during an inspection or investigation. A corrective action plan or plan of correction (POC) is written, signed by a center designee and submitted to the cabinet or designee within 10 days of receipt of the SOD. The completed POC may be mailed, e-mailed, faxed or hand delivered to the regional Division of Regulated Child Care office.
Regulated Child Care Survey Method	The due date of the POC is noted in KICCS. Failure to return the POC timely results in an additional regulatory violation.

Title #	105
Category	General Administration
Title	Amended Plan of correction
Child Care Regulation Text	922 KAR 2:090. Section 9. Statement of Deficiency and Corrective Action Plans. (6) A child-care center notified of the unacceptability of its plan shall: (a) Within ten (10) calendar days of notification, submit an amended plan; or
Guideline(s) for Child Care Technical Assistance	The Division of Regulated Child Care (DRCC) will return to the child care center the original Plan of Correction (POC) along with a letter detailing the reasons the POC is unacceptable. The child care center shall submit an amended POC within (10) calendar days of the letter. The child care center will return the entire copy of the POC along with the revisions and required documentation to DRCC. If you need additional assistance with corrections to assure compliance or if you need coaching on how to write an acceptable POC, you should contact your local Child Care Aware office. The amended POC may be mailed, e-mailed, faxed or hand delivered to the regional DRCC office.
Regulated Child Care Survey Method	Check to see if an amended POC has been submitted by the due date. If not, the center should be cited for failure to submit an amended plan timely.

Title #	110
Category	General Administration
Title	Report to Licensee
Child Care Regulation Text	922 KAR 2:090. Section 11. Basis for Denial, Suspension or Revocation. (3) An individual described in Section 6(4) of this administrative regulation shall report to the licensee if: (a) Convicted of, or entered an Alford or guilty plea to: 1. A violent crime or sex crime in accordance with KRS 17.165; or 2. A crime specified in Section 6(6) of this administrative regulation; (b) The subject of a cabinet child abuse or neglect investigation; (c) Found by the cabinet or a court to have abused or neglected a child; (d) Convicted of, or entered an Alford or guilty plea to, a drug-related felony, and five (5) years have not elapsed since the person was fully discharged from imprisonment, probation, or parole; (e) Placed on the Sex Offender Registry; or (f) Determined by a physician to have a health condition that renders the person unable to care for children.
Guideline(s) for Child Care Technical Assistance	Each staff who is convicted of or entered an Alford or guilty plea to a violent crime/sex crime/drug felony (and five years have not elapsed since discharged from imprisonment, probation or parole regarding the drug felony), a subject of cabinet child abuse and/or neglect investigation or found by the cabinet or a court to have abused or neglected a child must report this to the licensee regardless of where the alleged incident occurred. Each provider is not required to have a doctor's statement on file however; the program may ask the staff to provide a physician's statement.
Regulated Child Care Survey Method	Cite a deficiency if (a) through (f) occurred and has not been reported to the licensee as follows: • If a person has been convicted of a violent or sex crime outlined in KRS 17.165 • If a person has entered an Alford or guilty plea to a violent crime or sex crime outlined in KRS 17.165 (cite as of 11/8/13) • If a person has been convicted of a crime specified in Section 6(6) (cite this as of 11/8/13) • If a person is the subject of a DCBS child abuse/neglect investigation • If a person has been found by DCBS or a court to have abused/neglected a child • If a person has been convicted of a drug-related felony (cite as of 4/8/13) or entered an Alford or guilty plea (cite as of 11/8/13) and five (5) years have not elapsed since the person was fully discharged from imprisonment, probation or parole • If a person is placed on the Sex Offender Registry • Cite as of 4/8/13 If a person is determined by a physician to have a health condition that renders the person unable to care for children

Title #	115
Category	General Administration
Title	Reports to Cabinet
Child Care Regulation Text	922 KAR 2:110. Section 6. Reports. (1) The following shall be reported to the cabinet or designee and other agencies specified in this section within twenty-four (24) hours from the time of discovery: (a) Communicable disease, which shall also be reported to the local health department pursuant to KRS 214.010; (b) An accident or injury to a child that requires medical care; (c) An incident that results in legal action by or against the child-care center that: 1. Affects a child or staff person; or **2. Includes the center's discontinuation or disqualification from a government**al assistance program due to fraud or abuse (d) An incident involving fire or other emergency, including a vehicular accident when the center is transporting a child receiving child care services; or (e) A report of child abuse or neglect that: 1. Has been accepted by the cabinet in accordance with 922 KAR 1:330; and 2. Names a director, employee, volunteer, or person with supervisory or disciplinary control over, or having unsupervised contact with a child in care as the alleged perpetrator.
Guideline(s) for Child Care Technical Assistance	A list of all local health departments and their contact information can be found on the Kentucky Department for Public Health webpage. It is important to check with the local health department to verify which communicable diseases require reporting. Medical care is care administered by a licensed or certified health care professional. Legal action refers to both criminal and civil actions (lawsuits), as well as fraud and abuse of a governmental assistance program resulting in discontinuation or disqualification. An incident involving fire or other emergency, including vehicular accidents, is defined as any time the child care center needs to call 911 or similar emergency services. Any allegation of suspected abuse or neglect involving a director, employee, volunteer or person who would be present at the child care center when the children are in care must be reported. Licensed child care centers should make a report of suspected abuse or neglect to DCBS at 1 (877) 597-2331. In case of an emergency, dial 911 first. Non-emergency reports may be made online at: https://prd.chfs.ky.gov/ReportAbuse/home.aspx . After notification to DCBS, the child care center should notify their local Division of Regulated Child Care office to report the incident of abuse or neglect. Notification can be made by phone, fax, e-mail or may be a hand delivered written statement. All of the above must be reported to the cabinet or the Division of Regulated Child Care within twenty for (24) hours from the time of discovery.
Regulated Child Care Survey Method	Cite a deficiency if the center has not reported items (a) through (e) as required within 24 hours of discovery. When the center first has knowledge of (a) through (e), it should be reported by the following state business day. **Note: Failure to report a center's discontinuation or disqualification from a governmental assistance program due** to fraud or abuse will be cited as of 11/8/13. Failure to report a vehicular accident when the center is transporting a child in care will be cited as of 11/8/13.

Title #	120
Category	General Administration
Title	Licensee Responsibility
Child Care Regulation Text	922 KAR 2:110. Section 2. General. (1) A licensee shall be responsible for the operation of the child-care center pursuant to this administrative regulation, 922 KAR 2:090, and 922 KAR 2:120.
Guideline(s) for Child Care Technical Assistance	This regulation places the responsibility of meeting the minimum regulatory requirements on the licensee.
Regulated Child Care Survey Method	This should only be cited with approval by RPM or HSSV because the licensee is always responsible for the operation of the center.

Title #	125
Category	General Administration
Title	Confidential Information
Child Care Regulation Text	922 KAR 2:110. Section 2. General. (3) Information concerning a child or the child's parent shall be kept in strict confidence by child-care center staff, except as otherwise required by law.
Guideline(s) for Child Care Technical Assistance	The child care center should assure the records of children (including but not limited to: allergies, medical history, identification information, immunization certificates, accident/incident reports, conferencing reports and financial information such as recipients of subsidy/CCAP) are maintained in a way that only qualified and authorized staff and representatives of the cabinet have access to the information. With written permission from a parent, life threatening health information (i.e. peanut allergies) for a child can be posted.
Regulated Child Care Survey Method	Cite if a child's confidential information is posted for others to see. This includes a child's allergy information. With written permission from a parent, life threatening health information for a child can be posted. Cite if information about a child or a child's family is shared by center staff.

Title #	130
Category	General Administration
Title	Volunteer/Board Member Compliance
Child Care Regulation Text	922 KAR 2:110. Section 2. General. (4) A volunteer or board member shall comply with the policies and procedures of the child-care center.
Guideline(s) for Child Care Technical Assistance	All volunteers and board members must comply with the center's policies and procedures. It is the responsibility of the child care center to maintain for review copies of all background checks for any person who has supervisory control over or unsupervised contact with a child. A volunteer is an individual who takes part in the planned activity, interacts with the children, performs a reoccurring function for the child care center, and may/may not have supervisory/disciplinary control of a child, depending on the child care center volunteer policy. A visitor is an individual who observes or presents a part of a planned activity, has supervised interaction with the children and has no supervisory/disciplinary control of a child enrolled and would not require background checks (exception is their child). A visitor has an infrequent primarily non-recurring presence at the center as follows: • Family members who come to the center for a family involvement activity are considered visitors. • Visitors may not be left alone with children, supervise children or discipline children in accordance with 922 KAR 2:090 Section 6(4) and section three of this administrative regulation.
Regulated Child Care Survey Method	Review the policies and procedures to determine what a volunteer or board member is required to do to be in compliance.

Title #	135
Category	General Administration
Title	Resident Interference
Child Care Regulation Text	922 KAR 2:110. Section 2. General. (6) An activity of a person living in a child-care center that is a dwelling unit shall not interfere with the child-care center program.
Guideline(s) for Child Care Technical Assistance	If the child care center is located in a home, the people residing in the home cannot interfere with or impair the child care center activities.
Regulated Child Care Survey Method	There should be no interference from a person living in the dwelling unit during the center's operating hours. Discuss with RPM or HSSV if a situation exists in the home outside of the normal business hours of the center.

Title #	140
Category	General Administration
Title	Staff Conviction/ Substantiation
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (2) A child-care center shall not employ a person: (a) Convicted of or who entered an Alford or guilty plea to, a crime pursuant to 922 KAR 2:090, Section 6(6); (b) Found by the cabinet to have abused or neglected a child, pursuant to 922 KAR 1:470; (c) Placed on the Sex Offender Registry; or (d) Determined by a physician to have a health condition that renders the person unable to care for children.
Guideline(s) for Child Care Technical Assistance	As of 4/8/13, a child care center cannot hire a person convicted of a drug-related felony, and five (5) years has not elapsed since the person was fully discharged from imprisonment, probation, or parole (as of 11/8/13 if the person entered an Alford or guilty plea). Child care centers cannot employ a person who: a) Has been convicted of a violent crime (as of 11/8/13 if the person entered an Alford or guilty plea). b) Has been convicted of a sex crime. c) Has been found by the CHFS or a court to have abused or neglected a child. Each provider is not required to have a doctor's statement on file; however, the program or the cabinet may request a physician's statement if concerns arise about a provider's ability to complete required tasks or a formal complaint is filed.
Regulated Child Care Survey Method	Remember that (a) will be verified through review of the CRC if the person was employed as of 4/8/13 (if convicted) and as of 11/8/13 (if the person entered an Alford or guilty plea). Remember that (c) will be checked at the time the CA/N check is performed. If the surveyor observes a background check that they think may fall into the criteria above, please make a copy and take with you or use your scanner to scan a copy and bring back to the office. The surveyor should observe and document the adults present in the center and compare to background checks and staff schedules on file. If observed or learned through interviews or documentation review that an employee's health condition may render them unable to care for children, consult with RPM or HSSV before requiring the employee to provide a physician's statement.

Title #	145
Category	General Administration
Title	Controlled Substance/ Alcohol
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (11) Except for medication as prescribed by a physician, a controlled substance or alcohol use shall not be permitted on the premises during hours of operation.
Guideline(s) for Child Care Technical Assistance	Only medication prescribed by a health professional and in the original bottle shall be permitted. If a controlled substance prescribed by a physician or alcohol is present on the premises, they must be kept away from the children in a locked area in accordance with 922 KAR 2:120 7(6)(a). Alcoholic beverages shall not be consumed on the premises during the hours of operation.
Regulated Child Care Survey Method	Confirm through record review and/or interview that the controlled substance(s) was prescribed to the individual or that alcohol was consumed on the premises during the center's operating hours.

Title #	150
Category	General Administration
Title	Adult Resident Requirements
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (13)(a) For each adult residing at a Type II child-care center, the results of the following shall be maintained on file at the center: 1. Criminal records check indicating that the adult has not been convicted of, or entered an Alford or guilty plea to, a: a. Crime pursuant to KRS 17.165; or b. Drug-related felony, and five (5) years have not lapsed since the person was fully discharged from imprisonment, probation, or parole; 2. Child abuse and neglect check using the central registry in accordance with 922 KAR 1:470, indicating that the adult has not been found by the cabinet to have abused or neglected a child; 3. Criminal records check for any previous state of residence completed once if: a. The adult resided outside the state of Kentucky in the last five (5) years; and b. No criminal records check has been completed for the adult's previous state of residence. The check shall indicate that the adult has not been convicted of, or has not entered an Alford plea or a plea of guilty to, an offense under a criminal statute of the United States or of another state similar to an offense specified in subparagraph 1 of this paragraph; and 4. Copy of negative tuberculin results or a health professional's statement documenting that the adult is free of tuberculosis. Every two (2) years, the adult shall provide negative tuberculin results or health professional's statement documenting that the adult is free of tuberculosis. (b) An address check of the Sex Offender Registry conducted on behalf of the applicant for a Type II child-care center and supporting documentation shall indicate that no individual residing in the household is a registered sex offender.
Guideline(s) for Child Care Technical Assistance	The director must assure that each adult (18 years or older) who resides at a Type II child care center has a completed child abuse and neglect (CAN) check, criminal records check and background check from previous state of residence for the last five years (if applicable). In addition each adult must have a negative TB result or health professional's statement documenting that the adult is free from tuberculosis. The requirement for an address check of the Sex Offender Registry is part of the CAN check. There is no additional documentation required by the child care center. All background checks must be reviewed by the director to assure the adult residing in the home had not been convicted of, entered an Alford or guilty plea to), a crime pursuant to KRS 17.165 or a drug related felony and five years has not lapsed since the person was fully discharged from imprisonment, probation or parole. Also, the adult must not have been found by the cabinet to have abused or neglected a child. Residing is defined as "to dwell permanently or for a reoccurring or considerable amount of time." If there is a college student home for summer or a semester that would be a considerable amount of time and the student would be required to have the background checks and TB results. If the provider has relatives in for a few days they would be considered visitors and would not require background checks and TB results.
Regulated Child Care Survey Method	Interview the person in charge to determine who resides in the home. Surveyors may verify address/residence by reviewing driver's license, utility bills, or other means. File review will be conducted to assure documentation is on file for each adult resident. Cite if an adult residing at the Type II child care center has entered an Alford or guilty plea as outlined. Also determine through interview and record review if any of the adults residing in the home have lived out of the state within the last five years. The out-of-state background check shall indicate the person has not been convicted of or entered an Alford or guilty plea as outlined. There should be documentation of negative TB results or a health professional's statement every two (2) years. The Sex Offender Registry check will be completed with the CAN check. Residing is defined as "to dwell permanently or for a reoccurring or considerable amount of time." If there is a college student home for summer or a semester that would be a considerable amount of time and the student would be required to have the background checks and TB results. If the provider has relatives in for a few days they would be considered visitors and would not require background checks and TB results.

Title #	155
Category	General Administration
Title	Staff Awake on Duty
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (12) Each staff person shall remain awake while on duty except as specified in 922 KAR 2:120, Section 2(11) (f).
Guideline(s) for Child Care Technical Assistance	All child care center staff must remain awake while on duty.
Regulated Child Care Survey Method	This will be assessed mainly through observation, but may also be determined through interview or video surveillance review if a complaint allegation is received. Any behaviors consistent with sleep should be documented (i.e. snoring, unresponsive, etc.)

Title #	160
Category	General Administration
Title	Report to Cabinet
Child Care Regulation Text	922 KAR 2:090. Section 11. Basis for Denial, Suspension or Revocation. (4) Each licensee shall report to the cabinet or its designee if the: (a) Licensee or an individual described in Section 6(4) of this administrative regulation meets a criterion of subsection (3) of this section; or (b) Licensee meets a criterion of subsection (7) (j) of this section. (7) Unless an applicant for a license meets requirements of Section 6(8) of this administrative regulation, the cabinet shall deny an applicant for a preliminary or regular license if: (j) The applicant's background check reveals that the applicant: 1. Is listed on the: a. Central registry in accordance with 922 KAR 1:470; or b. Sex Offender Registry; or 2. Has been convicted of, or entered an Alford or guilty plea to, a crime specified in Section 6(6) of this administrative regulation, including a felony offense involving fraud, embezzlement, theft, or forgery; or (k) The licensee is the subject of more than two (2) intermediate sanctions during a three (3) year period.
Guideline(s) for Child Care Technical Assistance	The licensee must report to the cabinet or its designee if the: Licensee or applicant for licensure has been convicted of a nonviolent felony or misdemeanor. The review shall be handled on a case by case basis with consideration given to the: (a)Nature of the offense; (b)Length of time that has elapsed since the event; and (c)Applicant's life experiences after conviction. When a child abuse and neglect check or criminal records check on a staff includes one of the following, the child care center must notify the cabinet or its designee: • Convicted of a violent crime or sex crime • The subject of a cabinet child abuse or neglect investigation • Found by the cabinet or a court to have abused or neglected a child • Convicted of a drug related felony and five (5) years have not elapsed since the person was fully discharged from imprisonment, probation or parole The staff in charge should read each record check that is received to assure that the individual does not have a personal history that would prohibit them from working with children. The child care center shall notify the regional Division of Regulated Child Care (DRCC) office. Notification can be made by phone, fax, e-mail, mail or a hand delivered written statement. Child Care centers should notify DRCC if an individual has a personal history that would prohibit them from working with children.
Regulated Child Care Survey Method	The surveyor will review all CA/N and CRC checks during each re-licensure survey and some complaint investigations to determine compliance. Additionally, the regional DRCC office is forwarded a copy of any submitted CA/N check on an individual that is found to have substantiation. The regional office will contact the provider to determine if the individual is employed at the child care center. Child care centers shall notify DRCC if an applicant for license or the licensee has a background history that would prohibit them from working with children.

Title #	165
Category	General Administration
Title	Child Abuse/Neglect Report
Child Care Regulation Text	922 KAR 2:110. Section 6.Reports. (2) An incident of child abuse or neglect shall be reported to the cabinet pursuant to KRS 620.030.
Guideline(s) for Child Care Technical Assistance	Child care staff should be instructed to report all suspected abuse or neglect of a child to the to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's attorney or the county attorney. Information should be readily available to staff outlining what information may be needed to complete the report and what number they should call to report the alleged incident. Licensed child care centers should make a report of suspected abuse or neglect to DCBS at 1 (877) 597-2331. In case of an emergency, dial 911 first. Non-emergency reports may be made online at: https://prd.chfs.ky.gov/ReportAbuse/home.aspx . After notification to DCBS, the child care center should notify their local Division of Regulated Child Care office to report the incident of abuse or neglect. Notification can be made by phone, fax, e-mail or may be a hand delivered written statement.
Regulated Child Care Survey Method	KRS 620.030 requires anyone who suspects child abuse or neglect to contact the cabinet (DCBS) and/or law enforcement and child care centers cannot have a policy that states staff must inform management prior to making a report of child abuse/neglect in accordance with the law for mandatory reporting. This violation will typically be found during complaint investigations. However, a review of incident reports, interviews, or staff disciplinary reprimands may indicate possible abuse/neglect that may have gone unreported.

Title #	170
Category	General Administration
Title	Notification of Changes
Child Care Regulation Text	922 KAR 2:110. Section 6.Reports. (4) Written notification of the following shall be made to the cabinet to allow for approval before implementation: (a) Change of ownership; (b) Change of location; (c) Increase in capacity; (d) Change in hours of operation; (e) Change of services in the following categories: 1. Infant; 2. Toddler; 3. Preschool-age; 4. School-age; 5. Nontraditional hours; or 6. Transportation; or (f) Addition to the square footage a child-care center's premises.
Guideline(s) for Child Care Technical Assistance	Written notification of a request for change should be sent to the Division of Regulated Child Care in Frankfort, KY. It may be faxed, mailed, e-mailed, or hand delivered, but the request must be made in writing. Some of the listed changes may require an inspection by the Division of Regulated Child Care prior to implementation. A child care center is not in compliance if any of the listed changes are implemented prior to approval by the Division of Regulated Child Care. The director should maintain a copy of the floor plan on file for review. This is helpful when establishing what is licensed space, what space is being added or changed, what space should be surveyed, etc.
Regulated Child Care Survey Method	Surveyors will review the child care center's history; services provided, capacity, hours of operation and diagrams prior to surveying. At the on-site inspection, the surveyor will assure no unapproved changes have been made to the center. Take the most recent diagram to the center; if the location of portable sinks is not notated on the diagram, note the location of each portable sink. Have the staff in charge sign and date the diagram which includes the licensed area(s) and location of all portable sinks. The diagram will be uploaded to SharePoint

Title #	175
Category	General Administration
Title	Change of Director
Child Care Regulation Text	922 KAR 2:110. Section 6.Reports. (3) A licensee shall report to the cabinet within one (1) week: (a) Any resignation, termination, or change of director; and (b) The name of the acting director who satisfies the requirement of Section (4) of this administrative
Guideline(s) for Child Care Technical Assistance	Every child care center must have a director. If the director is fired or resigns, the licensee must designate an interim director (who meets the qualifications of a director) until another director is hired. The name of the interim director must be reported to the Division of Regulated Child Care (DRCC) within one (1) week. Notification may be made to the regional DRCC office or the DRCC office in Frankfort, KY by phone, fax, e-mail, mail or a hand delivered statement. Be sure to include all qualifying documentation.
Regulated Child Care Survey Method	Prior to inspection, the surveyor will review the center's information in KICCS to determine the named director. During an on-site inspection, the surveyor will ask for the named director to assure they are still employed. If the named director is no longer employed, the surveyor will determine how long the director has been gone. Prior to citing this violation, the surveyor should check with the central office compliance analyst to assure that a change of director request has not been submitted.

Title #	180
Category	General Administration
Title	Fatality Report
Child Care Regulation Text	922 KAR 2:110. Section 6.Reports. (5) The death of a child in care shall be reported to the cabinet within one (1) hour.
Guideline(s) for Child Care Technical Assistance	If a death of a child in care occurs, the provider is to report it within an hour. Notification can be made by phone, fax, e-mail, or a hand delivered written statement to the regional Division of Regulated Child Care office.
Regulated Child Care Survey Method	This is not typically assessed during an annual survey unless documentation is reviewed or staff divulges this information. It will be assessed during complaint investigations that allege a child's death.

Title #	185
Category	General Administration
Title	Notification of Center Closure
Child Care Regulation Text	922 KAR 2:110. Section 6.Reports. (6) The cabinet and the parent of a child enrolled in a child-care center shall receive notice as soon as practicable, and prior to, a child-care center's temporary or permanent closure.
Guideline(s) for Child Care Technical Assistance	The Division of Regulated Child Care (DRCC) defines temporary closure as any time a provider makes a conscious decision that they will not operate during their reported hours. This does not include times when all children leave prior to the normal closing times or arrive later than the normal opening hours. Notification to the cabinet can be made by phone, fax, e-mail, mail or hand delivered to the regional DRCC office. Be sure to include the date/time the child care center closed and when the center is expected to re-open and accept students. Notification to the regional DRCC office does not satisfy any responsibility to notify Child Care Assistance Program agencies, etc.
Regulated Child Care Survey Method	Prior to citing this violation the surveyor should check with the RPM/ HSSV to assure notification has not been received.

Title #	190
Category	General Administration
Title	Abuse/Neglect Report Procedure
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (3)(b) The program shall include: 1. A procedure to inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.030;
Guideline(s) for Child Care Technical Assistance	The child care center must have a procedure to inform child care staff of the laws pertaining to child abuse and neglect. The procedure might include: a written orientation training policy; ongoing training on the identification of abuse/neglect; phone numbers and names of reporting agencies posted by each phone, written materials regarding the requirements or reporting provided to staff. There must be clear evidence that a procedure is in place and being implemented.
Regulated Child Care Survey Method	The child care center must have a policy or procedure that addresses the reporting of child abuse/neglect. KRS 620.030 requires anyone who suspects child abuse or neglect to report these allegations to the cabinet or law enforcement. Surveyors may interview staff to determine whether a policy exists and staff are aware of the content.

Title #	195
Category	General Administration
Title	Requirements for Nontraditional Care
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (11) If nontraditional hours of care are provided: (a) Including time spent in school, a child shall not be permitted to spend more than sixteen (16) hours in the child-care center during one (1) twenty-four (24) hour period; (b) At least one (1) staff member shall be assigned responsibility for each sleeping room; (c) A child present for an extended period of time during waking hours shall receive a program of well-balanced and constructive activity that is developmentally appropriate for the child; (d) A child sleeping three (3) hours or more shall sleep in: 1. Pajamas; or 2. A nightgown;
Guideline(s) for Child Care Technical Assistance	Daily attendance records will verify the number of hours a child has been in care. During night time care, one (1) staff member must be awake and in each room where children are sleeping. No child may be left unattended. The daily schedule must include the planned activities from the time the center opens until it closes. Be sure to include activities during non-traditional hours for example: evening activities might include dinner, outside play, story time, table toys, clean up, change clothes, bed time, and center closing time. The child care center should assure that each child who is sleeping three (3) hours or more has pajamas or a night gown. A child who attends school from the child care center(prior to 5 a.m.) must be offered breakfast before they leave for school.
Regulated Child Care Survey Method	Nontraditional hours of care are defined by regulation as 7p.m. through 5 a.m., Monday through Friday or 7 p.m. on Friday until 5 a.m. on Monday Review daily attendance records to determine the number of hours children are in care. Interview staff about sleeping arrangements, dress and breakfast. A child who attends school from the child care center must be offered breakfast if nontraditional hours of care are provided (prior to 5 a.m.)

Title #	200
Category	General Administration
Title	Staff Remain Awake
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (11) If nontraditional hours of care are provided: (f) Staff shall: 1. If employed by a Type I child-care center, remain awake while on duty; or 2. If employed by or is the operator of a Type II child-care center, remain awake until every child in care is asleep.
Guideline(s) for Child Care Technical Assistance	Child care centers who provide care during non-traditional hours must assure: • Staff in a Type I child care center shall remain awake at all times while on duty. • During non-traditional hours staff in a Type II child care center may sleep if every child is asleep. Non-traditional hours means any hours between: (a)7pm through 5am Monday – Friday (b)7pm on Friday – 5am on Monday
Regulated Child Care Survey Method	Review operating hours and schedule of activities. Interview staff to determine night-time procedures if not observed during inspection. Staff must remain awake while on duty during nontraditional hours in a Type I child care center. Staff of a Type II child care center must remain awake until every child in care is asleep.

Title #	205
Category	General Administration
Title	Fire Marshal/Zoning Compliance
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (2) A child-care center shall be in compliance with the State Fire Marshal requirements established in KRS 227.220 and the local zoning laws.
Guideline(s) for Child Care Technical Assistance	A representative of the State Fire Marshal Office will conduct on-site inspections of the child care center. The child care center should maintain a copy of the inspection form for review by Division of Regulated Child Care. A document from the local zoning authority must be obtained prior to licensure. The child care center must always be in compliance with any special requirements indicated on the zoning document, i.e., there may be a conditional use permit for the property requiring specific fencing, hours of operation, number of parking places or, a limit on the number of employees.
Regulated Child Care Survey Method	A report from the Office of the State Fire Marshal and a zoning letter from a local city/county authority should be reviewed during the following inspections to determine compliance: a change of location, increase of capacity, initial, and renewal. The surveyor should observe operations to ensure that the center is complying with zoning conditions. Public schools are not required to have zoning approval.

Title #	210
Category	General Administration
Title	Construction/ Renovation Notification
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (19) The Department of Housing, Buildings and Construction, State Fire Marshal's Office, and cabinet shall be contacted concerning a planned new building, addition, or major renovation prior to construction.
Guideline(s) for Child Care Technical Assistance	Notifications should be made prior to the start of construction. To satisfy the requirement to notify the cabinet, it is recommended that the child care facility notify the regional Division of Regulated Child Care Office by fax, mail, e-mail or a hand delivered written statement about planned changes, construction, and renovations. Staff should take precautions to assure that children are safe while construction is underway. Before moving children into newly constructed or renovated areas, there must be an inspection of the construction or renovation by the Department of Housing, Buildings and Construction and the child care facility must notify Division of Regulated Child Care who will conduct an inspection. The director should maintain a copy of the floor plan on file for review. This is helpful when establishing what is licensed space, what space is being added or changed, what space should be surveyed, etc.
Regulated Child Care Survey Method	Review previous diagram of the center. Observe licensed areas during inspection and interview staff about changes. Review documentation, if available, to verify agencies were contacted prior to a planned new building, addition, or major renovation. Have the staff in charge sign and date the diagram, including any additional areas to be licensed, which should include the location of each portable sink. The signed diagram will be uploaded to SharePoint as evidence of the licensed areas.

Title #	215
Category	General Administration
Title	Defined Groups
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (2)(a) In a Type I child-care center, a group size shall: 1. Be separately maintained in a defined area unique to the group; and 2. Have specific staff assigned to, and responsible for, the group.
Guideline(s) for Child Care Technical Assistance	A defined area must have an identifiable boundary that is developmentally recognizable to the group. In addition, the supplies and furnishings should be appropriate for the group that is cared for in each area. Each group must have a specific staff assigned to the group. For example: if two (2) groups exist in a large room, each group must have a staff assigned to their group regardless if the total number of children in the large room is within required staff to child ratios.
Regulated Child Care Survey Method	Interview to determine who is responsible for a specific group of children if not observed during inspection. Surveyors should use observation to verify which staff are responsible for which groups or if all of the children are operating as one large group.

Title #	220
Category	General Administration
Title	Person Under Investigation by DCBS
Child Care Regulation Text	922 KAR 2:110. Section 2. General. (8) If a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with a child in care is named as the alleged perpetrator in a child abuse or neglect report accepted by the cabinet in accordance with 922 KAR 1:330, the individual shall be removed from direct contact with a child in care: (a) For the duration of the family-in-need-of-services assessment or investigation; and (b) Pending completion of the administrative appeal process for a cabinet substantiation of child abuse or neglect in accordance with 922 KAR 1:320 or 922 KAR 1:480.
Guideline(s) for Child Care Technical Assistance	Persons (director, employee, volunteer, any person) who have been identified as an alleged perpetrator in a child abuse and neglect report are not allowed to have direct contact with a child in care. It is important the child care center assures the alleged perpetrator has no direct contact with a child in care. For most centers this means the person should not be allowed on the premises during the hours of operation. There may be work that can be completed by this person in a remote area of the building or at another location that would not require the alleged perpetrator be in contact with the children. If there is an unsubstantiated finding, the person may resume their normal duties at the child care center If the allegation is substantiated, the perpetrator may choose to appeal the finding. During the time of appeal, the alleged perpetrator will not be allowed to have direct contact with a child in care. If the finding of substantiation is upheld, the person must not be present at the center during the hours of operation. If the appeal results in an unsubstantiated finding, the person may resume their normal duties at the child care center.
Regulated Child Care Survey Method	Contact the Department for Community Based Services (DCBS) to verify the individual is named as an alleged perpetrator. Surveyors should observe and take note of who is on the premises during the investigation. If the alleged perpetrator is present, note what they are observed to be doing at the center. Interview to determine if the director is aware of the staff being named as an alleged perpetrator. Determine the individual's job duties while the investigation is ongoing or pending the outcome of the appeal process. Surveyors should contact DCBS to ask for written notification of the finding.

Title #	225
Category	General Administration
Title	Sick Child Exclusion
Child Care Regulation Text	922 KAR 2:120. Section 7. First Aid and Medicine. (2) A child showing signs of an illness or condition that may be communicable shall not be admitted to the regular child-care program.
Guideline(s) for Child Care Technical Assistance	Health checks should be performed upon arrival of each child each day. A health check can be as simple as greeting the child upon arrival and assessing their wellbeing. Staff should be well informed of the child care center's policy on child illness and communicable disease to assure they follow the correct protocol in determining if a child is too ill to remain at the child care center.
Regulated Child Care Survey Method	Interview to determine the center's sick child protocol if a written procedure is not available or if not observed during inspection.

Title #	230
Category	General Administration
Title	Sick Child Protocol
Child Care Regulation Text	922 KAR 2:120. Section 7. First Aid and Medicine. (3) If a child becomes ill while at the child-care center: (a) The child shall be placed in a supervised area isolated from the rest of the children; (b) The parent shall be contacted immediately; and (c)Arrangements shall be made to remove the child from the child-care center as soon as practicable.
Guideline(s) for Child Care Technical Assistance	Each illness presents a specific situation. When a child becomes ill, it is important that the parent is contacted immediately so arrangements can be made for an authorized person to pick up the child. The caregiver or supervisor should determine if it is acceptable for the child to remain in the classroom until an authorized person can come to the child care center for pick up. Many times the child may need to be moved to another area to avoid further contamination of the classroom. It is the responsibility of the child care center to continue to monitor the child's health. The child care center should be prepared to request the assistance of emergency medical personnel if they determine that the child's health is at risk.
Regulated Child Care Survey Method	Interview to determine the center's sick child protocol if a written procedure is not available or if not observed during inspection. If a child must be isolated from other children in another area, such as the director's office, make sure that the child is not left unsupervised.

Title #	235
Category	Director Requirements
Title	Operation instruction/ Regulation copy
Child Care Regulation Text	922 KAR 2:110. Section 2.General. (2) Child-care center staff shall be: (a) Instructed by the child-care center's director regarding requirements for operation; and (b) Provided with a copy of this administrative regulation, 922 KAR 2:090, and 922 KAR 2:120.
Guideline(s) for Child Care Technical Assistance	It is the responsibility of the director to assure that each staff person at the child care center is instructed on the child care regulations. In addition, the director must assure that each person has access to a copy of 922 KAR 2:090 and 922 KAR 2:110 and 922 KAR 2:120. There are many ways to meet the regulation. For example: 1) staff may attend a regulation training; 2) regulatory review may be included on the agenda for a staff meeting; or 3) training on regulations may be included in the new-hire orientation for the center. To assure that staff has a complete copy of the regulations, staff may be provided a copy of the regulations in their personnel packet. Or, copies of the regulations may be left in each classroom or staffs break room.
Regulated Child Care Survey Method	Through interview with staff or written documentation determine if staff has received a copy of the current regulations.

Title #	240
Category	Director Requirements
Title	Director Qualifications
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (a) Be twenty-one (21) years of age; (b) Have a high school diploma, a general equivalency diploma (GED), or qualifying documentation from a comparable educational entity; (c)Not be employed in a position other than an on-site child care director, or director of multiple facilities, during the hours the child-care center is in operation;
Guideline(s) for Child Care Technical Assistance	The director must provide documentation to verify that the individual is twenty-one years of age. (This could be done with a copy of their driver's license.) In addition, the director must provide a copy of their high school diploma, GED, or qualifying documentation from a comparable educational entity. Centers that have the same FEIN may employ the same director who would oversee the operation of multiple child care centers. The leader of an organization (i.e., the principal of a school or president of the organization) may serve as the director of a child care center as long as the job description includes the duties of a child care center director.
Regulated Child Care Survey Method	Director approval is a CO function but regional offices will cite as directed by CO. If the director's information reviewed is contrary to the qualifications for director, discuss with RPM/HSSV. A person can serve as director of multiple centers if owned by the same licensee. If based on interview or observation the surveyor determines that the director has outside employment in addition to on-site child care, the center will be cited. Family resource center directors/school personnel can also serve as a center director if that is part of their job description and other duties are not completed during the hours of child care.

Title #	245
Category	Director Requirements
Title	Regulatory Compliance/Staff in Charge
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (d) Ensure: 1. Compliance with 922 KAR 2:090, 922 KAR 2:120, and this administrative regulation; and 2. The designation of one (1) adult staff person in charge to carry out the director's duties if the director is not present in the child-care center during operating hours;
Guideline(s) for Child Care Technical Assistance	The director must follow all regulations and ensures that the center is in compliance with 922 KAR 2:090; 922 KAR 2:110 and 922 KAR 2:120. If the director is going to be away from the child care center, they must appoint one adult staff to be in charge that is able to carry out the duties of the director during the hours of operation.This person should have access to all records, policies/procedures, etc.
Regulated Child Care Survey Method	The director is responsible for regulatory compliance and for designating an adult staff in charge during their absence. Based on interview, determine whether the director has designated one adult staff person as being in charge when the director is not present in the child care center. Determine whether the designee has access to all records, policies/procedures, etc.

Title #	250
Category	Director Requirements
Title	Staff Management/Policy Development/Supervision
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (e) Manage the staff in their individual job descriptions; (f) Develop child-care center plans, policies, and procedures; (g) Supervise staff conduct to ensure implementation of program policies and procedures;
Guideline(s) for Child Care Technical Assistance	The director must manage the staff to ensure they understand and implement their individual job descriptions. The job description for a cook would be different from that of a classroom teacher. The director must develop child care center plans, policies and procedures. Examples might include: a plan for caring for the children during the renovation of several classrooms; policies on suitable staff attire; procedures for loading the bus for a field trip. The director must share the information with the staff and then supervise the staff to ensure implementation of the plans, policies and procedures. This may be done through ongoing training, observation of classrooms or review.
Regulated Child Care Survey Method	The director is responsible for staff management and for developing and implementing policies/procedures. Observe staff conduct to determine whether policies and procedures are being followed. If a staff failed to follow policy/procedure, cite this tag.

Title #	255
Category	Director Requirements
Title	Staff Meeting
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (i) Conduct, manage, and document in writing staff meetings;
Guideline(s) for Child Care Technical Assistance	The director must assure that staff meetings are conducted and documentation must be maintained to verify the meetings. A sign in roster that includes the date of the meeting, the topics to be addressed and the names of the staff in attendance would provide written verification that a meeting was conducted. It would be acceptable for a director to meet with staff individually in place of a group staff meeting. Again, it would be important for the director to maintain documentation of the meeting, including a signature of each staff who had a “staff meeting” with the director.
Regulated Child Care Survey Method	Based on record review, determine whether there is written evidence of staff meetings.

Title #	260
Category	Director Requirements
Title	Staff Evaluation
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;
Guideline(s) for Child Care Technical Assistance	The director must assess each staff person in an annual (yearly) written performance evaluation. The director may use any written evaluation form that is preferred; however, the evaluation must include: 1) assessment of the individual’s interaction with children and, 2) classroom performance. This requirement will assure that directors take an active approach to assessment (more than just giving a good score because lesson plans are submitted for review on a timely basis.) Observing a staff person’s interaction with the children will assure the policies and procedures are being implemented appropriately in the classroom setting and in the care of the child.
Regulated Child Care Survey Method	The director is responsible for staff evaluations. Through record review, determine whether an annual evaluation has been conducted within the last twelve months on all staff who supervise children (except the director).

Title #	265
Category	Director Requirements
Title	Health, Safety, Comfort
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (l) Provide for the health, safety, and comfort of each child;
Guideline(s) for Child Care Technical Assistance	The director is ultimately responsible to ensure that each child is cared for in a way that protects the child's health and assures they are safe and comfortable at all times.
Regulated Child Care Survey Method	The director is responsible for Health/Safety/Comfort. The surveyor may determine whether HSC is being met through observation, record review, and interview. If a concern is not covered in another tag, cite here. This citation may be issued, in addition to other citations for the same incident, such as a child being left on the playground – supervision will be cited; but H/S/C may also be cited.

Title #	270
Category	Director Requirements
Title	Parent Notification
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (m) Notify the parent immediately of an accident or incident requiring medical treatment of a child;
Guideline(s) for Child Care Technical Assistance	"Medical treatment" refers to care administered by a licensed or certified health care professional. The director must assure that a parent is notified immediately when their child requires medical treatment. If the parent and emergency contacts are unable to be reached, it is good practice to document each attempt to contact. Inability to reach the parent should not delay the director from obtaining medical treatment for the child.
Regulated Child Care Survey Method	Medical treatment of a child is treatment or assessment by a health care professional, not first aid administered by staff. Surveyors should determine whether the center has notified the parent of an accident or incident requiring medical treatment through record review and interview.

Title #	275
Category	Director Requirements
Title	Caregiver Alone
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;
Guideline(s) for Child Care Technical Assistance	The director must assure that each child is supervised by a caregiver who has a completed child abuse and neglect check, criminal records check and background check from previous state of residence if the caregiver has lived outside Kentucky within the last five years. Background checks include the results of the child abuse/neglect check, KY criminal records check through the KY Justice Cabinet or Administrative Office of the Courts and an out of state criminal records check if the individual has lived outside of KY within the past five (5) years. Persons acting as caregivers who have not completed all required background checks must not be left alone, at any time for any length of time, as the sole caregiver for a child.
Regulated Child Care Survey Method	Surveyors should review staff schedules, observe and document staff names to determine who is working with the children. Background checks include the results of the child abuse/neglect check, KY criminal records check through the KY Justice Cabinet or Administrative Office of the Courts and an out of state criminal records check if the individual has lived outside of KY within the past five (5) years for each staff employed at the center.

Title #	280
Category	Director Requirements
Title	Altered/Falsified Records
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (o) Assure each mandatory record specified in Section 3 of this administrative regulation has not been altered or falsified;
Guideline(s) for Child Care Technical Assistance	Section 3 includes: all children's records, all staff records including training and background checks, an evacuation plan, monthly and quarterly drills, transportation services, attendance records. It is the responsibility of the director to assure that none of the records are falsified or altered in any way. For example: altering a document might include marking through a social security number on a completed child abuse and neglect check or writing a staff member's name on a training certificate that really belongs to another staff. Falsifying a document would include recording fire drills that were not conducted or signing a parent's name on a daily attendance record.
Regulated Child Care Survey Method	The mandatory records include: • Name, address, date of birth, and date of employment; • Proof of educational qualifications; • Record of annual performance evaluation; • Written record of training participation to include: a. The training source; b. Location; c. Date; and d. Number of clock hours completed; • Every two (2) years, a: a. Statement from a health professional that the individual is free of active tuberculosis; or b. Copy of negative tuberculin results; and • For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a: a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470; b. Criminal records check required by KRS 199.896(19); c. Criminal records check from any previous state of residence completed once if: (i) The individual resided outside the state of Kentucky in the last five (5) years; and (ii) No criminal records check has been completed for the individual's previous state of residence; and d. An address check of the Sex Offender Registry Record review, and interview, if necessary, if any record appears altered, the original can be requested. After leaving the child care center phone calls can be made to the issuer of the alleged falsified document to determine its authenticity. The surveyor should attempt to obtain written documentation from the issuer that the document is falsified. The written statement would be support to cite this tag.

Title #	285
Category	Director Requirements
Title	Parental/Family Involvement Activity
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (p) Coordinate at least one (1) annual activity involving parental or family participation.
Guideline(s) for Child Care Technical Assistance	The director must assure that at least one family or parent participation activity is planned and implemented per year. The director should keep something to verify that an activity was conducted, i.e., photos, invitations, agendas. These documents also serve as great marketing items to new families who would like to learn more about the child care center. The child care center can determine what type of annual activity would work best for their families, parents and children. For example: a child care center who cares for children of working parents would want to plan something after work or on weekends and avoid having a parent take off work to attend. Part time programs have more flexibility in scheduling events. Cost is also a consideration. Family and parent events could include, for example: an Open House, a reading night, a cookout, a playground clean-up day or a holiday party.
Regulated Child Care Survey Method	Evidence of an annual parental involvement activity.

Title #	290
Category	Director Requirements
Title	Director Educational Requirements - Type I
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (2) The director of a Type I child-care center shall meet one (1) of the following educational requirements: (a) Master's degree in Early Childhood Education and Development; (b) Bachelor's degree in Early Childhood Education and Development; (c) Master's degree or a bachelor's degree in a field other than Early Childhood Education and Development, including a degree in pastoral care and counseling, plus twelve (12) clock hours of child development training; (d) Associate degree in Early Childhood Education and Development; (e) Associate degree in a field other than Early Childhood Education and Development, plus twelve (12) clock hours of child development training, and two (2) years of verifiable full-time paid experience working directly with children in; (f) A Director's Credential in Early Childhood Development and one (1) year of verifiable full-time paid experience working directly with children in: 1. A school-based program following Department of Education guidelines; 2. An early childhood development program, such as Head Start; or 3. A licensed or certified child care program; (g) Child development associate plus one (1) year of verifiable paid experience working directly with children in: 1. A school-based program following Department of Education guidelines; 2. An early childhood development program (head start); or 3. A licensed or certified child-care program; or (h) Three (3) years of verifiable full-time paid experience working directly with children in: 1. A school-based program following Department of Education guidelines; 2. An early childhood development program, such as Head Start; or 3. A licensed or certified child-care program.
Guideline(s) for Child Care Technical Assistance	For a Type I child care center, the director may be qualified a number of ways based on education, training and experience. Those who have degrees in Early Childhood and Development: often degrees submitted for review are awarded as, "Bachelor of Arts" and fail to indicate that the degree is actually in Early Childhood Education and Development. If that is the case, attach transcripts from the university to verify the course of study. If the director does not have a degree in Early Childhood and Development be sure to include a copy of the degree, high school diploma, Kentucky Director's Credential, or CDA for review, along with additional qualifying documents. For those who are submitting clock hours of child development training: twelve hours is all that is required. (Do not submit additional training hours.) A copy of training certificates or a copy of the ECE-TRIS record can be submitted. If you are submitting verification of work experience, it is important that the following information is included on each letter that is submitted: • The staff worked in a paid position directly with children. • Include the first and last day of employment. • The document will need a signature along with a phone number for verification. • Be sure it includes the name of the facility where the staff person worked along with the license number of the facility. (Note: This information will be verified through Division of Regulated Child Care files and by phone.) For those who were previously approved as a director of a facility, you will be required to again submit documentation for approval each time you are named /qualified as the director of a facility. Simply mailing a letter stating you were previously approved will no longer satisfy the requirement. All educational documentation in a foreign language shall be translated to English prior to submission.
Regulated Child Care Survey Method	Qualifying a director is done by the compliance analysts in central office.

Title #	295
Category	Director Requirements
Title	Director Educational Requirements - Type II
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (3) The director of a Type II child-care center shall: (a) Meet the requirements in subsection (2) of this section; or (b) Meet two (2) of the following: 1. Have twelve (12) hours of orientation and child development training; 2. Have one (1) year of verifiable full-time paid experience working directly with children in: a. A school-based program following Department of Education guidelines; b. An early childhood development program, such as Head Start; or c. A licensed or certified child-care program; or 3. Obtain six (6) additional hours of training in child day care program administration.
Guideline(s) for Child Care Technical Assistance	For a Type II child care center, the director may be qualified a number of ways based on education, training and experience. For those who have degrees in Early Childhood and Development, often degrees submitted for review are awarded as, “Bachelor of Arts” and fail to indicate that the degree is actually in Early Childhood Education and Development. If that is the case, you will need to attach transcripts from the university to verify the course of study. If you do not have a degree in Early Childhood and Development be sure you include a copy of your degree, high school diploma, Kentucky Director’s Credential, or CDA for review along with the other qualifying documents. For those who are submitting clock hours of child development training: twelve hours is all that is required. (Do not submit additional training hours.) A copy of training certificates or a copy of the ECE-TRIS record can be submitted. If you are submitting verification of one year of work experience, it is important that the following information is included on each document that is submitted: • The staff worked in a paid position directly with children. • Include the first and last day of employment. • The document will need a signature along with a phone number for verification. • Be sure it includes the name of the facility where the staff person worked along with the license number of the facility. (Note: This information will be verified through Division of Regulated Child Care files and by phone.) You may submit a copy of a training certificate or a copy of the ECE-TRIS record. If you need six hours of child day care program administration training, you should contact your local Child Care Aware Training Coordinator or a Professional Development Counselor.
Regulated Child Care Survey Method	Qualifying a director is done by the compliance analysts in central office.

Title #	300
Category	Employee Records
Title	Background checks/left alone
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (3) A preliminary or regular license shall not be issued unless each background check required by KRS 199.896(19) has been completed on behalf of an applicant for licensure. (4) Background checks shall apply to: (a) A director; (b) An employee or volunteer who is present during the time a child is receiving care; (c) Any person with supervisory or disciplinary control over a child in care; or (d) Any person having unsupervised contact with a child in care. (5) An individual described in subsection (4) of this section shall: (a) Submit to background checks described in paragraph (b) of this subsection; (b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a: 1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470; 2. Criminal records check required by KRS 199.896(19); 3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and 4. An address check of the Sex Offender Registry; and (c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.
Guideline(s) for Child Care Technical Assistance	The director must assure that each child is supervised by a person who has a completed child abuse and neglect check, criminal record check and background check from any previous state of residence if the person lived outside Kentucky during the last five years. A person can work with a child on a probationary basis for up to ninety calendar days pending the completion of the background checks. The requirement for an address check of the Sex Offender Registry is part of the child abuse and neglect check. There is no additional documentation required by the child care center. Persons working with a child who have not completed all required background checks must not be left alone, at any time for any length of time, as the sole caregiver for a child. It is the responsibility of the child care center to maintain for review copies of all background checks for any person working with a child. A volunteer is an individual who takes part in the planned activity, interacts with the children, performs a reoccurring function for the child care center, and may/may not have supervisory/disciplinary control of a child, depending on the center's volunteer policy. (Note that a volunteer present when a child is receiving care is required to have background checks.) A visitor is an individual who observes or presents a part of a planned activity, has supervised interaction with the children and has no supervisory/disciplinary control of a child enrolled and would not require background checks. (Exception is their child.) A visitor has an infrequent primarily non-recurring presence at the center as follows: • Family members who come to the center for a family involvement activity are considered visitors. • Visitors may not be left alone with children, supervise children or discipline children. • Librarians, music teachers, firemen, policemen and other like professionals are community partners and would be welcome with parent permission slips if they have recurring visits. Third party professional services are appropriate with parental permission slips if they have recurring visits. Acceptable sources of background checks for each staff include the following: • Child abuse or neglect (CAN) check using the central registry in accordance with 922 KAR 1:470: Only one form/source is approved for this check. When this check is conducted, it also satisfies the requirement for an address check of the Sex Offender Registry. • Criminal records check required by KRS 199.896(19): Acceptable sources of the criminal records check would include the Administrative Office of the Courts or the Kentucky State Police. There are no private background check companies or internet sources that are acceptable sources of the Kentucky criminal records check.

	☐ Out of state background check (if applicable): An FBI background check or a check run by the state police in the state of residence are the recommended sources for staff who have resided outside the state of Kentucky during the last five (5) years. If your business is located in a county that borders another state, you probably have employees who do not currently reside in the state of Kentucky. Do not forget to run an out of state background check on these staff.
Regulated Child Care Survey Method	Obtain the names of everyone present and their position and document hire dates. (Staff introductions are usually done during initial walk through for staff/child ratio). Review personnel files to verify all background checks were submitted and returned within required timeframes. In accordance with KRS 17.165, a criminal records check must be from either the Justice and Public Safety Cabinet (KSP) or the Administrative Office of the Courts (AOC). The criminal records check must be submitted on or before the first day of employment. In accordance with 922 KAR 1:470, a child abuse/neglect check shall be submitted to the cabinet no later than five (5) working days after the date of employment. For those who have lived out of state within the past five (5) years, there must also be an out-of-state background check. Review staff work schedule and interview to verify qualified staff supervise children alone. Background checks apply to: (a) A director; (b) An employee or volunteer who is present during the time a child is receiving care; (c)Any person with supervisory or disciplinary control over a child in care; or (d) Any person having unsupervised contact with a child in care.

Title #	305
Category	Employee Records
Title	Background checks/ discharged
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (6) Upon completion of background checks described in subsection (4)(b) of this section, a licensee shall discharge immediately: (a) An individual whose name is listed on the central registry established by 922 KAR 1:470; (b) An individual who has been convicted of, or has entered an Alford plea or a plea of guilty to, a crime in accordance with KRS 17.165; (c)An individual who is confirmed by an address check of the Sex Offender Registry and supporting documentation as a registered sex offender; (d) An individual who has been convicted of, or entered an Alford plea or plea of guilty to, a drug-related felony, and five (5) years has not elapsed since the person was fully discharged from imprisonment, probation, or parole; (e) A director who has been convicted of, or entered an Alford plea or a plea of guilty to, a felony offense involving fraud, embezzlement, theft, or forgery; and (f) An individual who has been convicted of, or has entered an Alford plea or a plea of guilty to, an offense under a criminal statute of the United States or of another state similar to an offense specified in this subsection.
Guideline(s) for Child Care Technical Assistance	Upon receipt of each background check, the staff in charge should read each form to assure that the information provided does not prohibit the person from working with a child. For example: the information found on the child abuse and neglect check will determine if a person has a substantiated finding of abuse or neglect. If a box is checked indicating a finding of abuse and neglect, the center must not allow the person to work with or be in direct contact with a child. If there is written verification returned to you during the background check process that a person is listed on the Sex Offender Registry, they must not be allowed to work with a child. If someone has been convicted of a drug-related felony be sure to read the dates and assure that it has been at least five years since the person was fully discharged from imprisonment, probation, or parole. If review of a criminal record checks reveals the director has entered an Alford plea or a plea of guilty to a felony that involved fraud, embezzlement, theft or forgery, they must not be allowed to continue employment at the child care center.
Regulated Child Care Survey Method	Review the results of completed background checks and interview to determine employment/date of discharge. Cite if an individual who meets any of the conditions in this requirement has not been discharged from employment.

Title #	310
Category	Employee Records
Title	Personnel File
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (e) A current personnel file for each child-care center staff person to include: 1. Name, address, date of birth, and date of employment; 2. Proof of educational qualifications; 3. Record of annual performance evaluation; 4. Written record of training participation to include: a. The training source; b. Location; c. Date; and d. Number of clock hours completed; 5. Every two (2) years, a: a. Statement from a health professional that the individual is free of active tuberculosis; or b. Copy of negative tuberculin results; and 6. For an individual specified in 922 KAR 2:090, Section 6(4), the results of a: a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470; b. Criminal records check required by KRS 199.896(19); c. Criminal records check from any previous state of residence completed once if: (i) The individual resided outside the state of Kentucky in the last five (5) years; and (ii) No criminal records check has been completed for the individual's previous state of residence; and
Guideline(s) for Child Care Technical Assistance	The child care center must have a system to maintain the documentation that qualifies each staff. Some people chose a binder system while others like files in a drawer. The system used to store personnel files is up to each center; however, if a surveyor requests records for a particular staff and the center is unable to present an organized packet of records, the center has failed to maintain a personnel file. The information listed in this section is required for each staff, regardless of age, even high school age staff. The child care center may choose to have a cover sheet for each staff that lists the required information, attaching the documents for verification in the same order. This system will help the staff in charge/director find the documents when requested and assist the surveyor in expediting the review of documentation. For example, the cover sheet might include the following: last name, first name, job title, date of birth, social security number, date of hire, date the criminal records check was completed, date the child abuse and neglect check was completed, date the TB Skin Test was read /health professional's statement, expiration date of first aid and CPR, work schedule, date of orientation training, # of annual training hours for the last full year of employment (exact hire date to exact hire date), education, date of last annual evaluation, date of the last professional development plan and out of state background checks (if needed). Attach copies of the required documentation behind the cover sheet. Remember that an ECE-TRIS report can be presented for review if it contains verification of the required training hours. If it is missing some of the completed trainings, be sure to present the training certificates for verification.
Regulated Child Care Survey Method	Request all personnel files including files for substitutes and volunteers. This tag should be cited if the personnel file does not exist. If partial records are missing, for example, evidence of a TB Test, cite the section specific to TB Test. Each personnel file must contain the required documentation.

Title #	315
Category	Employee Records
Title	Educational Requirements
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (1) Child-care center staff: (a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a: 1. High school diploma: 2. GED or qualifying documentation from a comparable educational entity; or 3. Commonwealth Child Care Credential as described in 922 KAR 2:250;
Guideline(s) for Child Care Technical Assistance	The first day a staff is at work, the child care center must have verification of education. A copy of a diploma or a transcript from a high school showing the date of graduation would be acceptable. The GED document must indicate that the person had passing scores and was awarded a GED. (People who are currently enrolled in GED classes would not qualify). The certificate or transcript that verifies the applicant completed the Commonwealth Child Care Credential (CCCC) is acceptable. Any degree or a transcript that contains a high school graduation date provided from a university would be acceptable. If a high school age student is employed, the center shall maintain a copy of their last report card or a letter from a school official verifying their current enrollment. Staff who fail to meet the educational requirement and are currently employed (employment began prior to 1/1/09) at a child care center may continue employment at that child care center. However, there is no system to "grandfather in" staff who choose to leave one child care center and seek employment at another center and fail to have a high school diploma, GED or CCCC.
Regulated Child Care Survey Method	Review education documentation to determine compliance. A certificate of completion of high school is acceptable documentation from a comparable educational entity. Educational documentation (HS diploma, GED, CCCC or other qualifying documentation must be provided for review for any staff member who is not enrolled in high school and was hired after 1/1/09. Any degree or a transcript that contains a high school graduation date provided from a university would be acceptable.

Title #	320
Category	Employee Records
Title	TB Verification
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (1) Child-care center staff: (b) Shall provide, prior to employment and every two (2) years thereafter: 1. A statement from a health professional that the individual is free of active tuberculosis; or 2. A copy of negative tuberculin results.
Guideline(s) for Child Care Technical Assistance	The first day a staff is at work, a TB Skin Test or health professional's statement must be on file for review. A variety of forms may be used to meet this regulation. Remember that a date must be included and the document is only good for two years. 1) A written note from a health care professional stating that the individual is free from active tuberculosis. 2) The Risk Assessment from the Health Department in lieu of TB results. 3) A written record that shows the TB skin test was administered and the date it was read. 4) The results of an X-Ray verifying that no TB is present.
Regulated Child Care Survey Method	Review date of assessment/health professional's statement or date of negative TB skin test results to determine compliance.

Title #	325
Category	Employee Records
Title	CPR/First Aid Coverage
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills: (a) Infant and child cardiopulmonary resuscitation; and (b) Infant and child first aid. (4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills: (a) Adult cardiopulmonary resuscitation; and (b) First aid.
Guideline(s) for Child Care Technical Assistance	The child care center must have staff approved for CPR and first aid on duty and present with the children at all times. • Certification in Infant and child CPR and first aid is required for all infant, toddlers or preschool-age children. • Certification in adult CPR and first aid is required for any program that cares for school age children. Remember – a school age child is any child at least 4 years of age and enrolled in school (this does not include Head Start or Pre-K). When a group leaves the premises for a walk to the park or a field trip, a CPR and first aid certified staff must be present with these children. In addition, there must be a CPR and first aid certified staff present at the child care center as well for the children who did not leave the premises. A list of approved sources can be found at the following link: http://chfs.ky.gov/dcbs/dcc/trng_app.htmApproved Training Sources for CPR and first aid: • American Red Cross • American Heart Association • American CPR Training (previously known as American Environmental Health and Safety) National Safety Council • American Safety and Health Institute • MEDIC First Aid *No online courses are approved
Regulated Child Care Survey Method	During review of records assure that at least one staff present has current certification in infant and child CPR and first aid from an approved source. A list of approved sources can be found at the following link: http://chfs.ky.gov/dcbs/dcc/trng_app.htm. No online courses are approved. Review staff schedules to assure a staff with current certification is on duty during all hours the facility operates. Review files for staff that transports children, if applicable, to assure children being transported have a staff on the vehicle with current certification. If the facility is licensed for school age care, a staff person with adult CPR and first aid must be present when school-age children are present. Review staff schedules and interview regarding when school-age children are present. When a group leaves the premises for a walk to the park or a field trip, a CPR and first aid certified staff must be present with these children. In addition, there must be a CPR and first aid certified staff present at the child care center as well for the children who did not leave the premises.

Title #	330
Category	Employee Records
Title	Adequate Substitute(s)
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (6) Child-care centers shall have available in case of need: (a) One (1) qualified substitute staff person for a Type II child-care center; or (b) Two (2) qualified substitute staff persons for a Type I child-care center.
Guideline(s) for Child Care Technical Assistance	This regulation is required for new centers as well as those already in operation. A qualified substitute would meet the same qualifications as a staff, for example: education, TB skin test/health professional statement, all background checks, orientation and training. In addition, for a substitute working alone in a child care center or home, CPR and first aid certification would be required. Child care centers that have shift work or staff who work on a part-time basis may be able to develop a staff schedule that shows these part-time or shift staff would be available in case of need and could be used as substitute staff at the child care center. In some programs there may be ample staff scheduled to allow for a director to serve as a substitute in case of need.
Regulated Child Care Survey Method	A Type II center is required to have only one (1) qualified substitute, while a Type I center is required to have two (2). A child care center may use the director or a part-time staff as a substitute.

Title #	335
Category	Employee Records
Title	Qualified Substitute
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (7) Each qualified substitute staff person shall: (a) Meet the staff requirements of this administrative regulation; and (b) Provide the required documentation to verify compliance with this administrative regulation.
Guideline(s) for Child Care Technical Assistance	This regulation is required for new centers as well as those already in operation. A qualified substitute would meet the same qualifications as a staff, for example: education, TB skin test/health professional statement, all background checks, orientation training, annual training, and pediatric abusive head trauma (PAHT) training. In addition, for a substitute working alone in a Type I or II child care center, CPR and first aid certification would be required. For substitutes that work in more than one child care center, the required documentation must be on file for review at each child care center at the time of employment at each center.
Regulated Child Care Survey Method	During record review, the file for a qualified substitute must contain documentation of: CRC, CAN, education verification and current TB skin test/health professional statement. Substitutes are also required to complete annual training hours. Professional development plans and evaluations are not included in this regulation.

Title #	340
Category	Employee Records
Title	Training
Child Care Regulation Text	922 KAR 2:110. Section 5. Staff Requirements. (14) In accordance with KRS 199.896(15) and (16), a staff person with supervisory authority over a child shall complete the following: (a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment; (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment, including one and one-half (1 $^1/_2$) hours of pediatric abusive head trauma training; and (c) Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment, including one and one-half (1 $^1/_2$) hours of pediatric abusive head trauma training completed once every five (5) years.
Guideline(s) for Child Care Technical Assistance	Staff with supervisory control may or may not include cooks, janitors, van drivers, some administrative staff, etc. To avoid confusion, be sure to identify on the personnel packet if the staff has supervisory control or unsupervised contact with a child in care. Orientation training, a 6-hour course, is required for all child care staff working with children. Orientation training must be taken in the first three months of employment and may be taken online or in person. The online class may be taken at: http://www.kentuckypartnership.org/ecool.aspx If a staff has previously taken orientation training, please check the ECE-TRIS record to assure that it appears on that record. If not, have the staff bring a copy of the orientation certificate to the child care center that can be included in the staff records. If a staff has "proof" that they have already completed orientation training, they are not required to take the class again. Completed orientation training (recently taken or many years ago) counts as 6-hours of training during the staff person's first year of employment. Also required for the first year of employment is 9 additional hours of training. This includes one and one-half hours of pediatric abusive head trauma (PAHT) training. This class is presented online or can be taken in person. PAHT is now available online at https://www.training.eku.edu/abusiveheadtraumacpWBT . If a staff has previously taken pediatric abusive head trauma training, please check the ECE-TRIS record to assure that it appears on that record. Training hours are calculated from exact hire date to exact hire date. After a staff has completed the first year, 15 hours of training is required annually. The PAHT training must be taken once every 5 years and will count toward annual training hours. Note: Staff hired prior to 4/8/13 must receive 1.5 hours of PAHT training before 7/15/15. College course work from an accredited institution will be acceptable if the course content includes early care and education, working with children and families, or administration of an early care and education program. Division of Child Care policy states that one three-hour college course is equivalent to forty-five (45) clock-hours of training and may be used in its place.
Regulated Child Care Survey Method	Training is only required for staff who supervise children. This may or may not include administrative staff, cooks, etc. The six (6) hours of orientation training can travel with a staff person. If they received it prior to their hire date, it counts as being within the first three (3) months of employment. The orientation training must be the cabinet approved training curriculum. This curriculum has been updated/changed over time; however, a staff who received a cabinet approved earlier version of orientation training is not required to take the new curriculum. Training hours are calculated from exact hire date to exact hire date. During the first year of employment, the staff must have six (6) hours of orientation, one and one-half (1.5) hours of pediatric abusive head trauma (PAHT) training and at least seven and one-half (7.50) hours of cabinet approved training in early care and education. After the first year, each staff person must complete at least fifteen (15) hours of cabinet approved training. The cabinet approved trainings can be found at:http://chfs.ky.gov/dcbs/dcc/trng_app.htm PAHT training is only counted in the training hours once every five (5) years. Employees hired 4/8/13 or thereafter are required to have the training within their first year of employment. A staff hired prior to 4/8/13 has until 7/15/15 to receive the training. An ECE-TRIS report may be used to calculate training hours. College course work from an accredited institution will be acceptable if the course contains early care and education content and can be applied in child care services. One three hour college credit class is equivalent to 45 early care and education clock hours.

Title #	345
Category	Employee Records
Title	Driver Requirements
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (18) A driver of a vehicle transporting a child for a center shall: (a) Be at least twenty-one (21) years old; (b) Complete: 1. The background checks as described in 922 KAR 2:110; and 2. An annual check of the: a. Kentucky driver history records in accordance with KRS 186.018; or b. Driver history records through the state transportation agency that issued the driver's license; (c) Hold a current driver's license which has not been suspended or revoked during the last five (5) years; and (d) Not caused an accident which resulted in the death of a person.
Guideline(s) for Child Care Technical Assistance	The child care center should obtain a copy of the valid driver's license for the vehicle driver. The driver's date of birth will be listed on the license to verify that the driver is at least 21 years old. Completed background checks must be available for review as follows: a child abuse and neglect check, criminal records check and an out of state background (if the driver has resided outside Kentucky during the past 5 years). The child care center must assure that the driver's license has not been suspended or revoked during the last 5 years and that the driver has not caused an accident which resulted in the death of a person. An annual check of the driver's history must be done. An approved source for a driver's history record is the Kentucky Department of Transportation. The driver's record can be found online at: https://dhr.ky.gov/DHRWeb. .
Regulated Child Care Survey Method	Interview to determine who drives the vehicle(s). Review the files for these individuals to assure compliance. The background checks referred to in item (b) include criminal records check, child abuse neglect check and an out of state criminal records check if the individual has lived out of Kentucky within the past five (5) years. An annual driver's history record is required. Review of documentation should ensure that the driving record provided is not older than twelve (12) months. The surveyor must assure that the driver's license has not been suspended or revoked during the last five (5) years and that the driver has not caused an accident which resulted in a person's death. The driver's record can be found online at: https://dhr.ky.gov/DHRWeb.

Title #	350
Category	Programming
Title	Program of Activities Followed
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (4) The child-care center shall provide a daily planned program: (a) Posted in writing in a conspicuous location with each age group and followed; (b) Of activities that are individualized and developmentally appropriate for each child served; (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and (d) That offers a variety of creative activities including the following: 1. Art; 2. Music; 3. Dramatic play; 4. Stories and books; 5. Science; 6. Block building; 7. Tactile activity; 8. Culture; 9. Indoor or outdoor play in which a child makes use of both small and large muscles; 10. A balance of active and quiet play, including group and individual activity; 11. An opportunity for a child to: a. Have some free choice of activities; b. If desired, play apart from the group at times.

Guideline(s) for Child Care Technical Assistance	The staff must plan and implement a program of activities each day. The plan that includes the daily activities must be in writing and must be posted for review. Be sure to include plans for school age children who may attend for part day program (before and after school) or full day care. The plan should include activities that are developmentally appropriate for each child and may need to be **individualized to meet a child's needs. For example: if an art activity requires a child to cut with scissors**, the staff should identify and have a procedure planned to assist children who have difficulty using the scissors to successfully complete the project on their own. (As a reminder **–** art is not required in an infant class.) The daily plan should incorpora**te a variety of activities to promote a child's development. For example: running,** climbing, cutting with scissors would promote physical growth. Regular routines followed from day to day create safe and familiar surroundings which will help develop emotional growth. Learning to take turns or show compassion to a friend who is sad will help the child develop socially. Planning a wide variety of activities including the opportunity for conversation and extended learning opportunities will stimulate intellectual growth and well-being. A variety of activities must be planned and offered daily. Some activities may be set up as learning centers and used on a daily basis for self-initiated learning to satisfy the programming requirement while other activities may be presented in a teacher led activity. Here are some examples to consider: 1) An art easel with paper and markers may be regularly available for use by the preschool children. In addition, the classroom staff may plan art projects for the entire group. 2) There may be a learning center with musical instruments available for regular use by the children in the Toddler Room. In addition, staff may choose to lead the children in an interpretive dance activity. 3) The room may contain a library of books with comfy pillows and cushions that the children can use on their own. The teacher may have a featured book that she is introducing during a circle time activity to help develop a theme or lesson.
Regulated Child Care Survey Method	During the inspection, review the written planned program and then observe the actual programming being provided to the children to determine if it is developmentally appropriate for the children being served. The daily planned program should be written and followed. However, adjustments may be made to the schedule and/or planned activities to best meet the needs of the children. For example, the teacher may provide additional outdoor time on a sunny day or an activity may be cut short and replaced if the children do not seem interested. If it is unclear during the inspection it may be necessary to interview the staff to gather more information. Observe the materials, toys and equipment to verify they are available to provide a variety of creative activities. Interview staff to determine if materials or rooms are rotated and/or shared. For example, children may go to an art room each day: thus, these materials would not be observed in the individual classroom. Art is not required in an infant class. The planned program must be in a conspicuous location.

Title #	355
Category	Programming
Title	Practice Appropriate Self-Help Procedures
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (4) The child-care center shall provide a daily planned program: (d) That offers a variety of creative activities including the following: 11. An opportunity for a child to: c. Practice developmentally appropriate self-help procedures in respect to: (i) Clothing; (ii) Toileting; (iii) Hand-washing; and (iv) Eating;
Guideline(s) for Child Care Technical Assistance	Staff should plan adequate time for activities based on the age and development level of the children in their class. Basic skills such as putting on one's coat, fastening pants or a belt after toileting, using the soap and paper towel dispenser when hand washing and learning to use utensils during meals or holding their own bottle are important skills that must be practiced and developed over time. Staff should be ready to assist and encourage the child as needed when learning new skills.
Regulated Child Care Survey Method	Review the written planned program and observe the materials, toys and equipment in each area to verify self-help procedures can be practiced. Self-help procedures can be observed during restroom breaks and at mealtime.

Title #	360
Category	Programming
Title	Electronic Viewing/ Listening Devices
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (4) The child-care center shall provide a daily planned program: (d) That offers a variety of creative activities including the following: 12. Use of electronic viewing and listening devices if the: a. Material is appropriate to the child using the equipment; b. Material does not include any violence, adult content viewing, or inappropriate language; c.Viewing or individual listening is limited to two (2) hours per day; d. Viewing or listening is discussed with parents prior to viewing or listening; and e. Viewing or listening is designed as an educational tool. (5) A child who does not wish to use the electronic devices during the planned program shall be offered other appropriate activities.
Guideline(s) for Child Care Technical Assistance	Electronic viewing (i.e., computer, hand held video game or television) or listening devices (headphones) may be used by an individual child up to two (2) hours each day. Remember that the program must be appropriate and may not include any violence, adult content or inappropriate language. This includes personal games or equipment brought from home. Background music during nap is not considered in the two (2) hour individualized listening or viewing time. The viewing or listening activity must be designed as an educational tool and should be reflected on the daily lesson plan. The child care center should implement a procedure to inform parents of their plans to use video and audio equipment. This may be done in writing in the enrollment paperwork, a parent handbook or newsletter. If viewing or listening is incorporated an activity, an alternate activity must be provided for a child who does not wish to participate.
Regulated Child Care Survey Method	Observe the viewing or listening material to determine appropriateness, duration of use, and to ensure content is educational. Be attentive to music playing in the room and to children using headphones, if written documentation is not available. Observe to ensure an alternative activity is provided. Interview staff to determine parents' awareness of the use of viewing and listening material. Background music during nap is not considered in the two (2) hour individualized listening or viewing time. A center may have some electronic material on site (tapes, movies, CDs, DVDs, etc.). The regulation is not violated unless a lesson plan violates the regulation or a violation is observed.

Title #	365
Category	Programming
Title	Regularity of Routines
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (6) Regularity of routines shall be implemented to afford the child familiarity with the daily schedule of activity.
Guideline(s) for Child Care Technical Assistance	Children are most comfortable and the program will be most successful when the staff and children know "what comes next." The expectation is that a daily schedule is posted and followed in accordance with 922 KAR 2:110 2 (f). Disrupting a child daily schedule of activity by moving a child from one room to another to maintain staff-to-child ratios is an unacceptable practice. The child care center should have ample staff on duty to avoid "scrambling" children and disrupting their routine.
Regulated Child Care Survey Method	Observe planned schedules and children's response during transitions. If children appear confused about what will come next, then they are not familiar with the schedule. This does not include planned, special activities, i.e., field trips, special guest(s), or changes due to weather. Interviews may determine regularity of routines.

Title #	370
Category	Programming
Title	Sufficient Activity Time
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (7) Sufficient time shall be allowed for an activity so that a child may progress at their own developmental rate.
Guideline(s) for Child Care Technical Assistance	Children need ample time to work at their own pace. This includes lessons at the table, self-help skills (i.e., eating) and discovery activities.
Regulated Child Care Survey Method	Observe during activity and mealtime to ensure the time allotted is appropriate for each child.

Title #	375
Category	Programming
Title	Waiting Period
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (8) A child shall not be required to stand or sit for a prolonged period of time: (a) During an activity; (b) While waiting for an activity to start; or (c)As punishment.
Guideline(s) for Child Care Technical Assistance	Regular routines during transition will avoid confusion among the children and help things move quickly. Having children wait for extended periods during an activity or waiting for an activity to start is unacceptable. Staff should establish routines and work as a team to eliminate the time “waiting.” Avoid requiring that children be confined to the same spot for extended periods. Staff should work with smaller groups of children to expedite waiting in line to go outdoors, waiting at the table for lunch to be served or waiting in line at the bathroom. A child should never be required to stand or sit for an extended period as a punishment.
Regulated Child Care Survey Method	If a child is confined and/or restricted from activity the surveyor should observe and document the length of time, the activity in the room and the child’s behavior.

Title #	380
Category	Programming
Title	School Age Care
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (9) If school-age care is provided: (a) A separate area or room shall be provided in a Type I child-care center; and (b) Each child shall be provided a snack after school.
Guideline(s) for Child Care Technical Assistance	School-age children must have a room or designated area Each school-age child shall be provided a snack after school. Provided means there is enough food available for each child in the group, and the food is accessible to the child. The regulations require a separate area in a Type I center and this does not have to be a separate room. School-age and preschool age children may be in the same room.
Regulated Child Care Survey Method	Interview to determine the location of the school-age area if not observed. School-age and preschool age children may be combined, however a separate area must be maintained

Title #	385
Category	Programming
Title	Discipline
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (10) A child shall not be subjected to: (a) Corporal physical discipline pursuant to KRS 199.896(18); (b) Loud, profane, threatening, frightening, or abusive language; or (c) Discipline that is associated with: 1. Rest; 2. Toileting; or 3. Food.
Guideline(s) for Child Care Technical Assistance	Discipline is not punishment. Discipline means to teach and guide. KRS 199.896(18) defines corporal punishment as the deliberate infliction of physical pain which does not include spontaneous physical contact that is intended to protect a child from immediate danger. The child care center must assure that no one physically hurts a child in care. This includes pinching, hitting, swatting, thumping, smacking, spanking, etc. Children should not be restrained in high chairs or cribs as a means of discipline. Staff should use kind encouraging words toward a child. Yelling at a child or using threatening curse words while trying to frighten a child is inappropriate behavior. It is never acceptable to use harsh words toward a child. In addition, staff must be cordial to one another in front of the children. It is unacceptable for staff to curse or fuss between each other in the presence of a child. Making a child rest or stay awake is inappropriate discipline. Bullying a child who is learning to use the toilet or not allowing an older child to use the toilet when needed is inappropriate behavior. Withholding food or forcing food on a child is inappropriate behavior.
Regulated Child Care Survey Method	Review the written discipline policy and observe staff to determine implementation. Children should not be restrained as a means of discipline for example putting children in high chairs. Staff yelling at a child or an adult and/ or using profane language is inappropriate. This tag does not refer to staff using a loud tone of voice to protect a child. According to KRS 199.896(18), corporal physical discipline refers to intent to inflict physical pain. Consult with the RPM/HSSV before citing corporal physical discipline.

Title #	390
Category	Programming
Title	Diagnosed Special Need
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (12) Care for a child with a special need shall be consistent with the nature of the need as documented by the child's health professional.
Guideline(s) for Child Care Technical Assistance	The child care center must obtain written information regarding a child with special needs and keep that documentation on file. This information could be provided by a therapist, physician or other health professional. The child care center staff should be aware of a child's documented special needs and should ensure those needs are met while the child is at the child care center.
Regulated Child Care Survey Method	Observe the care provided to a child with special needs and review the child's file to determine compliance with a health professional's recommendations.

Title #	395
Category	Programming
Title	Electronic Viewing/Listening Planned Program
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (1) Electronic viewing and listening devices shall only be used in the center as a part of the child's planned program of activity described in Section 2(4) of this administrative regulation.
Guideline(s) for Child Care Technical Assistance	Electronic viewing and listening devices may be used in the classroom setting; however, the child care center staff must incorporate this in the planned program of activity on a written lesson plan.
Regulated Child Care Survey Method	Review the planned program of activity to verify that an electronic device is used as a part of the center's programming.

Title #	400
Category	Programming
Title	Computer Monitoring Device
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (3) Computer equipment shall be equipped with a monitoring device which limits access by a child to items inappropriate for a child to view or hear.
Guideline(s) for Child Care Technical Assistance	The child care center must assure that information available on a computer is appropriate for the children. If internet access is available, the equipment must have a monitoring device to limit what the child views.
Regulated Child Care Survey Method	Interview to determine what monitoring device is used for computer equipment, if not determined by observation.

Title #	405
Category	Programming
Title	Weather Conditions
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (17) Outdoor activity shall be restricted based upon: (a) Temperature; (b) Weather conditions; or (d) Weather alerts, advisories, and warnings issued by the National Weather Service
Guideline(s) for Child Care Technical Assistance	The child care center should assure that children are safe and comfortable when outdoors. Children should be dressed appropriately for the weather conditions. There is no approved range indicating high and low appropriate temperatures for outdoor play. Observe the behavior of the children to determine if they are comfortable outdoors. Shade, ground cover and location will differ from center to center which may affect the child comfort level. If a weather advisory for your area is issued, you must follow the instructions of the advisory when determining when and for how long to go outside. If the National Weather Service lists specific hours for the advisory, then the children could still go outside during the non-restricted hours.
Regulated Child Care Survey Method	Review local weather reports to determine if restrictions exist for outdoor activity. Review the planned program of activities for compliance, if not observed. During the inspection observe both the children and the staff to determine if they are comfortable and/or if their comfort needs are being met (for example, given extra water on a hot day).

Title #	410
Category	Programming
Title	Infant/Toddler Combined with Older Children
Child Care Regulation Text	922 KAR 2:120. Section 5. Infant and Toddler Play Requirements. (2) Except in accordance with subsection (3) of this section, an infant or toddler shall participate in an activity with an older child for no more than one (1) hour per day.
Guideline(s) for Child Care Technical Assistance	Infants and toddlers should be cared for in a separate space from older children. Infants and toddlers may participate in an activity with older children for no more than one hour per day. “An activity” implies there is planned programming, not just free play. During meals and naptime, infants and toddlers may be in the same area with older children for care but staff to child ratios and maximum group size must be maintained. Reminder: Early Head Start is one program that mixes age groups from birth to 3 years. These programs are approved to operate in this manner, however must still meet the requirements of the regulation. The children may be in the same classroom but kept in separate areas and function as separate groups.
Regulated Child Care Survey Method	Review the planned program and daily schedule to verify compliance if not observed during inspection. Infants and toddlers can be combined all day. However, infants and toddlers can only be combined with older children for no more than one (1) hour per day except as allowed in 922 KAR 2:120 section 5. Reminder: Early Head Start is one program that mixes age groups from birth to 3 years. These programs are approved to operate in this manner, however must still meet the requirements of the regulation. The children may be in the same classroom but kept in separate areas and function as separate groups.

Title #	415
Category	Programming
Title	Toddler Combined with Preschool
Child Care Regulation Text	922 KAR 2:120. Section 5. Infant and Toddler Play Requirements. (3) A toddler may participate in an activity with an older child for more than one (1) hour per day if: (a) The toddler is in transition to the pre-school age group; (b) The toddler is twenty-one (21) months or older; (c)Space for the toddler is available in the preschool-age group; (d) The staff-to-child ratios and group sizes are maintained based on the age of the youngest child; (e) The center has a procedure for listing a transitioning toddler on attendance records, including a specific day and time the toddler is with either age group; and (f) The child care center has obtained the signature and approval of the toddler's parent on the toddler's transition plan.
Guideline(s) for Child Care Technical Assistance	A toddler is a child 12 to 24 months of age. A toddler may be ready to transition to the next age group prior to his 2nd birthday. Once the child has reached the age of 21 months, the transition to the next age group may begin. This maybe done over several days or several weeks. Prior to beginning the process, it is important that the child care center staff meet with the parent and obtain written approval for a plan to transition to the next age group. The first step is to assure there is adequate room in the new age group for another student and that the grouping would be appropriate for the child. A child care center must record what time the child "visits" the new age group each day and for how long. Typically the lengths of visits to the new age group are extended to the point that the child has fully transitioned for care to the new room. Some centers have groups of children whose birthdays span a 3-5 month period and they transition the group as a whole class over that period of time. If this is the case, the transition plan may be written for all children in the class and signed by each parent. The plan should explain that the toddler class in which their child is currently enrolled will transition to a two year old class over time as each child has their second birthday.
Regulated Child Care Survey Method	Interview to determine if the center has transitioning toddlers, if not observed. Review the center's procedures and the transitioning toddler's file for documentation compliance. Review attendance records to assure that transitioning toddlers are accounted for appropriately.

Title #	420
Category	Programming
Title	Infant Sleep Position
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. **(1)An infant shall sleep or nap on the infant's back unless the infant's health professional signs a waiver that** states the infant requires an alternate sleeping position.
Guideline(s) for Child Care Technical Assistance	All infants shall be placed on their back to sleep. If an alternate sleeping position is required, a health professional must sign a waiver indicating the position and any additional instructions regarding positioning. The waiver or written request from the health professional should be kept on file for review. **If a positioning device or monitor is needed, the infant's health professional must put the request for an alternate** position in writing. This would include if the infant is to be placed in a swing or bouncy seat for sleep, or if the head of a mattress should be raised. The child care center should keep the written request from the health professional on file for review. Older infants who can roll over on their own should be allowed to do so.
Regulated Child Care Survey Method	**If a sleeping infant is observed in a position other than on the infant's back, interview staff and review the child's** file to determine if the child is of age to roll over on its own or a **health professional's waiver was provided.** This tag may be cited if infants are observed sleeping in swings or other devices; however, consider that infants frequently go to sleep and staff may not be able to move them to a bed promptly. Observe and interview to determine how long the child is/was sleeping in the equipment.

Title #	425
Category	Programming
Title	Rest Time Requirement
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. **(2)**Rest time shall be provided for each child who is not school-age and who is in care for more than four (4) hours.
Guideline(s) for Child Care Technical Assistance	For all non-school-age children who attend care more than 4 hours in a day, a rest time is required. This includes part time preschool programs that have extended day programs that run longer than 4 hours.
Regulated Child Care Survey Method	**The age group should be determined; then review the daily schedule and the children's attendance sheet to** confirm rest period compliance, if not observed.

Title #	435
Category	Programming
Title	Bedding/Toys in Crib
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (3) Rest time shall include adequate space specified by the child's age as follows: (a) For an infant: 3. No loose bedding; and 4. No toys or other items except the infant's pacifier;
Guideline(s) for Child Care Technical Assistance	This regulation prohibits loose bedding but does not prohibit blankets. If a blanket is required, the blanket must not be loose and must be tucked. A "sleep sack" would be acceptable. The regulation also states no toys or other items except for the infant's pacifier in the specified space. The infant's pacifier must not be attached to a clip. Cuddly blankets are not allowed. Bumper pads and pillows must not be used in a crib. Mobiles are not recommended. If the mobile is positioned so that it is not in the crib and the mobile has not been recalled by the Consumer Product Safety Commission, this would comply with the regulations. If a child can access the mobile while in the bed it should be removed.
Regulated Child Care Survey Method	Observe whether loose bedding is used for infants; if an infant uses a blanket, it should have been tucked prior to the infant going to sleep. The only item allowed in an infant's crib during rest is the infant's pacifier (no pacifier clips). Bumper pads and pillows are not allowed in a crib with an infant. This regulation only applies to infants (age: birth to 1 year).

Title #	440
Category	Programming
Title	Two Hour Limit - Rest Time
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (4) Rest time shall not exceed two (2) hours for a preschool-age child unless the child is attending the child-care center during nontraditional hours.
Guideline(s) for Child Care Technical Assistance	A regular rest period during the day is required for preschool age children. This period should not exceed 2 hours. This requirement is specific to preschool age children and does not include infants and toddlers who may rest longer as needed or to school age children who are not required to have a rest period but may rest as needed. Non-traditional hours are 7 p.m. through 5 a.m. Monday through Friday; or 7 p.m. on Friday until 5 a.m. on Monday.
Regulated Child Care Survey Method	Preschoolers should rest no more than two (2) hours during traditional hours. Review the daily schedule to insure the scheduled preschool rest time is consistent with this requirement.

Title #	445
Category	Programming
Title	Rest Period - Alternate Activity
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (5) A child who does not sleep shall be permitted to play quietly and shall be visually supervised.
Guideline(s) for Child Care Technical Assistance	The child care center should provide the opportunity for rest and sleep during a regular naptime, but cannot require that a child sleep. For children who do not fall asleep, quiet activities must be provided for play. All children must be supervised.
Regulated Child Care Survey Method	If a child chooses not to sleep, an opportunity to play quietly while being visually supervised must be offered.

Title #	450
Category	Programming
Title	Appropriate Use of Food
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (2) Food shall not be: (a) Used for reward; (b) Used for discipline; (c)Withheld until all other foods are consumed; or (d) Served while viewing electronic devices.
Guideline(s) for Child Care Technical Assistance	Meals are a time to focus on good nutrition with opportunity to learn feeding skills, table manners and good choices. Food may not be used as a reward. For example, candy may not be given to everyone who lines up quickly or as a reward for behavior at the end of the day. In addition, treats may not be used to reward children who are learning to potty train. Food cannot be used for discipline. For example, a second serving of mashed potatoes cannot be withheld from a child who forgets to use his indoor speaking voice. Food cannot be withheld until all other foods are consumed. For example, Seconds of chicken nuggets cannot be withheld from a child who refuses to try his green beans. Electronic devices should not be played during mealtimes. The television must be turned off during breakfast. Also, the child care center cannot serve snacks and treats while the children are watching television.
Regulated Child Care Survey Method	Food cannot be a reward or punishment; This includes food rewards during potty training Food cannot be used as discipline. Food items cannot be withheld until other foods have been eaten. Children cannot be served food while watching electronic devices (TV, movies, computer, etc.).

Title #	455
Category	Programming
Title	Toilet Training
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (5) Toilet training shall be coordinated with the child's parent.
Guideline(s) for Child Care Technical Assistance	A sequential plan should be developed and implemented in a joint effort between child care staff and parents to assure success.
Regulated Child Care Survey Method	Interview staff to determine that the child's parent is in agreement with the child care center toilet training the child.

Title #	460
Category	Premises
Title	Inaccessible Items
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (7) Except in accordance with subsection (8) of this section, the following shall be inaccessible to a child in care: (a) Toxic cleaning supplies, poisons, and insecticides; (b) Knives and sharp objects; (c)Matches, cigarettes, lighters, and flammable liquids; (d) Plastic bags; (e) Litter and rubbish; (f) Bar soap; and (g) Personal belongings and medications of staff.
Guideline(s) for Child Care Technical Assistance	Items should be stored so that a child does not have access to them. For an infant or toddler, a cabinet or shelf out of their reach may be an acceptable way to store most items. A tall trash receptacle or one with a lid may prevent the mobile children from accessing the litter and rubbish. Thi s system will vary based on the age and developmental level of the group.
Regulated Child Care Survey Method	Observe to ensure harmful objects and supplies listed in this tag shall be inaccessible to a child (except as specified in Tag 465). Observe to ensure staff's personal belongings (including purses) shall be inaccessible to a child. Inaccessible is determined by the age of the children in the room at any time.

Title #	465
Category	Premises
Title	Items Accessible Only During Activity
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (8) The following shall be inaccessible to a child in care unless under direct supervision and part of planned program of instruction: (a) Knives and sharp objects; (b) Litter and rubbish; and (c)Plastic bags not used for personal belongings.
Guideline(s) for Child Care Technical Assistance	Staff must assure that knives, sharp objects and plastic bags are used under direct supervision, and then stored out of the reach of the children at the conclusion of the program of instruction. Children should be closely supervised when gathering and handling litter and rubbish. Plastic bags may be used for storage of personal belongings, but staff should monitor to assure that the bags and belongings are secure and not accessible to the children.
Regulated Child Care Survey Method	If a staff is directly supervising children during a planned activity that uses knives, sharp objects, litter, rubbish and plastic bags, the children can have access to these items during the activity. If the activity is not developmentally appropriate for the children (toddler using a knife, for example) then cite under tag 350 (programming). Plastic bags may be used to store items (soiled clothing, nap sheets, etc.) and be accessible to the children as long as the children are adequately supervised.

Title #	470
Category	Premises
Title	Guns/Ammunition Storage
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (9) In accordance with KRS 527.070(1), firearms and ammunition shall be stored separately in a locked area outside of the designated child care area.
Guideline(s) for Child Care Technical Assistance	All firearms (i.e., guns and stun guns) and ammunition must be in a locked area (stored separately) and kept away from the areas where children are provided care.
Regulated Child Care Survey Method	Interview staff to determine whether guns are present on the premises. Observe to ensure guns and ammunition must be stored separately in a locked area that is not part of the child care area.

Title #	475
Category	Premises
Title	Smoking Protocol
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (10) Smoking shall: (a) Be permitted in accordance with local ordinances; (b) Be allowed only in outside designated areas; and (c)Not be permitted in the presence of a child.
Guideline(s) for Child Care Technical Assistance	Smoking must only be allowed in outside designated areas. Smoking ordinances vary in each community. It is the responsibility of the child care center to know the laws regarding smoking in the community to assure the child care center policy is in compliance. Smoking must never be allowed indoors. There should be no lingering odor of smoke in the child care center. The director must assure that the “designated smoking area” cannot be viewed by the children in care.
Regulated Child Care Survey Method	Staff/adults can only smoke outside while children are not around the designated smoking area. Staff/adults must abide by any local ordinance regarding smoking. Interview staff to determine the location of the designated smoking area.

Title #	480
Category	Premises
Title	Premises Requirements
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (1) The premises shall be: (a) Suitable for the purpose intended; (b) Kept clean and in good repair;
Guideline(s) for Child Care Technical Assistance	Many buildings used for child care were not built with a child care center in mind. The child care center should assure that the building is properly maintained and kept in good repair at all times to provide for the health, safety and comfort of the children in care. Equipment malfunction and damage to the interior or exterior of the building should be corrected or repaired immediately or the child care center may be required to close temporarily until repairs can be completed. If you decide to use a building that was originally used for another purpose, you must be mindful to make any structural changes needed to assure that the building is clean, in good repair and suitable for children. The Department of Housing, Building and Construction should be contacted if structural changes are made.
Regulated Child Care Survey Method	Observe to ensure the center’s premises shall be suitable for a child care center. Observe to ensure the premises is clean and kept in good repair.

Title #	485
Category	Premises
Title	Phone Requirement
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (1) The premises shall be: (c) Equipped with a working land-line telephone accessible to a room used by a child.
Guideline(s) for Child Care Technical Assistance	A licensed child care center must have a land-line telephone for communication during hours of operation. This also applies to after-school programs housed in elementary schools. Magic Jack phones and phones that are part of a fax machine system may meet the regulatory requirement if they are part of a land line system.
Regulated Child Care Survey Method	There must be a working land line telephone accessible to the child care center during all hours of operation. If the center is in a school, observe to make sure that there is an accessible land-line telephone.

Title #	490
Category	Premises
Title	Fire Exits Clear
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (3) Fire and emergency exits shall be kept clear of debris.
Guideline(s) for Child Care Technical Assistance	Be careful not to store items in a manner that would block an exit from the building. Hallways and stairwells must be clear.
Regulated Child Care Survey Method	Observe to ensure that all fire and emergency exits shall be clear so that children/staff can exit during an emergency. Items should not block these exits.

Title #	495
Category	Premises
Title	Carbon Monoxide Detector
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (4) A working carbon monoxide detector shall be required in a licensed child-care center that is in a home if the home: (a) Uses fuel burning appliances; or (b) Has an attached garage.
Guideline(s) for Child Care Technical Assistance	If you operate a child care center in a building that has an attached garage or wood/gas appliances (stove, hot water heater, etc.), you will need to have a working carbon monoxide detector. Test the detector regularly to assure it is working order.
Regulated Child Care Survey Method	Observe to ensure a working carbon monoxide detector is present if the center is in a home that uses fuel burning appliances (such as gas or wood) or has an attached garage.

Title #	500
Category	Premises
Title	Building Requirements
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (5) The building shall be constructed to ensure the: (a) Building is: 1. Dry; 2. Adequately heated; 3. Ventilated; and 4. Well lit, including clean light fixtures that are: a. In good repair in all areas; and b. Shielded or have shattered proof bulbs installed; and (b) Following are protected: 1. Windows; 2. Doors; 3. Stoves; 4. Heaters; 5. Furnaces; 6. Pipes; and 7. Stairs.
Guideline(s) for Child Care Technical Assistance	The building should be dry, heated or cooled as needed and well lit. Care should be taken to cover exposed glass light bulbs with a protective shield or covering. Shatter resistant bulbs are a good substitute for glass bulbs. Bulbs that are no longer lit should be replaced. Assure that the children are protected from windows, doors, stoves, heaters, furnaces, pipes and stairs.
Regulated Child Care Survey Method	Observe to ensure the center is dry (no leaks), heated, ventilated, well lit with clean light fixtures in good repair which use shatter resistant bulbs or are shielded. Observe to ensure that children's access to windows, doors, stoves, heaters, furnaces, pipes and stairs is restricted.

Title #	505
Category	Premises
Title	35 Square Feet per Child
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (6) Exclusive of the kitchen, bathroom, hallway, and storage area, there shall be a minimum of thirty-five (35) square feet of space per child.
Guideline(s) for Child Care Technical Assistance	922 KAR 2:120. Child-care center health and safety standards states in a child-care center, a group size shall be separately maintained in a defined area unique to the group. A classroom is unique to the group. So when determining the capacity of child care center, rooms used for care of the children where they have space for play will be measured. Each room will have a capacity based on the dimension of the room. The capacity determined by Division of Regulated Child Care (DRCC) may be lower than that given by the State Fire Marshal. When determining the capacity of the room, remember that this is space used for care and play. To calculate square footage, multiply the length of the room by the width. Then divide this number by 35 to determine the capacity of the room. There are areas of a room that would not be included in the capacity of the room. If there is a large desk, file cabinet or locked cabinet in the room that children are not allowed access to, this space would be subtracted from the room capacity. Remember that kitchens, bathrooms, hallways and storage areas are not measured by DRCC and are not included in the capacity. In addition, indoor gross motor play areas are dedicated spaces and will not be included in the maximum capacity.
Regulated Child Care Survey Method	Measure all child care areas (except the kitchen, bathroom, hallway and storage areas) to determine a capacity for each room. If the capacity has been determined, and it seems the space is too crowded, re-measure the area. Each classroom should be measured during an initial inspection to determine the maximum number of children for each classroom. Do not include the area where teacher's desk or other equipment not used by the children. When determining the area of the room, do not round up for the number of children. On initial, change of location or change of space inspections, prepare a diagram reflecting the room measurements and capacity for each room. Note the location of all portable sinks on the diagram. Have the staff in charge sign and date the diagram, which will become a part of the completed packet in Share Point. Take the most recent diagram of the center to the annual inspection and have the staff in charge sign and date the diagram, thus indicating that no changes have occurred to the approved space. This diagram will be uploaded to Share Point.

Title #	510
Category	Premises
Title	Pest Control
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (7) Measures shall be utilized to control the presence of: (a) Rodents; (b) Flies; (c)Roaches; and (d) Other vermin.
Guideline(s) for Child Care Technical Assistance	Control measures are considered effective if there is no evidence of rodents or bugs. Per 922 KAR 2:120 section 3, a child care center cannot use poison bait in any area that could possibly be accessible to a child in care.
Regulated Child Care Survey Method	Observe to see if any pests are present. If evidence of pests is found, interview staff to determine what pest control measures are taken and view any supporting documentation.

Title #	515
Category	Premises
Title	Protected Openings
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (8) An opening to the outside shall be effectively protected against the entrance of vermin by: (a) Self-closing doors; (b) Closed windows; (c)Screening; (d) Controlled air current; or (e) Other effective means.
Guideline(s) for Child Care Technical Assistance	To prevent insects and vermin from entering the building, each door or window cannot be left open without a screen. If vermin could enter the building through an uncovered vent or chimney, measures must be taken to protect prevent vermin from entering through the openings.
Regulated Child Care Survey Method	Observe to see if openings are protected in one of the manners described. Windows that are not open are not required to have screens. If a window is used as the only source of ventilation in the bathroom and/or kitchen, it must be screened.

Title #	520
Category	Premises
Title	Floors, Walls, Ceilings
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.
Guideline(s) for Child Care Technical Assistance	The floors, walls and ceilings must be in good condition. Flooring should not be cracked or damaged. Walls should be free of holes. The ceilings should be smooth and finished. An open ceiling with exposed pipes or insulation may not be acceptable.
Regulated Child Care Survey Method	Observe to ensure that floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned. This tag does not address the cleanliness of the floors, walls and ceilings, only that they are in good repair and constructed to be easily cleaned.

Title #	525
Category	Premises
Title	Water Supply Requirements
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (10) The water supply shall be: (a) Potable; (b) Protected from contamination; (c) Adequate in quality and volume; (d) Under sufficient pressure to permit unrestricted use; and (e) Obtained from an approved public water supply or a source approved by the local health department. (11) Groundwater supplies for a child-care center caring for: (a) More than twenty-five (25) children shall meet the specifications of the Cabinet for Environmental and Public Protection Division of Water, established in KRS Chapter 151; or (b) Twenty-five (25) children or less shall secure approval from the: 1. Cabinet for Environmental and Public Protection; or 2. Local health department.
Guideline(s) for Child Care Technical Assistance	Water supplied from a public/municipal water company is assumed acceptable. A center with more than twenty-five children must have approval from the Energy and Environment Cabinet Division of Water if the water is supplied from a groundwater source (other than a public/municipal water company). A center with twenty-five (25) children or less must have the approval of the Cabinet for Environmental and Public Protection Division of Water or local health department. Water used for hand washing, cooking and cleaning must be clean and must run freely from the faucet.
Regulated Child Care Survey Method	Interview to determine the water supply. If a child care center's water supply is from a public/municipal water company, it can be assumed that it is acceptable. If a center has a cistern or uses well water, documentation from the local Health Department or Cabinet for Energy and Environment's Division of Water must be viewed to assure the water supply is acceptable. If the center is licensed for 25 or more children, this approval must come from the Cabinet for Energy and Environment's Division of Water. Review the documentation to determine if this is a one-time approval or if the water supply must be approved periodically.

Title #	530
Category	Premises
Title	Sewage Disposal
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (12) Sewage shall be properly disposed by a method approved by the: (a) Cabinet for Environmental and Public Protection; or (b) Cabinet.
Guideline(s) for Child Care Technical Assistance	The use of a public/municipal sewage disposal is assumed acceptable. The use of a septic system must have approval from the Cabinet for Environmental and Public Protection or the Cabinet for Health and Family Services. There should be no evidence of sewage on the premises. Any problem with the system must be addressed immediately and may require the center to close during repairs.
Regulated Child Care Survey Method	If the child care center is located in an area with public/municipal sewage disposal, this is an acceptable method. If the center has a septic system, review for approval from the Cabinet for Health and Family Services or Cabinet for Energy and Environment. Often this approval will influence the maximum capacity of the child care center.

Title #	535
Category	Premises
Title	Plumbing Code
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (13) All plumbing shall comply with the State Plumbing Code established in KRS Chapter 318.
Guideline(s) for Child Care Technical Assistance	All child care centers must be in compliance with State Plumbing Codes. The best way to obtain information is to check with your local Health Department. Anytime you plan to make a change to the plumbing in your building, you should contact the Health Department to see if an inspection or permit is required. If you plan to add a sink for hand washing or an additional toilet, contact the Health Department. Existing buildings are assumed to be in compliance unless changes are made to the plumbing. Portable sinks do not comply with code.
Regulated Child Care Survey Method	Existing buildings are assumed to be in compliance. New construction is required to be inspected prior to approval by the Public Protection Cabinet Division of Plumbing so documentation is not needed by Division of Regulated Child Care. This tag is used if there are plumbing additions that were not installed by a licensed plumber.

Title #	540
Category	Premises
Title	Solid Waste
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (14) Solid waste shall be kept in a suitable receptacle in accordance with local, county and state law, as governed by KRS 211.350 to 211.380.
Guideline(s) for Child Care Technical Assistance	Some rural areas may have septic systems. Septic systems are designed for a specific size/capacity and may no longer be adequate when a child care center is added. If the provider has a septic system, be sure they contact the local Health Department to assure the system is approved for use.
Regulated Child Care Survey Method	These statutes address sewage disposal. The Health Department approves septic systems.

Title #	545
Category	Premises
Title	Child Care Program Interference
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (15) If a portion of the building is used for a purpose other than child care: (a) Necessary provisions shall be made to avoid interference with the child-care program; and (b) A separate restroom shall be provided for use only by those using the building for its child care purpose.
Guideline(s) for Child Care Technical Assistance	If the child care center is in a building that is shared with another business or organization or if the center is located in the provider's home, care must be taken to assure that the other businesses or family members and their guests do not interfere with the regular routine of the child care center. Many child care centers are located in churches and share open areas, gyms, cafeterias, etc. with groups who may be present for weekly activities. The child care center staff should work with the church to assure that the activities of the church do not interfere with the safety, regular programming and activities of the children. The bathrooms used by the child care center should be separate from the bathrooms used by the other business, organization or family members and their guests. If the center has a limited number of bathrooms available for use in the child care space, steps can be taken to assure the bathrooms are "separate." Some options might include: • Designate which bathroom will be reserved for use by the child care center by posting a sign on the door of the bathroom. • If the bathrooms have to be shared by several groups, staff might devise a schedule that allows different groups to use the bathroom at scheduled times of the day. • When a bathroom is in use by the child care center's children, the staff would prohibit others from entering the bathroom until the child care center's children have left the area. This would assure the bathroom is "separate" from use by others.
Regulated Child Care Survey Method	Observe to see if other programs use the licensed child care space. Interview staff members regarding shared use of space and what measures are taken to avoid interference. This can be observed in centers located in churches and schools. If the building is used for other purposes, the restroom cannot be used by outside individuals if there is a child in care using it.

Title #	550
Category	Premises
Title	Building Temperature
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (16) The temperature of the inside area of the premises shall be: (a) Sixty-five (65) to seventy-five (75) degrees Fahrenheit during the winter; or (b) Sixty-eight (68) to eighty-two (82) degrees Fahrenheit during the summer months.
Guideline(s) for Child Care Technical Assistance	The child care center must assure that children have a comfortable environment. Thermostats should be monitored to assure that required temperatures are maintained during summer and winter months. When heating and cooling equipment is in disrepair, the center will need to suspend care temporarily if required indoor temperatures cannot be maintained. If you need to close for repairs, be sure to notify your local Division of Regulated Child Care office.
Regulated Child Care Survey Method	A thermometer can be used to measure the temperature of a room/area that appears too hot or cold. If extreme temperatures are found during spring or fall, cite tag 265 (health, safety and comfort).

Title #	555
Category	Premises
Title	Indoor Gross Motor Space Requirements
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (22) If a child-care center does not have access to an outdoor play area, an indoor space shall: (a) Be used as a play area; (b) Have a minimum of sixty (60) square feet per child, separate from and in addition to the thirty-five (35) square feet minimum pursuant to subsection (6) of this section; (c)Include equipment for gross motor skills; (d) Be well-ventilated; (e) Be heated; and (f) Have a protective surface of at least two (2) inches thick around equipment intended for climbing.
Guideline(s) for Child Care Technical Assistance	All children must have the opportunity for gross motor play. If an outdoor play area is not available, the child care center must provide an indoor space. Indoor play areas must have a minimum of 60 square feet per child and must be a dedicated play space that includes equipment for gross motor skill development. The dedicated indoor play area must be well ventilated, heated and have a protective surface of at least two (2) inches if climbing equipment is present.
Regulated Child Care Survey Method	A child care center must have an indoor gross motor area if they do not have an outdoor play ground. The indoor gross motor area is not counted in the square footage used to determine the maximum capacity of the center. The indoor gross motor area may contain equipment for climbing or there may be portable equipment, i.e., balls, hula hoops, etc. This tag only addresses centers that have an indoor gross motor space in lieu of an outdoor play area. Therefore, the two (2) inch thick protective surface required around indoor climbing equipment only applies to centers without an outdoor play area. If the center has both an indoor and outdoor gross motor area, safety concerns in the indoor area should be cited under tag 265 (health, safety and comfort).

Title #	560
Category	Premises
Title	Prohibited Bodies of Water
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (27) Bodies of water that shall not be utilized include: (a) Portable wading pools; (b) Natural bodies of water: and (c)Unfiltered, non-disinfected containers.
Guideline(s) for Child Care Technical Assistance	Although water play is a popular activity, the child care center must not allow children to play in portable wading pools (baby pools), or natural bodies of water, i.e., ponds, puddles, streams or rivers. If a plastic container for sensory or water play is used, it must be disinfected after each use.
Regulated Child Care Survey Method	Portable wading pools are often referred to as baby pools. Natural bodies of water include creeks, ponds and rivers. Often centers use a plastic container for sensory or water play. This is acceptable if the children are only putting their hands in the water and the container is emptied and disinfected after use.

Title #	565
Category	Premises
Title	Infant/Toddler Indoor Space
Child Care Regulation Text	922 KAR 2:120. Section 5. Infant and Toddler Play Requirements. (1) Infant and toddler inside areas shall: (a) Be separate from an area used by an older child; (b) Not be an exit or entrance; and (c)Have adequate crawling space for an infant or toddler away from general traffic patterns of the center.
Guideline(s) for Child Care Technical Assistance	Infants and toddlers (children up to 24 months of age) should have classroom space of their own that is separate from the older children. Infant and toddler classrooms must be defined and out of the child care center's general traffic pattern, i.e., not a room that is a walk through to another room or entrance/exit to the kitchen, bathroom, office, closet or laundry. If an infant or toddler room contains a door that opens to outdoors, it would be acceptable for parents of the children enrolled in that room to use that door to enter or exit the classroom. It would be unacceptable for parents of children not currently enrolled in that room to use that door to enter or exit.
Regulated Child Care Survey Method	Infant and toddler rooms may have an entrance/exit to the outside. Observe and interview staff to ensure this exit is not used by parents, staff and/or children to routinely enter and exit the building. The entrance and exit may be used by parents of infants and toddlers as long as a defined entrance area is maintained and the parents are not walking through the classroom to drop off an older child.

Title #	570
Category	Premises
Title	Cots/Mats Location Restrictions
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (7) If cots or mats are used, floors shall be free from: (a) Drafts; (b) Liquid substances; (c)Dirt; and (d) Dampness.
Guideline(s) for Child Care Technical Assistance	Children must be provided with a mat or cot for each child to use during naptime. The floors where the cots and mats are used should be clean, dry and free from drafts.
Regulated Child Care Survey Method	Interview staff to determine where the children nap if cots or mats are used. Observe this area to assure compliance.

Title #	575
Category	Premises
Title	Minimum Toilet/Urinal Requirements
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (1) A child-care center shall have a minimum of one (1) toilet and one (1) lavatory for each twenty (20) children. Urinals may be substituted for up to one-half (1/2) of the number of toilets required for a male toilet room.
Guideline(s) for Child Care Technical Assistance	One factor in determining the maximum capacity of children in a child care center is the number of toilets, urinals and sinks available for use by the children. A child care center must have at least one (1) toilet and sink for every 20 children. If a center has 4 toilets and sinks and 2 urinals and a sink, the center capacity could be as many as 100 children. The toilets and sinks must all be in working order to count toward capacity. If the childcare center requests an addition of space or capacity to the license, additional toilets, urinals and sinks may be needed to meet the needs of the increase in the number of children.
Regulated Child Care Survey Method	The number of toilets/urinals and sinks must be enough for the maximum capacity of a center. When conducting an initial/preliminary, change of location or change of capacity inspection, assure there are adequate toilets/urinals for the capacity. A sink and toilet will service twenty (20) children; a urinal will service ten (10) children.

Title #	580
Category	Premises
Title	Toilet Room
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (2) A toilet room shall: (a) 1. Be provided for each gender; or 2. A plan shall be implemented to use the same toilet room at separate times; (b) Have a supply of toilet paper; and (c) Be cleaned and sanitized daily.
Guideline(s) for Child Care Technical Assistance	A plan should be implemented to ensure each child's privacy while using the bathroom. Some child care centers do not have separate bathrooms for each gender. In that case a system or schedule must be implemented to assure that children of the same gender use the bathroom at one time. Male and female preschool age children may share a bathroom with multiple stalls that would allow for privacy for each child. However, this situation would not be suitable for school age children. Each bathroom must have a supply of toilet paper available for use and must be cleaned and sanitized daily.
Regulated Child Care Survey Method	Observe toilet rooms to assure they have toilet paper. If both genders use the same toilet room, interview staff about how this is handled. The room is to be cleaned and sanitized daily. Interview staff to determine when this is done. If the toilet room is dirty, tag 480 or tag 590 may be the more appropriate place to cite if the staff indicates the room is cleaned and sanitized each evening.

Title #	585
Category	Premises
Title	Sink
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (3) A sink shall be: (a) Located in or immediately adjacent to toilet rooms; (b) Equipped with hot and cold running water that allows for hand washing; (c)Equipped with hot water at a minimum temperature of ninety (90) degrees Fahrenheit and a maximum of 120 degrees Fahrenheit; (d) Equipped with liquid soap; (e) Equipped with hand-drying blower or single use disposable hand drying material; (f) Equipped with an easily cleanable waste receptacle; and (g) Immediately adjacent to a changing area used for infants and toddlers.
Guideline(s) for Child Care Technical Assistance	A sink must be located in or immediately adjacent to a bathroom and/or a changing area for infants and toddlers. After toileting and/or diapering, a staff or child should be able to move directly to the sink for hand washing without touching anything, i.e., a door knob or gate. All sinks used for hand washing must have hot and cold running water. Use a thermometer to test the hot water to assure that it is a minimum of 90 degrees Fahrenheit and maximum of 120 degrees Fahrenheit. Liquid soap is required. Bar soap is not acceptable. A hand drying blower or single use paper towel must be provided for use. A trashcan must be available for disposal of paper towels or diapers.
Regulated Child Care Survey Method	A sink must be located in or immediately adjacent to a bathroom and/or a changing area for infants and toddlers. After toileting, a staff or child should be able to move directly to the sink for hand washing without touching anything, i.e., a door knob or gate. Measure the temperature of the water to determine compliance. Liquid soap is required.

Title #	590
Category	Premises
Title	Toilet
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (4) Each toilet shall: (a) Be kept in clean condition; (b) Be kept in good repair; (c)Be in a lighted room; and (d) Have ventilation to outside air.
Guideline(s) for Child Care Technical Assistance	The child care center should assure that the bathroom is clean and in working order at all times. Drips and spills should be cleaned up immediately. The bathroom should be free of odor. The toilet should flush easily and completely. The bathroom should be well lit and should have a screened window or working ventilation system that is connected to an outside air source.
Regulated Child Care Survey Method	Observe to assure compliance. Be reasonable in assessing cleanliness. If a child has just used the toilet and made a mess or did not flush, observe to see that staff check the cleanliness in a timely fashion. Ventilation to outside air can be a screened window that is able to be opened.

Title #	595
Category	Hygienic Practices
Title	Child Personal Care/ Hand washing
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (4) A child shall: (a) Be helped with personal care and cleanliness based upon their developmental skills; and (b) Wash his or her hands with liquid soap and warm running water: 1. a. Upon arrival at the center; or b. Within thirty (30) minutes of arrival for school-age children; 2. Before and after eating or handling food; 3. After toileting or diaper change; 4. After handling animals; 5. After wiping or blowing nose; 6. After touching items soiled with body fluids or wastes; and 7. After outdoor or indoor play time.
Guideline(s) for Child Care Technical Assistance	It is important that children have the opportunity to practice and develop self-help skills such as hand washing. Child care staff must supervise and assist each child as needed. Baby wipes may substitute for hand washing for infants (up to twelve months of age) instead of the use of liquid soap and running water Other than children enrolled in an infant room, baby wipes and hand disinfectant are not a substitute for washing hands with liquid soap and running water. Some children and staff do not have access to running water in their classrooms. This does not exempt them from meeting the requirements of the regulation. The center should develop a schedule and/or implement a plan that allows use of a sink in another area of the building as needed. Children who attend school age programs must wash their hands within 30 minutes of arrival.
Regulated Child Care Survey Method	Hand sanitizer does not replace liquid soap and running water. An infant's hands may be washed with a wipe rather than under running water. School age children have 30 minutes after arrival to wash their hands. Once children's hands have been washed prior to a meal, observe to ensure that the children are not touching the floor, etc. prior to eating.

Title #	600
Category	Hygienic Practices
Title	Staff Hygiene/Hand washing
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (5) Staff shall: (a) Maintain personal cleanliness; (b) Conform to hygienic practices while on duty; and (c)Wash their hands with liquid soap and running water: 1. Upon arrival at the center; 2. After toileting or assisting a child in toileting; 3. Before and after diapering each child; 4. After wiping or blowing a child's or own nose; 5. After handling animals; 6. After caring for a sick child; 7. Before and after feeding a child or eating; 8. Before dispensing medication; and 9. If possible, before administering first aid
Guideline(s) for Child Care Technical Assistance	The child care center must assure that each staff person washes hands with liquid soap and running water as required by regulation. A staff person who works in classrooms where water is not available must have a plan that will allow them access to a sink for hand washing. Baby wipes and hand disinfectant are not a substitute for washing hands with liquid soap and running water
Regulated Child Care Survey Method	Observe to ensure staff appear to be clean. Observe to ensure that staff use liquid soap and running water to wash their hands at all required times. Hand sanitizer does not take the place of liquid soap and running water.

Title #	605
Category	Hygienic Practices
Title	Staff Communicable Disease
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (6) A staff person suspected of being infected with a communicable disease shall: (a) Not perform duties that may allow for the transmission of the disease until the infectious condition can no longer be transmitted; and (b) Provide a statement from a health professional, if requested.
Guideline(s) for Child Care Technical Assistance	A child care center should assure a staff who works directly with children and is suffering from an illness that could be contagious should not be allowed to work while the condition exists. Information on communicable diseases can be found at: http://chfs.ky.gov/dph/topics.
Regulated Child Care Survey Method	Observe to ensure that staff are not performing duties that may result in transmitting an infectious disease. The staff can be required to provide a health professional's statement that they are not contagious. This tag is addressed when there is an allegation of a staff having a communicable disease or if this is observed by the surveyor during the inspection of the child care center.

Title #	610
Category	Hygienic Practices
Title	Diapers/Clean Clothing Supply
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (6) An adequate quantity of freshly laundered or disposable diapers and clean clothing shall be available.
Guideline(s) for Child Care Technical Assistance	Many child care centers require parents to provide diapers and a change of clothes for the child. The center must have available diapers and extra changes of clothes for use in case of need. It would be unacceptable for a center to leave a child in a soiled diaper or wet clothing while waiting for a parent to come to the center with extra clothes and diapers.
Regulated Child Care Survey Method	Observe and/or interview to ensure that the child care center has a supply of clean clothing and clean/disposable diapers available. The center may have a policy requiring parents to provide extra clothing for their child but this does not negate the child care center's responsibility to have additional clothing for a child if the parent did not provide any.

Title #	615
Category	Hygienic Practices
Title	Training Chair
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (7) If a toilet training chair is used, the chair shall be: (a) Used over a surface that is impervious to moisture; (b) Out of reach of other toilets or toilet training chairs; (c)Emptied promptly; and (d) Sanitized after each use.
Guideline(s) for Child Care Technical Assistance	Impervious is defined as unable to be penetrated. Be sure that the toilet training chair is placed on a surface that is waterproof, smooth and easily cleanable. Do not place the toilet training chair on a carpeted surface. When a child has finished sitting on a toilet training chair, it must be emptied, cleaned (if needed) and sanitized immediately. Sanitize means to reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations. This is most often done by spraying with bleach and water and allow to air dry.
Regulated Child Care Survey Method	Impervious is defined as unable to be penetrated. Observe to ensure that a potty chair is not placed on carpet or similar material. A potty chair must be emptied promptly and sanitized after each child uses it.

Title #	620
Category	Hygienic Practices
Title	Soiled Diapers/ Clothing
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (8) Diapers or clothing shall be: (a) Changed when soiled or wet; (b) Stored in a covered container temporarily; and (c)Washed or disposed of at least once a day.
Guideline(s) for Child Care Technical Assistance	Many times children's clothing will become wet. The clothing should be changed immediately. Wet items may be stored in a plastic bag away from the reach of the child. If cloth diapers are used, a container with a tight fitting lid lined with a plastic bag should be used to store the soiled diapers. The soiled cloth diapers must be stored separately from soiled clothes and other waste. At the end of the day, the plastic bag of soiled diapers can be tied and sent home for laundering. The diaper container should be cleaned and disinfected daily. Soiled diapers should be stored in a covered container. A plan should be implemented to empty the container frequently and take the soiled diapers to the trash.
Regulated Child Care Survey Method	Observe to ensure the following: Diapers and clothing must be changed if soiled or wet. The container used to store diapers or soiled clothing should be covered. Wet/soiled disposable diapers should be placed in the trash daily. Cloth diapers or wet clothing must be washed or disposed of daily.

Title #	625
Category	Hygienic Practices
Title	Diapers Changing Area/Surface
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (10) When a child is diapered, the child shall: (b) Be placed on a surface that is: 1. Clean; 2. Padded; 3. Free of holes, rips, tears, or other damage; 4. Nonabsorbent; 5. Easily cleaned; and 6. Free of any items not used for diaper changing.
Guideline(s) for Child Care Technical Assistance	All diapering surfaces must be padded for the comfort of the child. If a diapering pad has a crack or tear, the pad will have to be replaced. It is impossible to clean and disinfect a surface that contains cracks and tears which expose the inner padding. Many times staff store items at the corners of the diaper changing surface, i.e., pens, scissors, markers, toys, thermometers, books. Handling these items during diaper changes contaminates the item. In addition, many of the items are dangerous for a child who is lying on the diaper change table. Only items required for diapering a child such as wipes and diapers may be stored in the diaper changing area. All other items are prohibited in the diaper changing area. Larger and older children may be changed on a suitable mat on the floor, or they may stand over a surface that is impervious to moisture, i.e., in a bathroom over a tiled floor.
Regulated Child Care Survey Method	The diaper surface should be clean, padded, not damaged and not allow absorption. The surface should be cleanable. There should not be items on the diapering surface during diapering that are not needed for diapering, such as radios, etc. If items are observed on the changing area when a child is not being diapered, this may be cited under tag 265 (health, safety and comfort) if the items may be contaminated and used by the children.

Title #	630
Category	Hygienic Practices
Title	Wipes
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (11) Unless allergic, individual disposable washcloths shall be used to thoroughly clean the affected area of the child.
Guideline(s) for Child Care Technical Assistance	"Baby wipes" are the easiest way to clean a child during diapering. The child care center may have the parents provide the wipes for their own child or the center may choose to provide the wipes for all children. If the parent is providing their own wipes, staff needs to be mindful to use the wipes that were sent for each child accordingly. Some children may be allergic or sensitive to the baby wipes. If needed, a clean wet wash cloth may be used to clean a child during diapering. Staff must be careful to use the cloth only once and store the used cloth in a container lined with a plastic bag that is stored separately from other wet or soiled items. The child care center may supply the cloths and launder them on site. Or, the center may ask the parent to help out by providing clean cloths daily and laundering the used cloths.
Regulated Child Care Survey Method	Observe a diaper change if at all possible. Disposable wipes should be used unless contraindicated by a child's allergy. Review of records should support the use of wash cloths due to allergy issues. A Dr. statement/Parent statement would be acceptable.

Title #	635
Category	Hygienic Practices
Title	Diapering Practice
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (12) Staff shall disinfect the diapering surface after each child is diapered. (13) If staff wears disposable gloves, the gloves shall be changed and disposed after each child is diapered.
Guideline(s) for Child Care Technical Assistance	The padded diapering surface must be disinfected after every diaper change. Disinfecting is the process of destroying or inactivating germs on an inanimate object. Bleach and water (diluted $^{1}/_{4}$ - $^{3}/_{4}$ C of bleach to one gallon of cool water) is a popular disinfectant for child care centers. Staff need to follow the directions for disinfecting found on the label for whatever product is selected for use. Staff is not required to wear disposable gloves during a diaper change. If gloves are worn, the gloves must be removed after each diaper and the staff must wash their hands with liquid soap and running water. Gloves must be disposed after each diaper.
Regulated Child Care Survey Method	The diapering surface must be disinfected after each diaper change. If staff uses disposable gloves, they must be changed and thrown away after each child is diapered. The regulations do not require a specific disinfectant to be used. A bleach/water solution is acceptable. Any product used to disinfect the changing area should note on the label that it disinfects surfaces. Also review the label to ensure the disinfectant is being used according to manufacturer's instructions.

Title #	640
Category	Hygienic Practices
Title	Children's Individual Items
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (14) Combs, towels or washcloths, brushes, and toothbrushes used by a child shall be: (a) Individually stored in separate containers; and (b) Plainly labeled with the child's name.
Guideline(s) for Child Care Technical Assistance	A system must be in place to assure children's personal belongings do not touch those of another child's. A plastic bag, shoebox or baby wipes container labeled with the child's name make great containers for personal items.
Regulated Child Care Survey Method	Observe to ensure that all children's personal hygiene items must be individually stored in separate containers and labeled with the child's name.

Title #	645
Category	Hygienic Practices
Title	Toothbrush/Toothpaste
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (15) Toothbrushes shall be: (a) Individually identified; (b) Allowed to air dry; and (c)Protected from contamination. (16) Toothpaste used by multiple children shall be dispensed onto an intermediate surface, such as waxed paper, to avoid cross contamination.
Guideline(s) for Child Care Technical Assistance	A system must be in place to assure each child's personal toothbrush does not touch another child's. A plastic bag or container labeled with the child's name make great containers for personal items. After use, the toothbrush should be allowed to air dry. Toothpaste should only be dispensed to multiple children from the same tube if each child's portion is dispensed onto a clean piece of wax paper or other intermediate surface.
Regulated Child Care Survey Method	Observe to ensure the following: Toothbrushes should be air dried and stored in a container labeled with the child's name. Staff or children cannot dispense toothpaste from the same tube onto multiple children's toothbrushes.

Title #	650
Category	Hygienic Practices
Title	Toy Sanitation Procedure
Child Care Regulation Text	922 KAR 2:120. Section 11. Toys and Furnishings. (4) Toys and other items that are considered mouth contact surfaces by a child not toilet trained shall be sanitized daily by: (a) Scrubbing in warm, soapy water using a brush to reach into crevices; (b) Rinsing in clean water; (c)Submerging in a sanitizing solution for at least two (2) minutes; and (d) Air dried.
Guideline(s) for Child Care Technical Assistance	Sanitizing toys and other items is especially important in infant and toddler programs and sometimes a two year room. The regulation states that toys that may be placed in a child's mouth must be cleaned daily; however, remind staff that if a child is observed with a toy in their mouth, the toy should be removed from the area and not used again until it can be cleaned. Staff may use small buckets to clean the toys, i.e., one bucket of soapy water, one bucket of clean water for rinsing and one bucket with a sanitizing solution.
Regulated Child Care Survey Method	Interview staff to determine how they sanitize the toys and mouth contact surfaces in the infant and toddler rooms to assess whether or not the procedure used by the center meets the requirements.

Title #	655
Category	First Aid/ Medication
Title	First Aid Supplies
Child Care Regulation Text	922 KAR 2:120. Section 7. First Aid and Medicine. (1) First aid supplies shall: (a) Be available to provide prompt and proper first aid treatment; (b) Be stored out of reach of a child; (c) Be periodically inventoried to ensure the supplies are current; (d) If reusable, be: 1. Sanitized; and 2. Maintained in a sanitary manner; and (e) Include: 1. Liquid soap; 2. Adhesive bandages; 3. Sterile gauze; 4. Medical tape; 5. Scissors; 6. A thermometer; 7. Flashlight; 8. Cold pack; 9. First aid book; 10. Disposable gloves; and 11. A cardiopulmonary resuscitation mouthpiece protector.
Guideline(s) for Child Care Technical Assistance	All listed first aid items must be maintained in clean condition, must be available for use as needed and stored in an easily accessible area that is out of the reach of children, i.e., in a cabinet, the kitchen or the office. Staff should make a list of required items and inventory the first aid items periodically (as often as needed) to assure the items are complete and ready for use. For child care centers that transport children, all required first aid supplies must also be stored on the vehicle, inventoried and kept in clean condition.
Regulated Child Care Survey Method	The first aid supplies do not have to be contained in a “first aid kit”. However, the supplies should be inaccessible to a child, but not locked. Ask staff if they inventory supplies, and if so, how often. Check to see that any reusable items are stored in a sanitary manner and ask how they are sanitized after use. Check the first aid supplies to assure that all eleven (11) items are at the center. Make sure the flashlight is workable (often the batteries are “dead”).

Title #	660
Category	First Aid/ Medication
Title	Medication Administration
Child Care Regulation Text	922 KAR 2:120. Section 7. First Aid and Medicine. (4) Prescription and nonprescription medication shall be administered to a child in care: (a) With a daily written request of the child's parent. (b) According to the directions or instructions on the medication's label.
Guideline(s) for Child Care Technical Assistance	Staff must administer medication according to the directions or instructions on the medication's label when a parent provides a written request that the medication be administered. The parent must provide a new written request each day the medication is to be administered. Staff are required to administer medication according to the directions or instructions on the medication's label. Therefore, staff should inform parents that all medications must be administered according to the directions or instructions on the medication's label regardless of what written instructions the parent may provide. Sunscreen and diaper ointment can be given with a blanket permission form. All other medications require daily written permission. There are some rescue medications that may have to be stored at the child care child care center, i.e., EPI pens, inhalers, diabetic or seizure medications. These are lifesaving medications that will need to be administered at a moment's notice. A blanket permission form or written instruction from a physician may be kept on file with the medications that includes: symptoms to watch for, administration directions, continued action plans that might include dialing 911 and notification of parents. Per 922 KAR 2:120 section 7(5), staff must record the time of dosage, date, amount, and name of staff person giving the medication, name of the child, and name of the medication every time a medication is administered.
Regulated Child Care Survey Method	Observe and interview to determine whether medication is administered at the center. This includes reviewing the center's policy on medication administration. No medication can be administered to a child without written request by the parent. Rescue medications (inhalers, EPI pens, diabetic meds, etc.) as well as sunscreen and diaper ointment can be given with a blanket permission form. All other medications require daily written permission. The medication must be administered as instructed on the label. The parent cannot authorize medication to be administered contrary to the label instructions.

Title #	665
Category	First Aid/ Medication
Title	Administration Record
Child Care Regulation Text	922 KAR 2:120. Section 7. First Aid and Medicine. (5) The child-care center shall keep a written record of the administration of medication, including: (a) Time of each dosage; (b) Date; (c)Amount; (d) Name of staff person giving the medication; (e) Name of the child; and (f) Name of the medication.
Guideline(s) for Child Care Technical Assistance	A chart or log for each child is an easy way to record the required information for the administration of medication. These charts/logs could contain multiple entries over a span of time. All medication records should include the name (first and last name) of the child, the complete name of the medication, the amount given, the date administered and the time administered. The first and last name of the staff member administering the medication should also be recorded. Every effort should be made to administer a medication according to the instructions on the label. If extraordinary circumstances prevent the administration of a medication, be sure to record that a dosage was not administered as requested, i.e., if a dosage is forgotten or if a child left early and was not present at the requested time.
Regulated Child Care Survey Method	Review records to ensure that all required items (time, date, amount, staff's name, child's name and name of medication) must be noted on the written medication administration record. This regulation requires the name of the staff person giving the medication. If staff use their initials, this is not acceptable.

Title #	670
Category	First Aid/ Medication
Title	Medication
Child Care Regulation Text	922 KAR 2:120. Section 7. First Aid and Medicine. (6) Medication, including refrigerated medication, shall be: (a) Stored in a separate and locked place, out of the reach of a child; (b) Kept in the original bottle; and (c)Properly labeled. (7) Medication shall not be given to a child if the expiration date on the bottle has passed.
Guideline(s) for Child Care Technical Assistance	Medication must be stored in a locked place out of the reach of a child. Many centers have plastic tool boxes or containers with a lock that can be stored in the refrigerator or cabinet. If a key is required, it should be stored separately. Medication may be stored in classrooms or a central place in the child care center, as long as it is inaccessible to a child. All medication must be in its original con**tainer and properly labeled with the child's name.** Non-prescription medication will need to be labeled. **Medication brought to the center in baggies with a child's name on it is** unacceptable. If an expiration date appears on the bottle, check to assure the date has not passed. If the medication is expired, do not administer the medication to the child. Record this on the daily medication chart and send the bottle home with the parent/guardian.
Regulated Child Care Survey Method	Medications should be stored in a locked location, be locked, out of reach, and kept in the original bottle, and **labeled with a child's name.** If expired medications are observed in the child care center, the center cannot be cited for having the expired medications. However, do cite if it has been documented that the expired medication was given to a child.

Title #	675
Category	Outdoor Play Area
Title	Fence Requirement
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (20) An outdoor play area shall be: (a) Except for an after-school child-care program, located on the premises of a public or state-accredited nonpublic school, fenced for the safety of the children;
Guideline(s) for Child Care Technical Assistance	All outdoor play areas must be fenced. The only exception to this regulation is the school ─age child care programs that are located in schools. These programs do not have to have a fenced playground. If a preschool age program operates on the grounds of a school, the outdoor play area for the preschool program must be fenced.
Regulated Child Care Survey Method	Review the license to determine the licensed age groups. A school-age child-care program at a public or state accredited nonpublic school does not require a fence. If the school is licensed to serve pre-school age or observe to verify that they have a fence.

Title #	680
Category	Outdoor Play Area
Title	60 Square Feet
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (20) An outdoor play area shall be: (b) A minimum of sixty (60) square feet per child, separate from and in addition to the thirty-five (35) square feet minimum pursuant to subsection (6) of this section;
Guideline(s) for Child Care Technical Assistance	922 KAR 2:120. Child-care center health and safety standards states in a child-care center, a group size shall be separately maintained in a defined area unique to the group. The outdoor play area must have a minimum of sixty square feet per child. To determine the capacity of a playground, measure the width and length and multiply the two numbers. Then divide by 60. This gives you the maximum capacity of a playground, i.e., 20 x 30 = 600/60 = 10. In this case, 10 children can play in the outdoor play area at one time. Outdoor play areas for infants, toddlers and preschoolers must be fenced. The approved licensed space for outdoor play is inside the fenced boundaries of the outdoor play area. If a center wants to have an activity outside the fenced boundary of the outdoor play area, they must obtain written permission from the parent.
Regulated Child Care Survey Method	If the outdoor play area is overcrowded with children, measure to determine the number of children that could be on the playground at any given time. During an initial/preliminary survey, a playground may be measured to determine the maximum number of children allowed to use it at one time. This is typically done when a playground appears small. If a playground will only hold a small number of children, the child care center must be able to show a written plan to assure that all children have gross motor play and the playground is not over capacity at any time.

Title #	685
Category	Outdoor Play Area
Title	Playground Clean
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (20) An outdoor play area shall be: (c) Free from: 1. Litter; 2. Glass; 3. Rubbish; and 4. Flammable materials;
Guideline(s) for Child Care Technical Assistance	The child care center must assure that the outdoor play area is free from litter, glass, rubbish and flammable materials. This may mean that a staff has to walk the entire playground each day to pick up trash that may blow in from a highway or left by neighborhood children. Rubbish (items that are broken or discarded) should be removed from the outdoor play area immediately. For centers that have gas grills, these must not be accessible to the children. Cans of paint, bags of fertilizer, gasoline, charcoal lighter fluid, and lawnmowers all contain flammable materials and should not be stored in the outdoor play area used by the children.
Regulated Child Care Survey Method	Observe the outdoor play area to determine compliance. Flammable materials include cans of paint, bags of fertilizer, lawnmowers, gasoline, charcoal lighter fluid, etc.

Title #	690
Category	Outdoor Play Area
Title	Playground Conditions
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (20) An outdoor play area shall be: (d) Safe from foreseeable hazard; (e) Well drained; (f) Well maintained; (g) In good repair; and (h) Visible to staff at all times.
Guideline(s) for Child Care Technical Assistance	Foreseeable hazards may be a number of things, i.e., a railroad track that borders the playground, barbed wire fencing that is rusted and accessible, culverts or holes that are not covered, vines that hang low, exposed wiring on the building, wasp nests in the trees, etc. Staff must assure that hazards are removed prior to children using the area. The outdoor play area must be well drained with no standing pools of water. In addition, the area should be maintained, i.e., grass cut, appropriate ground cover not full of sharp rocks, bugs sprayed as needed. The playground must be in good repair at all times. If anything is broken, it should be repaired immediately. If there are hills or buildings that block the view of the entire play area, the staff should position themselves to assure that all children can be viewed at all times.
Regulated Child Care Survey Method	The outdoor play area should be safe, drained, maintained, in good repair and visible to staff. Check for standing water (in particular, near downspouts and beneath swings and slides). **Some play areas are "L" shaped or wrap around corners of the building. Make sure that staff are positioned so** that all children can be seen while on the play areas.

Title #	695
Category	Outdoor Play Area
Title	Protective Surface
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (21) A protective surface shall: (a) Be provided for outdoor play equipment used to: 1. Climb; 2. Swing; and 3. Slide; and (b) Have a fall zone equal to the height of the equipment.
Guideline(s) for Child Care Technical Assistance	A protective surface should be installed around all play equipment used to climb, swing and slide. 922 KAR 2:120 Section 1(12) defines protective surface as “loose surfacing material not installed over concrete which includes the following: (a) Wood mulch; (b) Double shredded bark mulch; (c) Uniform wood chips; (d) Fine sand; (e) Course sand; (f) Pea gravel, except for areas used by children under three (3) years of age; (f) Certified shock absorbing resilient material; or (h) Other material approved by the cabinet or designee. Check the manufacturer’s guidelines for each piece of equipment for recommendation on which type of protective surface is best and for the recommended depth of the surfacing product. If you do not have written information from the manufacturer, another source for recommendations on protective surface is found in the Consumer Product Safety Commission Public Playground Safety Handbook found at: www.cpsc.gov. The fall zone around the equipment is equal to the height of the equipment, i.e., measure the highest point that a child can climb on the equipment and then measure that distance around the equipment to establish the fall zone.
Regulated Child Care Survey Method	Check the definitions at 922 KAR 2:120 Section 1 (12) for acceptable protective surface materials. Do not measure the depth of the protective surface, but cite if the protective surface does not cover the ground. Check to ensure the loose protective surface is not installed on top of concrete. Measure if the fall zone does not appear to equal the height of the equipment. Watch for equipment too close to the fence, other equipment, etc.

Title #	700
Category	Outdoor Play Area
Title	Fences
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (23) Fences shall be: (a) Constructed of safe material; (b) Stable; and (c)In good condition.
Guideline(s) for Child Care Technical Assistance	Outdoor play areas must be fenced. The fence must be made of a suitable material that is safe, stable and in good condition. Fencing that is damaged, leaning, contains holes, broken planks or sharp points is unacceptable. If a gate is broken or does not latch securely, it must be repaired.
Regulated Child Care Survey Method	Fence height is not dictated in regulation. However, observe to ensure the fence is in good conditionand safe/stable.

Title #	705
Category	Outdoor Play Area
Title	Infant/Toddler Outdoor Space
Child Care Regulation Text	922 KAR 2:120. Section 5. Infant and Toddler Play Requirements. (4) If a child-care center provides an outdoor play area for an infant or toddler, the outdoor area shall be: (a) Shaded; and (b) A separate area or scheduled at a different time than an older child.
Guideline(s) for Child Care Technical Assistance	Shade for a toddler or infant could be provided by a tree, the building at a certain time of the day or a piece of playground equipment or tent. Care should be taken to assure that the infants and toddlers use the outdoor area at times when shade is available. If the same outdoor play area is used for all age groups, the daily schedule should be written to assure that the infants and toddlers do not use the outdoor play area at the same time as the older children.
Regulated Child Care Survey Method	Shade must be provided in an outdoor play area for infants/toddlers. Shade can be provided by the building (ask what time they bring the infants/toddlers outside to determine whether or not shade is provided by the building at that time of day). Shade can also be provided by a separate shading device. Infants/toddlers should have a separate outdoor play area, or the area should be scheduled so that infants/toddlers are not in the outdoor play area at the same time as older children.

Title #	710
Category	Equipment
Title	Play Equipment
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (24) Supports for climbing apparatus and large equipment shall be securely fastened to the ground. (25) Crawl spaces, such as tunnels, shall be short and wide enough to permit access by adults. (26) A sandbox shall be: (a) Constructed to allow for drainage; (b) Covered when not in use; (c)Kept clean; and (d) Checked for vermin prior to use.
Guideline(s) for Child Care Technical Assistance	All equipment used in your play area needs to be securely fastened in the ground to ensure children's safety when in use. If your play area contains crawl spaces, it is imperative that the space be wide enough for an adult to be able to access at any time. Having a sand box is a wonderful way for children to experience sensory/motor activities. It is important to take care of this area as you would any other area where the children's activities are located. Remember to make sure the sandbox can drain properly, keep it covered when it is not being used, remove any type of litter in it and always check the sandbox for vermin before children play in it.
Regulated Child Care Survey Method	Check all large equipment and climbing equipment to see if each piece is anchored securely to the ground. Check tunnels to see that adults can access them. Unused sandboxes should be covered. Check for debris in the sandbox or any standing water.

Title #	715
Category	Equipment
Title	Sufficient Appropriate Equipment
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (28) A child-care center shall have enough toys, play apparatus, and developmentally appropriate materials to provide each child with a variety of activities during the day, as specified in Section 2 of this administrative regulation.
Guideline(s) for Child Care Technical Assistance	Children must have an adequate amount of developmentally appropriate materials, toys and equipment to use on a daily basis. Please refer to Section 2 for more detail concerning materials.
Regulated Child Care Survey Method	There should be enough toys/play equipment that is age appropriate for the children served at the center. If you do not find enough toys, ask staff if there is any additional play equipment that you have not observed.

Title #	720
Category	Equipment
Title	Storage Space/Storage Device
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (29) Storage space shall be provided: (a) In the form of: 1. Shelves; or 2. Other storage device accessible to the children; and (b) In sufficient quantity for each child's personal belongings.
Guideline(s) for Child Care Technical Assistance	Appropriate storage should be provided for outside and inside materials as well as equipment. Cubbies, bins, and storage shelves are a great way to store materials inside the center. On the playground outdoor storage chests, storage sheds or bins are useful in storing outdoor play materials. Children must be provided separate storage areas for their belongings in the classroom. Teachers will utilize the cubbies for children's personal items. And it is recommended the cubbies or separate storage areas are labeled with the child's name or picture of the child.
Regulated Child Care Survey Method	Storage space such as shelves, cubbies, baskets, milk crates, etc. should be provided for each child's belongings.

Title #	725
Category	Equipment
Title	Playpens/Play Yards
Child Care Regulation Text	922 KAR 2:120. Section 5. Infant and Toddler Play Requirements. (5) Playpens and play yards shall: (a) Meet federal standards as issued by the Consumer Product Safety Commission, including 16 C.F.R. 1221; (b) Be manufactured for commercial use; and (c)Not be used for sleeping or napping.
Guideline(s) for Child Care Technical Assistance	Playpens and play yards may provide more flexibility with some programs although remember that they are never to be used for sleeping or napping and they must meet all standards issued by Consumer Product Safety Commission and in compliance with CFR 1221.
Regulated Child Care Survey Method	Playpens and play yards must be in compliance with 16 CFR 1221. Observe to ensure children are not sleeping or napping in a playpen/play yard.

Title #	730
Category	Equipment
Title	Crib/Mattress/ Sheet
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (3) Rest time shall include adequate space specified by the child's age as follows: (a) For an infant: 1. An individual non-tiered crib that meets Consumer Product Safety Commission standards established in 16 C.F.R. 1219-1220; 2. A firm crib mattress in good repair with a clean tight-fitted sheet that shall be changed: a. Weekly; or b. Immediately if it is soiled or wet;
Guideline(s) for Child Care Technical Assistance	On Dec. 15, 2010, the U.S. Consumer Product Safety Commission (CPSC) voted unanimously to approve new mandatory standards for full-size baby cribs and non-full-size baby cribs. The new mandatory crib standards impose significant requirements on full-size and non-full-size cribs. Effective Dec. 28, 2012 each infant must sleep in a crib that meets 16 CFR 1219-1220. A tracking label located on the base of the crib may provide verification of compliance. If not, written material from the manufacturer may contain the information. The child care center must provide the written verification for each crib to the surveyor upon request. Infants in attendance at the same time may not share a crib. A center must have enough cribs available for the number of infants present on any given shift. All cribs must be equipped with a firm mattress that is in good repair (no rips, holes or tears) as well as a tight fitting sheet (cannot be loose). The sheets must be changed on at least a weekly basis. If the sheets have been soiled or have gotten wet, they must be changed immediately.
Regulated Child Care Survey Method	Cribs must meet 16 CFR 1219-1220. There should be documentation either on the crib or a certificate of compliance to show that the crib meets the federal requirement. There must be enough cribs available for the number of infants present on any given shift. Each crib shall contain a firm crib mattress in good repair. Bedding must be tight fitting and changed when soiled/wet or at least weekly.

Title #	735
Category	Equipment
Title	Individual Bed/Mat/Cot and Bedding
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (3) Rest time shall include adequate space specified by the child's age as follows: (b) For a toddler or preschool-age child: 1. An individual bed, a two (2) inch thick waterproof mat, or cot in good repair; and 2. Bedding that is in good repair and is changed: a. Weekly; or b. Immediately if it is soiled or wet.
Guideline(s) for Child Care Technical Assistance	An individual bed, a 2 inch waterproof mat or a cot have to be available and kept in good repair. Equipment and furnishings must be size appropriate for the child and safe. If any of the sleeping equipment has a tear, rip, hole or it is no longer waterproof it has to be replaced. Bedding always has to be in good condition (no holes, rips or tears). Bedding must be cleaned on a weekly basis or it needs to be changed and cleaned immediately if soiled or wet. There is no requirement for a mat or cot or bedding for a school age child as a rest time is not required by the regulations. Be sure you have appropriate furnishings (cot or mat) and supplies (bedding) available to a school age child who wants or needs to rest. The requirement is for bedding which may be a sheet or blanket, sheet and blanket or sleeping bag.
Regulated Child Care Survey Method	Toddlers and preschoolers must have an individual bed, cot or 2" thick waterproof mat in good repair. A toddler can sleep in a crib if it is developmentally appropriate (based on the size of the child, developmental capabilities). If a crib is used, it must meet federal safety standards set forth in 16 C.F.R. 1219-1220. Bedding must be in good repair and changed at least weekly or immediately if soiled/wet. Rest time is not required for school age children.

Title #	740
Category	Equipment
Title	Twelve Inch Spacing
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (6) Cots, equipment, and furnishings used for sleeping and napping shall be spaced twelve (12) inches apart to allow free and safe movement by a person.
Guideline(s) for Child Care Technical Assistance	Cots, mats and cribs need to be 12 inches apart during naptime. This gives the teachers adequate space to freely move around the cots, mats or cribs to observe children while they sleep.
Regulated Child Care Survey Method	All sleeping equipment (cribs, beds, mats, cots) should be spaced 12" apart. Cribs cannot be placed end to end.

Title #	745
Category	Equipment
Title	Cots/Mats Sanitized
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (8) Cots or mats not labeled for individual use by a child shall be sanitized after each use.
Guideline(s) for Child Care Technical Assistance	If a cot or a mat is not labeled for an individual child's use it needs to be sanitized after each use. Sanitize means to reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations. This is frequently done by spraying with bleach and water.
Regulated Child Care Survey Method	If cots and mats are not labeled for individual use, they must be sanitized after each use.

Title #	750
Category	Equipment
Title	Individual Bedding Storage
Child Care Regulation Text	922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (9) Individual bedding shall be stored in a sanitary manner.
Guideline(s) for Child Care Technical Assistance	After naptime, cots and mats need to be stored to prevent the bedding from touching. In some cases this may mean that staff has to remove all bedding and place the item(s) in each specific child's cubby for storage. Some centers may have a system to store the mat or cot along with individual bedding in a manner to prevent the bedding from contact.
Regulated Child Care Survey Method	Store bedding in a sanitary manner. One child's bedding should not touch another child's.

Title #	755
Category	Equipment
Title	Toys/Equipment/Furniture
Child Care Regulation Text	922 KAR 2:120. Section 11. Toys and Furnishings. (1) All toys, equipment, and furniture contacted by a child shall be: (a) Kept clean and in good repair; and (b) Free of peeling, flaking, or chalking paint.
Guideline(s) for Child Care Technical Assistance	It is important for staff to remain diligent when It comes to materials, equipment and furniture used by children. Staff should check the materials regularly to assure they are in good repair and do not contain damaged paint. A cleaning schedule should be implemented to assure the toys, furniture and equipment are clean.
Regulated Child Care Survey Method	All toys/equipment/furniture must be clean and in good repair. Check to see that the paint is not peeling, flaking or chalking.

Title #	760
Category	Equipment
Title	Indoor/Outdoor Equipment
Child Care Regulation Text	922 KAR 2:120. Section 11. Toys and Furnishings. (2) Indoor and outdoor equipment shall: (a) Be clean, safe, and in good repair; (b) Meet the physical, developmental needs, and interests of children of different age groups; (c)Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and (d) Be designed to guard against entrapment or situations that may cause strangulation.
Guideline(s) for Child Care Technical Assistance	In order to ensure safety, indoor and outdoor equipment should be inspected regularly by staff to make sure the items are in good working condition and clean. At the end of a staff's work day simply walking around the classroom/playground area and a quick scan may help reduce risk of injuries. Equipment must be appropriate for the age group using it. A variety of items should be provided. Check equipment to assure there are no safety hazards; when hazards are identified, repair the equipment immediately. Be mindful that as equipment "settles", the connecting pieces may have gaps. These gaps can be dangerous to the children, presenting pinching or entrapment hazards.
Regulated Child Care Survey Method	Observe indoor and outdoor equipment to determine that it is safe, clean, in good repair and age appropriate for the children served. Observe to determine whether there are any hazards, including loose items, sharp items, rusty parts, etc. Make sure that the equipment does not have any entrapment hazards.

Title #	765
Category	Equipment
Title	Toys
Child Care Regulation Text	922 KAR 2:120. Section 11. Toys and Furnishings. (3) Toys shall be: (a) Used according to the manufacturer's safety specifications; (b) Durable; and (c)Without sharp points or edges.
Guideline(s) for Child Care Technical Assistance	All toys need to be used according to the manufacturer's safety specifications. The director and staff should read the product label to assure the product is not only put together properly, but also to assure children are using the product in the way it was designed. Staff always need to make sure toys are kept durable and without sharp edges.
Regulated Child Care Survey Method	Observe to ensure all toys are used according to the manufacturer's specs (including age appropriateness). If you are unsure, ask the provider if they have any documentation for the item. Research the internet about the item if you are still unsure. Observe the toys for sharp edges or points.

Title #	770
Category	Equipment
Title	Children/Staff Seating
Child Care Regulation Text	922 KAR 2:120. Section 11. Toys and Furnishings. (5) Tables and chairs shall be of suitable size for children. (6) Chairs appropriate for staff shall be provided to use when feeding, holding, or playing with a child.
Guideline(s) for Child Care Technical Assistance	Furniture should be kept in good repair and suitable for children's use. Tables should be between waist and mid-chest level of the child and allow the child's feet to rest on a firm surface while seated for eating or engaging in a table activity. Adults working in an early childhood setting are prone to back injuries. It is important to make sure that there is adequate seating provided for staff and that it does not interfere with the children or present the potential for harm. Appropriate adult seating should enable caregivers/teachers to hold, comfort, feed and even play with children.
Regulated Child Care Survey Method	Observe to ensure that child sized tables and chairs appropriate for the ages served should be provided. Staff chair(s) should be provided as well. If you do not see adult seating available, ask staff if seating is provided and determine that there are chairs available.

Title #	775
Category	Transportation
Title	Maintain Records
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (l) A written record of transportation services provided in accordance with 922 KAR 2:120, Section 12.
Guideline(s) for Child Care Technical Assistance	Have a written plan that details the following: • The type of transportation • The staff schedule • Transportation schedule • Plan to assure staff perform duties • Transportation route • A pre-arranged written plan shall be completed to designate where the child can be picked up if the parent or designee is unavailable • A daily inspection of the vehicle on the following: tires, lights, signals, mirrors, gauges, wiper blades, safety restraints, fuel and free of debris • A transportation roster that includes the first and last name of each child, the time each child gets on and off the van and be completed by a staff member other than the driver and be kept for five years • A policy stating staff who transport the children will practice emergency procedures monthly • Copy of van driver's current valid driver's license (must be 21 years old), never have caused an accident which resulted in the death of a person or had their license suspended or revoked in the past 5 years • Copy of the full coverage insurance for the vehicle • Copy of the completed background check for the driver • Copy of CPR and First aid for the driver and/or the van monitor • Copy of the annual inspection conducted by the Transportation Cabinet, if applicable • A copy of each child's personal information: name, address, phone #, and list of people who can receive the child (your pick up list) so your driver knows with whom they may leave the child (This is important and often overlooked.)
Regulated Child Care Survey Method	922 KAR 2:120, Section 12 lists all of the transportation requirements. This regulation may be cited if the child care center does not have the written documentation required in Section 12.

Title #	780
Category	Transportation
Title	Transportation Compliance
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (1) A center shall document compliance with KRS Chapter 186 and 603 KAR 5:072 pertaining to: (a) Vehicles; (b) Drivers; and (c) Insurance.
Guideline(s) for Child Care Technical Assistance	The center shall keep on file for review information regarding the vehicle, the drivers, and the insurance coverage.
Regulated Child Care Survey Method	KRS Chapter 186 pertains to the vehicle having a current license plate and registration. 603 KAR 5:072 pertains to the inspection required for vehicles designed and used for carrying nine or more passengers including the driver. This inspection is to be conducted by the Transportation Cabinet, Department of Vehicle Regulations or it's designee. If a child care center provides transportation, the surveyor should assure, through record review that all drivers have a current drivers' license and all vehicles have a current license plate, insurance, and inspection, if required.

Title #	785
Category	Transportation
Title	Requirements for Transportation Services
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (2) A center providing or arranging transportation service shall: (a) Be licensed and approved by the cabinet or its designee prior to transporting a child; (b) Have a written plan that details the type of transportation, staff schedule, transportation schedule, and transportation route; and (c)Have written policies and procedures, including emergency procedures practiced monthly by staff that transports children.
Guideline(s) for Child Care Technical Assistance	Arranging for transportation refers to child care centers that help find a way for a child to be transported to or from the child care center for example a field trip, to and from daily care or for a special event or trip. If a child is in your care or you are acting on behalf of the child care center then you must be licensed for transportation services. (This does not include school age children who ride a school bus back and forth from the child care center to school each day.) You must have a written plan that describes what kind of transportation is done, i.e., “We transport children to and from our child care center in a child care center owned van daily.” Record the names of the staff that are scheduled to drive and/or supervise the children while being transported. Record the planned schedule for transportation. For a center that is going on a field trip, this would include the date of the trip, the planned time of departure and return. For a center that transports to and from home/school, you would write a schedule of planned pick up and drop off times for each child. The route refers to the route/directions of each trip away from the child care center. The staff that accompany children or transport the children must practice emergency procedures monthly. Be sure to record the name of each staff that participated, the date and time of the drill. The specifics of the emergency drills are not outlined in regulations, but some things to consider include the type of vehicle you are driving and the number of children you are transporting. Plan for all types of accidents as well as vehicle malfunction, severe weather conditions or a child that becomes ill.
Regulated Child Care Survey Method	Prior to providing or arranging transportation, the child care center must have this service approved by the Division of Regulated Child Care. Arranging transportation includes taking public transportation or renting a vehicle (with or without a driver). The child care center must have a written plan to include: • the type of transportation provided (do they have a vehicle or use public transportation, for example) • staff schedule for the drivers and monitors • transportation schedule – when is transportation provided • Transportation route – drivers should know the route they are driving before transporting children Written policies and procedures are required but the regulation is not specific as to their contents other than emergency procedures. There must be documentation that the emergency procedures are practiced monthly by staff that transports children This regulation requires that procedures exist, not whether they are following the procedures. If staff are observed not following documented procedures, that may be cited under a separate tag.

Title #	790
Category	Transportation
Title	Transportation Notification/Type and Vehicle
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the: (a) Type of transportation offered; (b) Type of vehicle used for transportation;
Guideline(s) for Child Care Technical Assistance	Remember to submit your written request to add transportation services prior to transporting or arranging the transportation of a child. The written request should be mailed to: Office of the Inspector General Division of Regulated Child Care 275 E. Main Street, 5 E-F Frankfort, KY 40621-000 The Frankfort Division of Regulated Child Care office will forward your request to your local licensing office so they can inspect to add the service. An inspection of each vehicle as well as review of all required written policies and procedures, inspection documentation, insurance, and transportation staff paperwork will be required prior to approval for transportation service. Once you have complied with the regulations addressed during the licensing inspection, transportation services will the center will receive a new license that includes transportation. After that, the center may provide the service.
Regulated Child Care Survey Method	A child care center must have prior approval from DRCC before providing transportation. To request transportation services the child care center must provide written documentation of the type of transportation offered (daily pick up, field trips only, using public school buses, etc.) and the type of vehicle used. An inspection of each vehicle as well as review of all required written policies and procedures, inspection documentation, insurance, and transportation staff paperwork should be conducted prior to approval for transportation service. When completing a re-licensure survey, surveyors should ask if transportation services are provided (even if the child care center is not licensed for this service).This may also be cited under failure to notify the cabinet prior to a change in services.

Title #	795
Category	Transportation
Title	Transportation Notification/Plan for Ensuring Staff Duties
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the: (c) Plan for ensuring staff perform duties relating to transportation properly;
Guideline(s) for Child Care Technical Assistance	Written job descriptions or staff duties must be developed for the van driver, van monitor and staff who accompany children while away from the child care center. Examples of duties include: 1) Who is going to do the daily inspection of the vehicle/ 2) Who is responsible for assuring the vehicle is maintained? 3) Who records the boarding and departure times for each child? 4) Who will check to assure each child is restrained properly? 5) Who will assist children with loading and unloading? 6) Who will check to assure all children have departed the vehicle? 7) Who will provide supervision while the vehicle is in route? 8) What do you do if a child becomes ill or lost? *Check the vehicle to ensure that no children are left alone at any time.
Regulated Child Care Survey Method	Surveyors should review the child care center's transportation policies and procedures for ensuring staff perform transportation duties properly to determine this plan exists.

Title #	800
Category	Transportation
Title	Transportation Notification/Full Coverage Insurance
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the: (d) Full insurance coverage for each vehicle;
Guideline(s) for Child Care Technical Assistance	The center must maintain full coverage vehicle insurance. Verification of valid insurance must be kept on the vehicle and a copy must be available on the vehicle and in the center for review at all times.
Regulated Child Care Survey Method	Full insurance coverage is what is required by the Transportation Cabinet. Surveyors should review documentation to assure current vehicle insurance is in place.

Title #	805
Category	Transportation
Title	Transportation Notification/ Policy & Procedures Regarding Emergency Plan for Evacuation
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the: (e) Agency policy and procedures relating to an emergency plan for evacuating the vehicle;
Guideline(s) for Child Care Technical Assistance	The center must develop an emergency plan for evacuating the vehicle. The plan could include the following: the type of vehicle you are driving and the number of children you are transporting. Develop a plan to assist the children in departing the vehicle in case of an emergency. Plan for all types of accidents as well as vehicle malfunction, severe weather conditions or a child that becomes ill.
Regulated Child Care Survey Method	Surveyors should review the child care center's policies and procedures to ensure an emergency plan for evacuation the vehicle is addressed.

Title #	810
Category	Transportation
Title	Transportation Notification/Third Party Contracts
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the: (f) Contracts, agreements, or documents detailing arrangements with any third party for services;
Guideline(s) for Child Care Technical Assistance	Centers that use a 3rd party service to provide transportation for the children to and from care or on field trips must have a written agreement/contract with the company/individual prior to transporting the children. Commercial bus services have a contract that is provided to the child care center that includes their insurance policy #, the date and time of the trip, and the cost. Be sure to keep this document on file for review. Check your contract/agreement to assure that the 3rd party agreement with the company providing transportation includes information indicating the vehicles used are in compliance with state and federal laws. For school based programs: If your students will be transported by buses operated by your Board of Education, have something in writing that confirms that they will provide transportation services to your students.
Regulated Child Care Survey Method	This relates to centers that use a third party's vehicle for transportation. These centers may have a contract with the local school system or other agency to provide transportation. The transportation may or may not be provided daily. If a child care center has a third party contract for transportation, this should be reviewed by the surveyor. A child care center may contract with a third party to provide transportation, sometimes in addition to providing transportation services themselves.

Title #	815
Category	Transportation
Title	Transportation Notification/ Safety Procedures - Transporting, Loading/ Unloading and Supervision
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the: (g) Safety procedures for: 1. Transporting a child; 2. Loading and unloading a child; and 3. Providing adequate supervision of a child.
Guideline(s) for Child Care Technical Assistance	The child care center must have written safety procedures for the transportation of children and must have a system to assure the safety procedures are implemented. The regulations for transportation of children in the state of Kentucky include the following: Children must be seated, belted or harnessed and must remain seated while the vehicle is in motion. Children must not be left alone on the van or at the site of aftercare. Children may not be picked up or delivered to a place that requires they cross the street by themselves. When transporting children, a vehicle must have its head lights on. Guns, ammunition, alcohol or illegal substances, or hazardous materials shall not be transported in a vehicle transporting children. You may not refuel the vehicle when children are on board. When the driver gets out of his/her seat, they must turn off the ignition, remove the keys and set the emergency brake. To assure that each child is loaded and unloaded safely during transportation to and from home, a recommended process would include: Children are escorted to the vehicle by an adult; the staff assist the child while being seated, check the restraint to assure the child is secure, and document the time the child was loaded. Upon arrival at the child care center, the staff will assist the child in departing the vehicle, document the time the child departs the vehicle, escort the child into the center, sign the child into care and leave the child in the care of a qualified staff. A staff always checks the vehicle to assure no child was left on board. For field trips, classes should be loaded one at a time so the staff can assure that each child is seated appropriately prior to the roll call and departure. Upon arrival at the destination, each class departs the vehicle, and the roll is called again. After the roll is called, a staff boards the vehicle to assure no child is left on board. Upon return to the child care center or the next destination, the same system is followed. During transportation, the center must assure that adequate staff is present on the van to supervise and provide care to the children during each trip. Trips should be kept short so children do not have to spend excessive time in restraints. A plan should be in place in case a sole driver needs assistance when driving. A plan should be in place to care for a child who becomes ill.
Regulated Child Care Survey Method	Review the child care center's transportation procedures to assure that safety procedures for transporting, loading, unloading and supervision of children are addressed.

Title #	820
Category	Transportation
Title	Vehicle Equipment
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (4) A vehicle used to transport children shall be equipped with: (a) A fire extinguisher; (b) First aid supplies as described in Section 7 of this administrative regulation; (c)Emergency reflective triangles; and (d) A device to cut the restraint system, if necessary.
Guideline(s) for Child Care Technical Assistance	Regardless what kind of vehicle you use to transport the children (bus, van, minivan or sedan), it must be equipped with a fire extinguisher, first aid supplies, emergency reflective triangles and a device to cut the restraint system. The first aid kit must be a complete first aid kit which includes: liquid soap, adhesive bandages, sterile gauze, medical tape, scissors, a thermometer, flashlight, cold pack, first aid book, disposable gloves and a cardiopulmonary resuscitation mouthpiece protector.
Regulated Child Care Survey Method	During a re-licensure survey the child care center vehicle is inspected to assure these items (fire extinguisher, first aid supplies, emergency reflective triangles and device to cut the restraint system) are on board. First aid supplies must include 1. Liquid soap; 2. Adhesive bandages; 3. Sterile gauze; 4. Medical tape; 5. Scissors; 6. A thermometer; 7. Flashlight; 8. Cold pack; 9. First aid book; 10. Disposable gloves; and 11. A cardiopulmonary resuscitation mouthpiece protector.

Title #	825
Category	Transportation
Title	Transit/School Bus
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (5) Transportation provided by licensed public transportation or a school bus shall comply with subsections (1) and (2) of this section.
Guideline(s) for Child Care Technical Assistance	The transportation service must operate within the laws of the State of Kentucky in regard to vehicles, drivers and insurance. Also, the child care center must be licensed for transportation and must have a written plan that details the type of transportation, staff schedule, transportation schedule, and transportation route.
Regulated Child Care Survey Method	Refer to tags 775,780 and 785 for requirements for public transportation or school buses.

Title #	830
Category	Transportation
Title	Vehicle Inspection Documentation
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (6) A vehicle used to transport children shall meet the following requirements: (a) A twelve (12) or more passenger vehicle shall display a current certification of inspection from the Transportation Cabinet on the designated window.
Guideline(s) for Child Care Technical Assistance	According to updated Transportation Cabinet regulations, vehicles that transport nine (9) or more passengers must have an annual inspection conducted by the Transportation Department, or designee. Documentation verifying the annual inspection must be kept on file for review.
Regulated Child Care Survey Method	Transportation Cabinet regulations require a nine (9) or more passenger vehicle to meet certain requirements. The nine (9) passengers include the driver. The Transportation Cabinet -may not issue a certification sticker to display in the window. An inspection report is completed and should be on file with the center.

Title #	835
Category	Transportation
Title	Vehicle Requirements/ Traffic Stop During Loading/ Unloading
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (6) A vehicle used to transport children shall meet the following requirements: (b) A vehicle that requires traffic to stop while loading and unloading a child shall be equipped with a system of: 1. Signal lamps; 2. Identifying colors; and 3. Cautionary words.
Guideline(s) for Child Care Technical Assistance	Buses that require traffic to stop while loading and unloading must be equipped with signal lamps, identifying colors and cautionary words.
Regulated Child Care Survey Method	This requirement (signal lamps, identifying colors and cautionary words) is only for those vehicles that require traffic to stop as they load or unload a child. Observe and interview to determine whether this is applicable to the center subject to survey.

Title #	840
Category	Transportation
Title	Seatbelts for Each Occupant
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (6) A vehicle used to transport children shall meet the following requirements: (c) A vehicle shall be equipped with seat belts for each occupant to be individually secured.
Guideline(s) for Child Care Technical Assistance	Vehicles must be equipped with seat belts that work properly. Each occupant must have a seat belt. Seat belts cannot be shared.
Regulated Child Care Survey Method	Interview staff about the number of children transported on each route. Review sign on and off sheets to determine the maximum number of children transported at one time. Observed the vehicle to determine that adequate working seat belts are available.

Title #	845
Category	Transportation
Title	No Hazardous Materials
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (6) A vehicle used to transport children shall meet the following requirements: (d) A vehicle shall not transport children and hazardous materials at the same time.
Guideline(s) for Child Care Technical Assistance	No hazardous materials may be transported in a vehicle that is transporting children. If you are unsure if something is hazardous, review the label on the product.
Regulated Child Care Survey Method	Any material that is marked as a hazard (example, gas) cannot be in a vehicle transporting children.

Title #	850
Category	Transportation
Title	Car Seats
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (7) The appropriate car safety seat meeting federal and state motor vehicle safety standards in 49 C.F.R. 571.213 and KRS 189.125 shall be used for each child.
Guideline(s) for Child Care Technical Assistance	It is your responsibility to know and understand the laws of Kentucky regarding the appropriate restraint for each child. In addition, assure that the product is in good condition and approved for use. Any child 40 inches in height or less must ride properly restrained in a federally approved child restraint. • Every child between 40-50 inches tall and less than 7 years of age must be in a booster seat with a lap/shoulder belt. (*If you do not have lap/shoulder belts in your vehicle DO NOT use a booster*.) • Everyone over age seven must be using the vehicle's • seat belt.
Regulated Child Care Survey Method	During the inspection, check to see what car seats/booster seats are available to be used with the children. It may be necessary to interview staff to determine the age range of the children transported in order to assess if a car seat or booster seat is needed. It is also important to determine the number of children transported at one time in order to assess whether there is an adequate supply of safety seats. Any child 40 inches in height or less must ride properly restrained in a federally approved child restraint. • Every child between 40-50 inches tall and less than 7 years of age must be in a booster seat with a lap/shoulder belt. (*If you do not have lap/shoulder belts in your vehicle DO NOT use a booster*.) • Everyone over age seven must be using the vehicle's seat belt.

Title #	855
Category	Transportation
Title	Pre-trip Inspection
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (8) A daily inspection of the vehicle shall be performed and documented for the following: (a) Tires; (b) Lights, signals, mirrors, gauges, and wiper blades; (c)Safety restraints; (d) Fuel; and (e) Free of debris.
Guideline(s) for Child Care Technical Assistance	A daily inspection must be conducted to assure equipment is working properly and in good repair. A form should be developed to document the date each inspection was completed as well as verification that the tires, lights, signals, mirrors, gauges, wiper blades, safety restraints, fuel and that the vehicle was free from debris were checked. If the vehicle is not regularly used to transport children; i.e., used for fieldtrips during the summer months, then a pre-trip inspection of the vehicle would be acceptable.
Regulated Child Care Survey Method	Review to assure that a daily or pre-trip inspection of these items (tires, lights, signals, mirrors, gauges, wiper blades, safety restraints, fuel and interior free of debris) is maintained. This tag only requires the inspection to be completed, not that the items are in good repair. If problems are found on the vehicle, cite tag 765 as the vehicle is equipment.

Title #	860
Category	Transportation
Title	Ratios
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (9)(a) The staff-to-child ratios set forth in Section 2(2) of this administrative regulation shall apply to vehicle transport, if not inconsistent with special requirements or exceptions in this section. (b) An individual who is driving with a child in the vehicle shall supervise no more than four (4) children under the age of five (5).
Guideline(s) for Child Care Technical Assistance	If the van driver is the sole staff on board the vehicle, he/she must not transport more than 4 children under the age of 5 years. For example: Four (4) two year olds and six (6) school age children = ten (10) children total on board. The age of the youngest child determines the ratio. Thus, the driver can supervise ten (10) children if there are not more than four (4) children under the age of five (5) and meet the regulation.
Regulated Child Care Survey Method	This regulation limits a driver who does not have another staff on the vehicle from transporting more than four (4) children under the age of five (5). This does not prohibit older children from being transported in addition to the children under age five (5) as long as minimum staff-to-child ratios are maintained. A blended group of children can be transported at one time. An example of this may be four (4) two year olds and six (6) school age children = ten (10) children total on board. The age of the youngest child determines the ratio. Thus, the driver can supervise ten (10) children if there are not more than four (4) children under the age of five (5) and meet the regulation.

Title #	865
Category	Transportation
Title	Seating
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (10) Each child shall: (a) Have a seat; (b) Be individually belted or harnessed in the seat; and (c)Remain seated while the vehicle is in motion.
Guideline(s) for Child Care Technical Assistance	Staff must check to assure each child is properly seated in a seat with their own seat belt or harnessed seat. In addition, staff must assure that each child remains seated while the vehicle is in motion.
Regulated Child Care Survey Method	Interview staff about the number of children transported on each route. Review sign on and off sheets to determine the maximum number of children transported at one time. Observe the vehicle to determine an adequate number of seats and seat belts are available. Children must remain seated while the vehicle is moving.

Title #	870
Category	Transportation
Title	Child Unattended
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (11) A child shall not be left unattended: (a) At the site of aftercare delivery; or (b) In a vehicle.
Guideline(s) for Child Care Technical Assistance	Staff must assure that the person at the site of aftercare is a person that is on the child's approved pick up list. Children must not be left at their home alone. Drivers must not assume because the children are able to enter the home that an authorized adult is there to care for them. Be sure you leave the children in the care of an authorized adult. Staff must never leave a child on the vehicle for any length of time alone.
Regulated Child Care Survey Method	Children may not be dropped off at home or another after care site unless a responsible person is present to receive them. Interview staff to determine the drop off procedures.

Title #	875
Category	Transportation
Title	Pre-arranged Plan
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (12) If the parent or designee is unavailable, a prearranged written plan shall be completed to designate where the child can be picked up.
Guideline(s) for Child Care Technical Assistance	If the parent is not home and there is no authorized adult there to receive the child, the center must have a policy on where the child is to be delivered. A plan should be in place regarding what action will be taken if there is not a responsible party at the drop off site.
Regulated Child Care Survey Method	Review the files for children that are transported to their homes/after care site at the end of each day. A plan should be in place regarding what action will be taken if there is not a responsible party at the drop off site. The child care center may have a general plan for all families and may include taking the child back to the center.

Title #	880
Category	Transportation
Title	Unaccompanied Child Crossing Street
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (13) A child shall not be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an adult.
Guideline(s) for Child Care Technical Assistance	When children exit the vehicle, they should be accompanied by an adult into the center or their home. Children should never be allowed to walk ahead of the group, or cross a road to the intended destination without the supervision of an adult.
Regulated Child Care Survey Method	Interview staff to determine that a child is not required to cross a street or highway unless accompanied by an adult when the child is being picked up or delivered.

Title #	885
Category	Transportation
Title	Vehicle Headlamps
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (14) A vehicle transporting a child shall have the headlamps on.
Guideline(s) for Child Care Technical Assistance	When the vehicle is transporting a child, the head lamps must be turned on.
Regulated Child Care Survey Method	If a vehicle is transporting children, the headlights must be on. Interview staff to determine compliance.

Title #	890
Category	Transportation
Title	Refueling
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (15) A vehicle shall be refueled when not being used to transport a child. If emergency refueling or repair is necessary during transporting, all children shall be removed and supervised by an adequate number of adults while refueling or repair is occurring.
Guideline(s) for Child Care Technical Assistance	Do not refuel the vehicle when children are on board. Make arrangements to fuel the vehicle prior to transporting the children.
Regulated Child Care Survey Method	This may be addressed during a complaint investigation. Staff can be interviewed to determine how refueling is handled. Children must be removed from the vehicle and supervised prior to refueling.

Title #	895
Category	Transportation
Title	Driver Not In Seat
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (16) If the driver is not in the driver's seat, the: (a) Engine shall be turned off; (b) Keys shall be removed; and (c)Emergency brake shall be set.
Guideline(s) for Child Care Technical Assistance	Every time the driver gets out of the driver's seat, he/she must turn off the engine, remove the keys from the ignition and set the emergency brake.
Regulated Child Care Survey Method	This may be addressed during a complaint investigation. Interview staff to assess transportation policies. If a vehicle with children is observed at any time without the driver in the driver's seat, assure the engine is turned off, the keys are removed and the emergency brake set.

Title #	900
Category	Transportation
Title	Children's Transportation Records
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (17) Transportation services provided shall: (a) Be recorded in writing and include: 1. The first and last name of the child transported; and 2. The time each child gets on and the time each child gets off; (b) Be completed by a staff member other than the driver; and (c) Be kept for five (5) years.
Guideline(s) for Child Care Technical Assistance	A transportation roster includes the first and last name of each child (do not group children by family - each child's name is a separate entry on the form.) During transportation, staff must record the time each child boards the vehicle. When the vehicle arrives at the destination and the child departs the vehicle, the time must be recorded for each child. Someone other than the driver must check the vehicle after departure to assure no child has been left on board. This staff must sign the form verifying that the vehicle was checked. All transportation rosters must be kept on file for review for 5 years.
Regulated Child Care Survey Method	The first and last name of each child transported must be listed. Additionally, each time the child gets on and off the vehicle must be recorded. During a field trip this can be four (4) separate recorded times as the child gets on the vehicle at the child care center, off at the field trip site, back on at the field trip site and then off at the child care center. Anyone may record the times the children get on and off the vehicle. If the driver records this information, another staff must assure that this information was documented. Someone other than the driver must check the vehicle after departure to assure no child has been left on board. This staff must sign the form verifying that the vehicle was checked.

Title #	905
Category	Transportation
Title	Hazardous Items
Child Care Regulation Text	922 KAR 2:120. Section 12. Transportation. (19) Firearms, ammunition, alcohol, or illegal substances shall not be transported in a vehicle transporting children.
Guideline(s) for Child Care Technical Assistance	Firearms (guns), ammunition, alcohol or illegal substances (drugs of any kind) shall not be transported in a vehicle transporting children. These items may not be in the possession of any person riding in a vehicle with the children.
Regulated Child Care Survey Method	Observe the vehicles used for transportation to determine if firearms, ammunition, alcohol or illegal substances are on board. Interview staff to determine if any of these items are transported when children are on board.

Title #	910
Category	Food Service
Title	Bottle Feeding
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (11) While bottle feeding an infant, the: (a) Child shall be held; and (b) Bottle shall not be: 1. Propped; 2. Left in the mouth of a sleeping infant; or 3. Heated in a microwave
Guideline(s) for Child Care Technical Assistance	Infants are children ages birth through 12 months of age. Staff must hold an infant on their lap when feeding a bottle. If the baby falls asleep while drinking the bottle, the bottle should be removed immediately. Propping a bottle in any way is an unacceptable practice. The exception would be if the infant is able to hold and control their own bottle. If this is the case, it would be acceptable to place the infant in an appropriate feeding furnishing (i.e., high chair) and supervise the child while they hold and drink their own bottle. Infants should never be allowed to carry a bottle while walking, running or standing. Microwaves may not be used to heat a bottle. Many centers have bottle warmers, crock pots or place the bottle in a pan of warm tap water to warm the bottle prior to feeding. Be careful that the warming device is in a secure location, out of the reach of the children. The temperature of the water used to warm a bottle should not exceed 120 degrees.
Regulated Child Care Survey Method	An infant is defined as a child from birth to their first birthday. When an infant is given a bottle, they must be held by a staff member. For an older infant who is able to hold his/her bottle, the child may be seated and allowed to hold their bottle. If sanitation issues regarding the eating area are observed, these may be addressed under tag 980 or 950. Bottles cannot be heated in a microwave.

Title #	915
Category	Food Service
Title	Kitchen Exemption
Child Care Regulation Text	922 KAR 2:120. Section 4. Premises Requirements. (18) A kitchen shall not be required if: (a) The only food served is an afternoon snack to school-age children; and (b) Adequate refrigeration is maintained.
Guideline(s) for Child Care Technical Assistance	If the licensed child care program only cares for school age children at the conclusion of the school day, a kitchen is not required. The child care program must have access to a refrigerator to store perishable items. They may use a refrigerator that is part of the school cafeteria or they may have their own refrigeration unit. Either would be acceptable. This is for after school programs only.
Regulated Child Care Survey Method	A kitchen is not required if the only food served at the center is afternoon snack to school age children. A refrigerator is not required if only a snack is served and the snack does not need refrigeration.

Title #	920
Category	Food Service
Title	Kitchen Requirements
Child Care Regulation Text	922 KAR 2:120. Section 8. Kitchen Requirements. (1) The kitchen shall: (a) Be clean; (b) Be equipped for proper food: 1. Preservation; 2. Storage; 3. Preparation; and 4. Service; (c) Be adequately ventilated to the outside air; and (d) Except in a Type II child-care center when a meal is not being prepared, not be used for the activity of a child.
Guideline(s) for Child Care Technical Assistance	The kitchen should be clean. Walls and floors should not have a buildup of grime, utensils should be sanitized, counter tops should be clean and dishes should be washed and put away. There should be ample space for storage of food products and preparation of the food. Appropriate serving utensils should be available. There must be ventilation in the kitchen. If you have an open window, it must have screen. In a Type I child care center, children are not allowed in the kitchen at any time. It may not be used as a walk through room to gain access to another area. In a Type II child care center, children may be in the kitchen if a meal is not being prepared.
Regulated Child Care Survey Method	Observe the kitchen to assure cleanliness is maintained. Some drawers and cabinets should be opened to assure cleanliness. Meal prep may create dirty dishes and spills. Be reasonable in assessing cleanliness when a kitchen is actively in use. Properly equipped for the preservation, storage, preparation and service of food does not name what appliances are necessary. Observe to assure that food is handled appropriately. A screened window that is able to be opened can be counted as ventilation to the outside air. In a type I center, a child should not be in the kitchen area.

Title #	925
Category	Food Service
Title	Food Service Permit
Child Care Regulation Text	922 KAR 2:120. Section 8. Kitchen Requirements. (2) A child-care center required to have a food service permit shall be in compliance with 902 KAR 45:005 and this administrative regulation.
Guideline(s) for Child Care Technical Assistance	Each county has a Health Department that will counsel the child care center on food preparation and determine if a food service permit is needed. If you choose to use a catering service, you must have a contract/agreement that indicates what meals will be provided by the caterer and you must obtain a copy of the caterer's food service permit
Regulated Child Care Survey Method	If a facility prepares food, they should have evidence of a food service permit. If a facility does not have a food service permit but is observed to change the temperature of food or wash dishes for reuse by children, the local Health Department should be contacted to determine if a food service permit is needed.

Title #	930
Category	Food Service
Title	Food Preparation Utensils
Child Care Regulation Text	922 KAR 2:120. Section 8. Kitchen Requirements. (3) Convenient and suitable sanitized utensils shall be: (a) Provided; and (b) Used to minimize handling of food during preparation.
Guideline(s) for Child Care Technical Assistance	Staff who prepare the food should use appropriate utensils when handling the food. The utensils should be sanitized.
Regulated Child Care Survey Method	Observe the utensils used for meals. Assure that the utensils are not too large or small for the children to manipulate easily. Interview staff about sanitizing utensils if this is not observed. If food preparation is observed, assure that minimal handling occurs.

Title #	935
Category	Food Service
Title	Refrigerator
Child Care Regulation Text	922 KAR 2:120. Section 8. Kitchen Requirements. (4) A cold-storage facility used for storage of perishable food in a nonfrozen state shall: (a) Have an indicating thermometer or other appropriate temperature measuring device; (b) Be in a safe environment for preservation; and (c)Be forty (40) degrees Fahrenheit or below.
Guideline(s) for Child Care Technical Assistance	All child care centers must have a refrigerator to store perishable foods. Every refrigerator must have a working thermometer and must be maintained at 40 degrees Fahrenheit or below. This includes refrigerators in the kitchen as well as mini-refrigerators commonly found in Infant Rooms.
Regulated Child Care Survey Method	A refrigerator must have an indicating thermometer. Some refrigerators have built in thermometers and this is acceptable. A thermometer placed in the refrigerator is also acceptable. Observe to ensure the interior of the refrigerator is forty (40) degrees Fahrenheit or below.

Title #	940
Category	Food Service
Title	Frozen Food
Child Care Regulation Text	922 KAR 2:120. Section 8. Kitchen Requirements. (5) Frozen food shall be: (a) Kept at a temperature of zero degrees Fahrenheit or below; and (b) Thawed: 1. At refrigerator temperatures; 2. Under cool, potable running water; 3. As part of the cooking process; or 4. By another method in accordance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217.
Guideline(s) for Child Care Technical Assistance	Frozen food must be kept in a freezer at a temperature of zero degrees Fahrenheit or below. When thawing food, you must assure that your method is approved by the local health Department. The best way to thaw meat is in the refrigerator. For items that are sealed in plastic, you can run cool water over the items. But the water must be potable (drain) away from the item. Other items like frozen pizzas are thawed during the cooking process. If you are unsure how to thaw an item, it is a good idea to read the package label for recommendation on defrosting.
Regulated Child Care Survey Method	In order to determine the temperature of the freezer, a thermometer must be either built in or placed in the freezer. Observe to ensure that the temperature is zero degrees Fahrenheit or below. Observe to determine if foods are being thawed in an appropriate manner.

Title #	945
Category	Food Service
Title	Food Contact Items
Child Care Regulation Text	922 KAR 2:120. Section 8. Kitchen Requirements. (6) Equipment, utensils, and surfaces contacting food shall be: (a) Smooth; (b) Free of breaks, open seams, cracks, and chips; (c)Accessible for cleaning; and (d) Nontoxic.
Guideline(s) for Child Care Technical Assistance	Check out the area where food is prepared. If your food service area is not in good condition you may be contaminating the food you are preparing. Cutting boards should be made of nonporous material and should be scrubbed with hot water and soap and sanitized between uses.
Regulated Child Care Survey Method	Observe the food prep area to assure that the equipment, utensils and surfaces contacting food are in good repair and meet these requirements. This tag does not address the cleanliness of these items. This is addressed in tag 950.

Title #	950
Category	Food Service
Title	Kitchen Equipment Clean and Sanitary
Child Care Regulation Text	922 KAR 2:120. Section 8. Kitchen Requirements. (7) The following shall be clean and sanitary: (a) Eating and drinking utensils; (b) Kitchenware; (c)Food contact surfaces of equipment; (d) Food storage utensils; (e) Food storage containers; (f) Cooking surfaces of equipment; and (g) Nonfood contact surfaces of equipment.
Guideline(s) for Child Care Technical Assistance	Everything in the kitchen must be clean and sanitary. All of the food preparation, food service and dining areas should be cleaned and sanitized before and after each use. This particular regulation includes not just the eating and drinking utensils used by the staff and children, but also refers to the other areas of the kitchen including the areas of the ovens, dishwashers, refrigerators, microwaves that food may or may not touch as well as all food storage containers and utensils. Single service paper towels should be used for cleaning and sanitizing. Sponges harbor bacteria and should not be used.
Regulated Child Care Survey Method	Observe the food prep area to assess the cleanliness of eating and drinking utensils, kitchenware, food and nonfood contact surfaces of equipment, food storage utensils and containers, and cooking surfaces of equipment. Staff may be interviewed to determine how the items are sanitized.

Title #	955
Category	Food Service
Title	Single Service Item
Child Care Regulation Text	922 KAR 2:120. Section 8. Kitchen Requirements. (8) A single-service item shall be: (a) Stored; (b) Handled and dispensed in a sanitary manner; and (c)Used only once.
Guideline(s) for Child Care Technical Assistance	Single-service food and drink items should be stored and handled in a way to prevent contamination and should not be reused. After use, single-service items should be thrown away.
Regulated Child Care Survey Method	Single-service items include disposable plates, cups and utensils. These items may not be washed and reused.

Title #	960
Category	Food Service
Title	Bottles
Child Care Regulation Text	922 KAR 2:120. Section 8. Kitchen Requirements. (9) Bottles shall be: (a) Individually labeled; (b) Promptly refrigerated; (c)Covered when not in use; and (d) Consumed within one (1) hour of being heated or removed from the refrigerator.
Guideline(s) for Child Care Technical Assistance	To avoid serving the wrong bottle to the wrong child, assure that each child's bottles are labeled with their name (first and last is needed if multiple children share a name). Have a system in place to receive bottles each day and assure they are promptly refrigerated. They should not be left in diaper bags for extended periods during morning drop off times. When a bottle is not in use, it must have a cover to prevent cross contamination. Once removed from the refrigerator and/or heated, a bottle must be consumed within one hour or the contents thrown away. It may not be returned to the refrigerator for future use.
Regulated Child Care Survey Method	Each bottle should be labeled with a child's name or some method to determine what child is to be fed the bottle's contents. Bottles are to be promptly refrigerated and covered when not in use. Once removed from the refrigerator and/or heated, a bottle must be consumed within one hour or the contents thrown away. It may not be returned refrigerator for future use.

Title #	965
Category	Food Service
Title	Food Clean/Free From Spoilage
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (1) Food shall be: (a) Clean; (b) Free from: 1. Spoilage; 2. Adulteration; and 3. Misbranding; (c) Safe for human consumption; (d) Withheld from service or discarded if the food is hermetically sealed, nonacidic, or low-acidic food that has been processed in a place other than a commercial food-processing establishment;
Guideline(s) for Child Care Technical Assistance	Safe food handling will prevent foodborne illnesses. Keeping cold foods below 41 degrees and warm foods above 135 degrees prevents bacterial growth. Food intended for children should not be left at room temperature. Food may be allowed to cool to 110 degrees when served to children. For centers that use a caterer, you must assure that the food is transported safely in clean, covered and temperature controlled containers. Food and drink must be prepared as indicated on the directions of the label. Do not add water to milk or juice to dilute or extend the amount of product. Label all leftovers with the date of service to assure staff can determine the shelf life of a product. Home canned or home prepared food is not allowed to be served.
Regulated Child Care Survey Method	Observe the food in storage and food being served to determine compliance. Home canned or home prepared food is not allowed to be served.

Title #	970
Category	Food Service
Title	Food From Approved Source
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (1) Food shall be: (e) Obtained from a source that is in compliance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217; (f) Acceptable if from an established commercial food store;
Guideline(s) for Child Care Technical Assistance	Foods served to children in the licensed child care center must be from a source that has a food service permit. Commercial businesses like restaurants and grocery stores all have food service permits. If you choose to use a caterer, be sure the caterer has a current food service permit. Foods prepared in an individual's home may not be served at the child care center unless the individual has a food service permit for the kitchen in their home.
Regulated Child Care Survey Method	Records review to determine if the center has meals/snacks catered, they must provide documentation that the caterer has a valid food service permit. Observe food/snacks to determine the source.

Title #	975
Category	Food Service
Title	Developmentally Appropriate Quantity/Additional Portions
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (1) Food shall be: (g) Served in a quantity that is developmentally appropriate for the child with additional portions provided upon request of the child;
Guideline(s) for Child Care Technical Assistance	The quantity of food served to a one-year-old child would not be the same serving size as that of a school age child. Be sure you have plenty of food prepared and ready to be served so that each child receives the appropriate serving size and there is enough food available to offer seconds to those who may want more. Seconds must be given upon request and are not a reward for a clean plate. A good source to determine the proper child serving portion is found at the CACFP web-site.
Regulated Child Care Survey Method	Observe to determine the children are given an adequate portion of food for their age. There is no specified amount, so observe the children to see if the portion is adequate. Children are to be given additional portions on request, though if the item was popular, and is gone, it may be another menu item

Title #	980
Category	Food Service
Title	Food Protected from Contamination
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (1) Food shall be: (h) Protected against contamination from: 1. Dust; 2. Flies; 3. Rodents and other vermin; 4. Unclean utensils and work surfaces; 5. Unnecessary handling; 6. Coughs and sneezes; 7. Cuts in skin; 8. Communicable disease; 9. Flooding; 10. Drainage; and
Guideline(s) for Child Care Technical Assistance	Keeping a clean and well maintained kitchen will minimize the chance of infestation of flies, rodents and other vermin. Pipes that are leaking, roofs that may be leaking or flooding problems should be addressed immediately to assure that the kitchen is in proper working order for the preparation of food. If needed, the center may have to purchase food from an approved outside source while repairs are being made. Staff who are ill (coughs, sneezes, communicable diseases) should not prepare or handle food. Requiring staff to wash hands frequently with liquid soap and running water and wear plastic gloves when handling and serving food will reduce the spread of illness.
Regulated Child Care Survey Method	Observe food that is being prepared and/or stored to determine that it is protected as outlined. Opened containers should be sealed and /or covered.

Title #	985
Category	Food Service
Title	Milk Requirements
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (3) A serving of milk shall consist of: (a) Breast milk or iron-fortified formula for a child age birth through twelve (12) months; (b) Pasteurized whole milk for children ages twelve (12) months to twenty-four (24) months; or (c)Pasteurized low fat one (1) per cent or fat-free skim milk for children ages twenty-four (24) months to school-age.
Guideline(s) for Child Care Technical Assistance	Staff working with the children will assure that each child is served the appropriate serving of milk with their meals. If a child needs to deviate from any of the milk requirements, then the change should be documented in writing with a parent signature and kept on file in the child's written record Some infants may transition from formula to whole milk prior to their first birthday. Other children may require soy milk in place of cow's milk. It is up to the child care center to determine if they will provide the substitution or require the parents to provide the item. Be mindful that some substitutions are made because of personal preference while others may be made because of medical conditions. Staff must be aware of the required substitutions to assure that each child is served the appropriate item.
Regulated Child Care Survey Method	Note the ages of the children who attend the center and assure that the appropriate type of milk is available/ being served to the children. If a child is served an alternate type of milk, review the child's file to ensure a written request by the child's parent is on file. A center shall never be cited when parents provide breast milk for ages twelve to twenty-four months.

Title #	990
Category	Food Service
Title	Bottle Preparation by Parent
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (4) Formula or breast milk provided by the parent shall be prepared and labeled.
Guideline(s) for Child Care Technical Assistance	Each parent should prepare the formula they provide or breast milk and label the bottle or container prior to arriving at the child care center. If the bottles arrive un-labeled, the center should label them. Most parents choose to prepare their child's bottles with the appropriate serving of formula or breast milk. Other parents prepare and label a container of formula or breast milk that can be poured into empty bottles labeled with the child's name at the child care center. This allows staff to determine the appropriate serving amount and cuts down on waste. The container of unused formula or breast milk would be sent home at the end of the day. If the child care center provides (buys and supplies) the formula as part of their services, then the center may measure and mix the formula as needed. If the parent provides the formula but does not want to mix it ahead of time, the following system may be implemented: The parent would measure the appropriate amount of powdered formula into a container. The parent would measure the appropriate amount of water into another container. The containers of pre-measured water and formula would be delivered to the child care center. The staff would be able to mix the pre-measured water and formula as needed at the child care center.
Regulated Child Care Survey Method	If the center provides the formula, then the center is able to prepare (mix and measure) the formula. Interview staff to determine how bottles are prepared. Observe to ensure that the bottles are labeled. If the parent provides the formula, the parent pre-measures the formula and the water. Then the center is able to mix the two components before feeding the child. The parent would still be preparing the formula by measuring the components.

Title #	995
Category	Food Service
Title	Bread Requirement
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (6) A serving of bread shall only consist of whole or enriched grain.
Guideline(s) for Child Care Technical Assistance	Whole wheat products are highly recommended; however, all bread products labeled "enriched" meet the criteria of the bread component. Rice or cereal can be the bread component and must be whole or enriched grain. A "whole wheat flour" product is acceptable but "wheat flour" products are not.
Regulated Child Care Survey Method	A "whole wheat flour" product is acceptable but "wheat flour" products are not. Review the product label and ingredient list for the regulatory requirements of a "whole or enriched grain" as a first ingredient Whole grains also include rice, barley and other whole grains that are served in forms other than bread.

Title #	1000
Category	Food Service
Title	Drinking Water Requirement
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (7) Drinking water shall be freely available to a child throughout the day.
Guideline(s) for Child Care Technical Assistance	Each child care center must assure that children have access to drinking water. Water fountains may be used, but are not recommended for younger students. (Having a system to disinfect the fountain after use by a child will help cut down on germs.) A pitcher of water with individual paper cups is a great option for all age groups. Some centers are using individual water bottles labeled with each child's name. These water bottles are handy as they can be easily transported outdoors.
Regulated Child Care Survey Method	Observe to ensure that If a child asks for water, it is given to them.

Title #	1005
Category	Food Service
Title	Food Storage
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (8) Food shall be stored on: (a) Clean racks; (b) Clean shelves; (c)Other clean surfaces; or (d) If maintained in a sanitary condition, in nonabsorbent labeled containers a minimum of (6) six inches off the floor.
Guideline(s) for Child Care Technical Assistance	Some child care centers have a pantry or closet where food products are stored. Others have a shelving system or island in the kitchen where food is stored. Be mindful that the shelves, racks or area where food is stored must be clean and at least six inches off the floor. No food products can be stored directly on the floor (this includes canned products.)
Regulated Child Care Survey Method	Observe the food storage area to assure compliance.

Title #	1010
Category	Food Service
Title	Fruits and Vegetables
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (9) Fruits and vegetables shall be washed before cooking or serving.
Guideline(s) for Child Care Technical Assistance	Fresh fruits and vegetables are a much better choice than canned and frozen products. Prior to cooking or serving a fresh fruit or vegetable, you should wash the product. (A little soapy water and rinsing should do the job.) This will assure that all pesticides and germs associated with packaging and handling are washed away.
Regulated Child Care Survey Method	Observe to ensure that fresh fruits and vegetables are washed before cooking or serving. This does not refer to commercially canned items.

Title #	1015
Category	Food Service
Title	Potentially Hazardous Foods
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (10) Meat salads, poultry salads, and cream-filled pastries shall be: (a) Prepared with utensils that are clean; and (b) Refrigerated unless served immediately.
Guideline(s) for Child Care Technical Assistance	All food that “spoil” quickly must be kept under refrigeration unless being served. These items include meat salads, poultry salads and pastries (desserts) that contain cream. Use a clean utensil to stir or serve these products. The particles of food that cling to the utensil after use will “spoil” if not refrigerated.
Regulated Child Care Survey Method	Observe food preparation to determine that clean utensils are used to prepare meat salads, poultry salads and cream-filled pastries. Assure that these salads and pastries are served immediately or are refrigerated.

Title #	1020
Category	Food Service
Title	Individual Portion
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (11) An individual portion of food served to a child or adult shall not be served again.
Guideline(s) for Child Care Technical Assistance	If a food component is served to a child or staff and remains uneaten or untouched, it becomes trash. It may not be removed from the plate and saved for use at another time.
Regulated Child Care Survey Method	Interview and observe to determine that individual food portions that have been served and uneaten are not being saved and served later. This also applies to milk in a sippy cup. Centers cannot keep individually labeled sippy cups in the refrigerator that are given to the children throughout the day.

Title #	1025
Category	Food Service
Title	Wrapped Food
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (12) Wrapped food that is still wholesome and has not been unwrapped may be reserved.
Guideline(s) for Child Care Technical Assistance	Items that are pre-packaged and unopened may be retrieved and offered at another time.
Regulated Child Care Survey Method	This requirement refers to food that is packaged in individual servings and has not been unwrapped.

Title #	1030
Category	Food Service
Title	Meal Schedule
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (13) Meals shall be: (a) Served every two (2) to three (3) hours;
Guideline(s) for Child Care Technical Assistance	The child care center must have a schedule that reflects when meals are regularly served to the children. There must be a minimum of 2 hours between meals to assure children are hungry when served. There must be no more than 3 hours between the completion of one meal and the start of the next meal. If breakfast is served from 8:30 am- 9:00 am, then lunch must begin by 12:00 p.m. to stay within the 3 hour requirement. To assure that children are receiving meals in a timely manner, you should have an assigned time for meals and stick to the schedule. Scheduling breakfast from 6:00 a.m. – 9:00 a.m. makes it impossible to determine when each child was served. This type schedule would require a morning snack to be served around 9:00 a.m. to assure that children served at 6:00 a.m. do not have to wait 5-6 hours until lunch is served.
Regulated Child Care Survey Method	The time between meals/snacks is calculated from the end of one meal to the beginning of the next. Review the daily schedule to determine when meals are served. Observe food service to ensure that meals are provided in accordance with the regulations.

Title #	1035
Category	Food Service
Title	Sufficient Room/Eating Utensils Supplied
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (13) Meals shall be: (b) Served to a child: 1. Seated with sufficient room to manage food and tableware; and 2. Supplied with individual eating utensils designed for use by a child.
Guideline(s) for Child Care Technical Assistance	It is important that a child is seated in an appropriate high chair or seat at a table to reduce the risk of choking and assure comfort while eating. Eliminate crowding around a table or feeding area. Eating utensils should be durable and a suitable size for children.
Regulated Child Care Survey Method	Children are required to be seated while eating and have room to manage food and tableware if applicable. This does not prevent children from being seated on the floor to eat if sanitary conditions are maintained. Observe the children's eating utensils to assure they can be safely managed by a child.

Title #	1040
Category	Food Service
Title	Same Food
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (14) All children should be offered the same food items unless the child's parent or health professional documents a dietary restriction that necessitates an alternative food item for the child.
Guideline(s) for Child Care Technical Assistance	If it is an acceptable practice at the child care center, parents may still provide meals and snacks for their child. If the meal is provided by the parent, the providers must supplement the child's meal if it is missing dietary requirements. This may mean that the child care center keeps sandwich meat, bread, some single serving fruits and vegetables and a gallon of milk on hand in case of need. You only have to supplement the meals of the children who are missing required components. If you provide applesauce to one child who is missing a fruit, you do not have to give applesauce to all the children. Each child must be served the required food components. If a child needs to deviate from any of the food requirements due to a dietary restriction, then the change should be documented in the child's file by a parent's signature.
Regulated Child Care Survey Method	Parents may still provide meals and snacks in a licensed child care center. Providers must supplement a child's meal if the meal does not contain all required components. Each child must be served the required food components. If a child needs to deviate from any of the food requirements due to a dietary restriction, then the change should be documented in the child's file by a parent's signature. It is not necessary to offer the supplement to all children if the other children's meals meet dietary requirements.

Title #	1045
Category	Food Service
Title	Meals Required
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (15) A child-care center shall serve: (a)1. Breakfast; or 2. A mid-morning snack; (b)1. Lunch; or 2. A mid-afternoon snack; and (c) If appropriate, dinner.
Guideline(s) for Child Care Technical Assistance	Remember that children in attendance must be served food every 2 – 3 hours. Meals must be scheduled appropriately based on your hours of operation. For a part time program that attends 9:00 a.m. – 1:00 p.m., serving lunch would meet the requirement. For a child care center that is open 6:00 a.m. – 6:00 p.m., a minimum of three servings of food (meals and/or snacks) served at three hour increments would be required to meet the regulation.
Regulated Child Care Survey Method	Review the daily schedules and interview staff to determine when meals and snacks are served.

Title #	1050
Category	Food Service
Title	Menu
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (16) A weekly menu shall be: (a) Prepared; (b) Dated; (c)Posted in advance in a conspicuous place; (d) Kept on file for thirty (30) days; and (e) Amended in writing with any substitutions on the day the meal is served.
Guideline(s) for Child Care Technical Assistance	Each center must plan and post a menu that contains the foods served during each meal during that particular week. The menu will be reviewed to assure a variety of foods that meet the required components was served at each meal. All menus must be kept on file for review for a minimum of 30 days. Substitutions to the menu may be posted at any time during the day that the substitution is made.
Regulated Child Care Survey Method	Assure the weekly, dated menu is posted in an area that is easily viewable to parents. Substitutions to the menu may be posted at any time during the day that the substitution is made.

Title #	1055
Category	Food Service
Title	Breakfast Requirements
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (17) Breakfast shall include: (a) Milk; (b) Bread; and (c)1. Fruit; 2. Vegetable; or 3. 100 percent juice.
Guideline(s) for Child Care Technical Assistance	Child care centers that serve breakfast must serve three components: 1) milk; 2) bread; and 3) a choice of a fruit, a vegetable or a glass of 100% juice.
Regulated Child Care Survey Method	Review the posted menu to determine compliance. Milk is required to be fluid milk and not a milk product.

Title #	1060
Category	Food Service
Title	Snack Requirements
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (18) A snack shall include two (2) of the following: (a) Milk; (b) Protein; (c)Bread; or (d) 1. Fruit; 2. Vegetable; or 3. 100 percent juice.
Guideline(s) for Child Care Technical Assistance	Snacks are often served mid-morning or during afternoon hours. Snacks must have 2 components. There are several options. 1) Milk 2) Protein 3) Bread 4) A fruit, vegetable or glass of 100% juice. Planning ahead will allow the child care center to make use of the products they have on hand and avoid ending up with a poorly stocked pantry and serving only liquids for snack.
Regulated Child Care Survey Method	Review the posted menu to determine compliance. Milk is required to be fluid milk and not a milk product.

Title #	1065
Category	Food Service
Title	Lunch/Dinner Requirements
Child Care Regulation Text	922 KAR 2:120. Section 9. Food and Meal Requirements. (19) Lunch and dinner shall include: (a) Milk; (b) Protein; (c)Bread; and (d) 1. Two (2) vegetables; 2. Two (2) fruits; or 3. One (1) fruit and one (1) vegetable.
Guideline(s) for Child Care Technical Assistance	Centers who serve lunch and dinner must provide five components as follows: 1) Milk 2) Protein 3) Bread 4) Two of the following: vegetable, fruit All children are to be served milk. Milk is a fluid. Substitution of a dairy product or other milk product is not acceptable. Child-care center health and safety standards 100% juice is only referenced as an option at breakfast and snack and is not a replacement for a natural fruit. If a child has a medical or religious need that requires a component be withheld, the parent must provide a written request to the child care center. If a substitute item is required, the child care center may require the parent to provide the item.
Regulated Child Care Survey Method	Review the posted menu to determine compliance. Milk is required to be fluid milk and not a milk product. Combination foods such as casseroles and pizza may count for more than one component.

Title #	1070
Category	Children's Records
Title	Immunization
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;
Guideline(s) for Child Care Technical Assistance	All child care centers must obtain written documentation of each child's immunization record. For children who are new to the center, the immunization certificate must be presented within the first 30 days. For children who are enrolled, the immunization record must be current (has not passed the date specified on the record.) Children, who do not have one of the approved immunization certificates on file at the child care center, would not be allowed to attend the child care center. Approved sources of immunization certificates include: • Commonwealth of Kentucky Immunization Certificate • Commonwealth of Kentucky Provisional Immunization Certificate • Commonwealth of Kentucky Certificate of Medical Exemption • Commonwealth of Kentucky Certificate of Religious Exemption Or, if the immunization certificate was not provided by CHFS, it shall: • Be a hard copy or electronically produced • The name of the child • The birthdate of the child • The name of the parent or guardian of the child • The address of the child, including street, city, state, zip code • The types of vaccines administered to the child • The date that each dose of each vaccine was administered • Certification that the child is current for immunizations until a specified time, including a statement that the certificate shall not be valid after the specified date • The signature and date of the signature of the medical professional. If it contains a date that the certificate is no longer current. Parents must obtain a new immunization certificate prior to this date or their child will be unable to attend the child care center. There is no reason for a child care center to allow a child to attend beyond this date. Children who are unable to be immunized for any reason (medical, religious or parent preference) must obtain a medical exemption form (IMM-2) from their physician or local health department.
Regulated Child Care Survey Method	Review children's files to assure that each child has a current immunization certificate. KRS 214.036 indicates that parents who object to the immunizations may provide a written sworn statement as to the objection and their children are not required to be vaccinated. Physicians may also indicate that immunizations should not be administered. Surveyors should observe an immunization certification with a current expiration date or an exemption notice from a parent. Before citing this tag, assure the child(ren) who do not have the required documentation have been enrolled for more than thirty (30) days.

Title #	1075
Category	Children's Records
Title	Enrollment Information
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (b) A written record for each child: 1. Completed and signed by the child's parent; 2. Retained on file on the first day the child attends the child-care center; and 3. To contain: a. Identifying information about the child, which includes, at minimum, the child's name, address, and date of birth; b. Contact information to enable a person in charge to contact the child's: (i) Parent at the parent's home or place of employment; (ii) Family physician; and (iii) Preferred hospital; c. The name of each person who is designated in writing to pick-up the child; d. The child's general health status and medical history including, if applicable: (i) Allergies; (ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and (iii) Permission from the parent for third-party professional services in the child-care center; e. The name and phone number of each person to be contacted in an emergency situation involving or impacting the child; f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;
Guideline(s) for Child Care Technical Assistance	To ensure the health and safety of each child, the center will maintain individual written information on each child. This information is to be in a location that is confidential and easy for the staff to access. A parent's signature is required to guarantee all information is correct. This information is to be collected on the child's first day. The file for each child should include the following: • Identifying information about the child such as the child's name, address, and birth date; • Contact information for the: child's parent/guardian at their home address or place of employment; family physician; and the name of the preferred hospital in case of an emergency; • The name of each person who is designated to pick up the child in writing; • The child's general health information/medical history including: allergies and restriction on the child's participation in activities with specific instructions from the child's parent or health professional. If a third-party professional is working with your child, a written letter/release form from the parent/guardian of the child will also need to be kept on file. Third-party professional services include any professional coming into the center to work with an individual child for the child's general health status and medical history. OT/PT, early childhood mental health, etc. require parental consent in a child care center. The name and phone number of each person to be contacted in case of an emergency situation involving or impacting the child needs to be included in the child's file. A written form or letter from parents to give the center permission to seek emergency medical care for the child in the parent's absence is required. Siblings' paperwork may be stored in one file; however, paperwork for each individual child must be maintained at the child care center. It is an unacceptable practice to have one form completed for multiple children in a family.
Regulated Child Care Survey Method	Each child must have this information on file. Review at least ten (10) children's files during a re-licensure survey to determine compliance. Siblings' forms may be placed in the same file; however, each child is required to have this information on file. A third-party professional service is any professional that comes into the center to provide services to a child or a group of children. All children in contact with this professional are required to have parental permission on file.

Title #	1080
Category	Children's Records
Title	Documentation for Off Premise Trip
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (b) A written record for each child: 3. To contain: g. A permission form for each trip off the premises signed by the child's parent in accordance with 922 KAR 2:120, Section 12;
Guideline(s) for Child Care Technical Assistance	Child care centers are to maintain a written record for each child in care. Individually, the records should contain parental signed permission for any trip taken off the center's premises. This ensures that the parents are aware of off-site trips taken by the center.
Regulated Child Care Survey Method	Any trip off the premises requires a permission slip signed by the child's parent. The permission slip may include multiple trips but each trip needs to include a specific location. A blanket permission slip is acceptable for centers that frequently travel to a nearby park or other area. The parents may sign that they give permission for these trips (can be walks) to occur to the specified area. Also, a center may have a permission slip that indicates the children are taken to the library on a specific day each week at a specified time. A center cannot have a blanket permission slip that just gives permission for them to transport at any time for a field trip. Record review and interview will be necessary to ensure compliance.

Title #	1085
Category	Written Documentation
Title	Evacuation Plan
Child Care Regulation Text	922 KAR 2:090. Section 5. Evacuation Plan. (1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895.
Guideline(s) for Child Care Technical Assistance	The written plan to address emergency situations must include a designated relocation site and evacuation route, procedures for notifying parents and plan for reunification; procedures to address needs of individual children including those with special needs; development of duties and training of the staff; coordination with local emergency management. The written plan must be updated and submitted to the local emergency management by December 31st each year. The Division of Child Care has a form that meets the regulatory requirement or the center may develop its own plan that contains the required components. When updating the form/plan annually if there are no changes, the director should: • Mark through the date and record the new date • Write "No changes" • The director signs his/her name • Always record the date the plan was submitted to emergency management. If you are using the Division of Child Care Emergency/Disaster Preparedness Plan Form, the first and last page of the document should be re-dated and re-signed. When completing the form/plan annually, a new form/plan must be completed and submitted if there are any changes. Do not mark through items on the original form/plan and do not attach a sheet that contains multiple changes.
Regulated Child Care Survey Method	Review the written plan to ensure it describes, in detail, how children will be kept safe during any disaster, and ensure the plan includes specific information listed in KRS 199.895. The plan must be revised and submitted to the local emergency preparedness agency each year. If the plan does not change, the provider can note "no change" and the new submission date. If the evacuation plan does change, a new plan must be submitted.

Title #	1090
Category	Written Documentation
Title	Policies and Procedures
Child Care Regulation Text	922 KAR 2:110. Section 2. General. (5) Program policies and procedures shall: (a) Be in writing; and (b) Include: 1. Staff policies; 2. Job descriptions; 3. An organization chart; 4. Chain of command; and 5. Other procedures necessary to ensure implementation of: a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements; b. 922 KAR 2:090, Child-care center licensure; c. 922 KAR 2:120, Child-care center health and safety standards; and d. This administrative regulation.
Guideline(s) for Child Care Technical Assistance	The child care center must have a collection of policies and procedures to be followed by staff. These policies and procedures must be in writing and should be reviewed and updated annually. It is the responsibility of the administrative staff to assure that each staff person receives a copy of the written policies and understands the policies. If a staff person is unable to read, the policies should be read to them. Written staff policies might include: maintaining confidentiality, how to administer medication, orientation training policy, reporting child abuse and neglect, sanitation policies including hand washing, and use of a cell phone while on duty. Job descriptions typically include expectations for classroom management, what to wear to work, training or ongoing educational requirements and upkeep of work area. Job descriptions should be written to address the specifics of each position. Job descriptions should be developed for administrative staff, classroom teachers, floaters, substitutes, van drivers, van monitors, volunteers, cooks, janitors, etc. An organizational chart would include the flow of authority and responsibility for operation of the child care center. Your organizational chart may include a board of directors, administrative staff, caregivers, cooks, janitors, etc. This written delegation of administrative authority includes designating the person in charge of the center and the person(s) in charge of individual children for all hours of operation. A chain of command should be posted on the parent board. The chain of command should include the names of the people who are “in charge”, responsible for the day to day management and able to fulfill the duties of the director if the director is absent. These people would be able to guide the center through an emergency situation or assist a Division of Regulated Child Care surveyor with an inspection or survey. Typically the name of the director, assistant directors and shift supervisors are listed. Be sure to include the “Child and Parent Rights” posting on your parent board. Among other things, this posting should state that parents have the right to visit their child at the center at any time. In addition, a copy of these rights is to be provided to the parent or guardian of the child at the time of the child’s enrollment.
Regulated Child Care Survey Method	The center’s policies and procedures must be written. Review the center’s policies and procedures to ensure required items are included. Additional procedures can include, but are not limited to: discipline of children/staff, dismissal of staff/children, biting, potty training, etc. Review the chain of command to ensure that it lists current staff. Observe to ensure that parent’s rights are posted.

Title #	1095
Category	Written Documentation
Title	Daily Attendance Records
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (c)Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;
Guideline(s) for Child Care Technical Assistance	The arrival and departure time of every child must be recorded. Do not forget that school age children who leave the program to attend school must be signed out when they depart the center. Also, school age children who arrive from school must be signed in upon their arrival. The regulation does not indicate who will sign the children in and out of care. Regulations do not state that a parent must complete the form. It is ultimately up to the child care center to assure that the record is kept and that it is accurate. The DCC-94E, Child Care Daily Attendance Record form is required for use for all children who are participating in the Child Care Assistance Program. This form does require the authorized parent/guardian or designated person to review the form and sign confirming that the arrival and departure times recorded on the forms are correct. The Child Care Daily Attendance Record form will also fulfill the attendance record requirement for child care licensing. It is an acceptable practice for a child care center to require a parent/guardian to sign a child in and out daily.
Regulated Child Care Survey Method	Review the children's daily attendance records to ensure a specific time (00:00 a.m. /p.m.) has been documented for each arrival and departure on a daily basis. If the center is a part of CCAP, each participating child's arrival and departure times must be documented on the required attendance record, DCC-94E. Staff can document the child's attendance daily, but the form requires that the parent/guardian review and sign weekly. Children may have more than one arrival and departure time per day.

Title #	1100
Category	Written Documentation
Title	Staff Schedule
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (d) A written schedule of staff working hours;
Guideline(s) for Child Care Technical Assistance	Each child care center must have a written staff schedule. This schedule must reflect the schedule of staff, i.e., who is working in each classroom from the time the center opens until the time the center closes each day. Be sure to include support staff such as cooks, janitors, floaters, van drivers, monitors and administrative staff. This written schedule must be kept on file for review.
Regulated Child Care Survey Method	A written schedule must include arrival and departure times for each employed staff, including the director. The schedule must cover all operating hours if the center is licensed for nontraditional hours, including Saturdays and Sundays. Observe/interview and review to ensure that staffs working at the center correspond with the schedule.

Title #	1105
Category	Written Documentation
Title	Professional Development
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (f) A written annual plan for child-care staff professional development;
Guideline(s) for Child Care Technical Assistance	Each child care center must have a plan for staff development. The plan should be in writing and must be developed within the first year of employment. Also, the plan must be updated and completed annually. It is best to do a staff development plan for each individual staff, personalizing the plan to the needs of that individual. The staff development plan for a classroom teacher might include: orientation training, ongoing training or education, CPR and First Aid certification, community or professional organization participation, classroom goals or ways to improve the classroom environment.
Regulated Child Care Survey Method	Record review to determine that the center has a written, annual plan for child-care staff professional development. The professional development plan may include goals and a plan to complete orientation, child development trainings, and other trainings/classes that will provide staff members with the opportunity to grow professionally. Regulations do not require the professional development to be individualized; however, if the center has individualized plans, each staff must have their own.

Title #	1115
Category	Written Documentation
Title	Earthquake/Tornado Drills
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;
Guideline(s) for Child Care Technical Assistance	The date and time of the quarterly earthquake drills and tornado drills, as well as the names of the children that participated in each drill, must be recorded and kept on file for review for five years.
Regulated Child Care Survey Method	Review records to ensure that Earthquake drills and tornado drills are practiced four (4) times annually (once per calendar quarter) and documented. The date (MM/DD/YY) and time (00:00 a.m. /p.m.) should be documented, and a list of the children who participated in each drill must be included. A copy of the attendance record, indicating the children who participated in each drill, can be attached to the written record of practiced drills.

Title #	1120
Category	Written Documentation
Title	Fire Drills
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;
Guideline(s) for Child Care Technical Assistance	The date and time of the monthly fire drill, as well as the names of the children that participated, must be recorded and kept on file for five years.
Regulated Child Care Survey Method	Review records of monthly fire drills to assure the date, time and children who participated are documented.

Title #	1125
Category	Written Documentation
Title	Report Documentation
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (k) A written record of reports to the cabinet required in Section 6 of this administrative regulation;
Guideline(s) for Child Care Technical Assistance	Any report made to the cabinet must be maintained in writing and kept on file at the center for review. Reports may be phoned, faxed, e-mailed or hand delivered to the cabinet. Reports must be made within 24 hours from the time of discovery and include: communicable disease, accident or injuries to a child that require medical care, an incident that results in legal action by or against the child care center that affects a child or staff person, an incident involving fire or other emergency, and a report of child abuse or neglect.
Regulated Child Care Survey Method	Refer to tags 115, 165, 170, 175, 180 and 185 to determine what needs to be reported and a written record maintained. If a provider indicates during a survey that they submitted a change request or other reportable incident to the cabinet, the center is required to maintain a copy of what was submitted. Ask to view the center's copy.

Title #	1130
Category	Written Documentation
Title	Confidentiality/ Maintenance/ Access
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (2) A child-care center shall: **(a) Maintain the confidentiality of a child's record;** **(b)** Maintain all records for five (5) years; and **(c)** Provide the cabinet access and information in the completion of the investigation pursuant to KRS 620.030(4).
Guideline(s) for Child Care Technical Assistance	**Confidentiality of a child's personal information must be maintained. Sharing information with parents, friends or** other staff who have no supervisory control over a child is unacceptable. Written records should be stored in a manner that maintains confidentiality. **All records that contain a child's name must be kept on file for review at a child care center for five years.** Representatives of the cabinet (i.e., Division of Regulated Child Care surveyor, Child Protective Services **representative) must have access to children's records during an inspection or investigation. In addition, staff** members who are interviewed must be forthcoming and honest with information pertaining to a child.
Regulated Child Care Survey Method	**Children's records should be stored in an area that is not viewable by other parents in the center.** **Confidentiality of a child's record includes not posting allergies where other parents or guardians may view.** However, these may be posted with written parental permission. This may also include staff verbally sharing information regarding a child with **another child's parent or someone** outside of the child care center. KRS 620.030 refers to the reporting of suspected child abuse. If the center is equipped with video surveillance, the center shall provide the cabinet access to the video surveillance upon request.

Title #	1135
Category	Written Documentation
Title	Orientation Procedure
Child Care Regulation Text	922 KAR 2:120. Section 2. Child Care Services. (3)(b) The program shall include: 2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.
Guideline(s) for Child Care Technical Assistance	Child care center staff are all required to attend cabinet approved orientation training within their first 90 days of initial employment in the child care industry. Orientation training covers three areas: Health and Safety, Recognizing/Reporting Child Abuse and Neglect, and Recommended Practices in Early Care and Education. Each child care center must have a written policy requiring each employee to implement the procedures they were taught during orientation training. (Many centers include this policy in their employee handbook.)
Regulated Child Care Survey Method	Review records to determine whether the center has a written orientation implementation policy. The policy does not have to list the policies and procedures that are taught during the required six (6) hour orientation. However, the policy must state that staff will implement what was taught during orientation.

Title #	1140
Category	Written Documentation
Title	Fire Drills
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (12) A fire drill shall be conducted during hours of operation: (a) At least monthly; and (b) Documented.
Guideline(s) for Child Care Technical Assistance	Child care centers must conduct drills to practice the procedure they would follow during a fire emergency. These drills must be practiced every month. It is best to practice the drills at a variety of times, i.e., early morning, mid-day and afternoon. The date and time of the drill, as well as the names of the children that participated, must be recorded and kept on file for five years.
Regulated Child Care Survey Method	Fire drills must be conducted monthly. They can be conducted any time during the month. Fire drills are not required during the months the child care center is not in operation.

Title #	1145
Category	Written Documentation
Title	Earthquake/ Tornado Drills
Child Care Regulation Text	922 KAR 2:120. Section 3. General Requirements. (13) An earthquake drill and a tornado drill shall be conducted during hours of operation: (a) At least quarterly; and (b) Documented.
Guideline(s) for Child Care Technical Assistance	Child care centers must conduct drills to practice the procedure they would follow during an earthquake or tornado. These drills must be practiced quarterly (four times each year.) It is best to practice the drills (separately) at a variety of times, i.e., early morning, mid-day, afternoon. The date and time of the drill, as well as the names of the children that participated, must be recorded and kept on file for review for five years.
Regulated Child Care Survey Method	Review records to determine whether Earthquake drills and tornado drills are being conducted. These drills require different actions. They may be done on the same day but should be noted as two (2) separate drills. The drills should be documented; however, the regulations do not specify how this is done. The drills are required to be conducted quarterly. They can be conducted at any time during each calendar quarter and do not have to be spaced three (3) months apart.

Title #	1150
Category	Posted Documentation
Title	License
Child Care Regulation Text	922 KAR 2:090. Section 6. License Issuance. (18) The preliminary or regular license shall be posted in a conspicuous place in the child-care center
Guideline(s) for Child Care Technical Assistance	The Division of Regulated Child Care issues a paper license or paper preliminary license that authorizes the licensee to operate a child care center. This license must be posted in a place for public review.
Regulated Child Care Survey Method	The license should be posted in a conspicuous place. Observe to verify the license number, capacity and approved services upon entrance to the child care center.

Title #	1155
Category	Posted Documentation
Title	Posting Requirements
Child Care Regulation Text	922 KAR 2:110. Section 2. General. (7) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection: (a) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year; (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year; (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897; (d) A description of services provided by the child-care center, including: 1. Current rates for child care; and 2. Each service charged separately and in addition to the basic rate for child care; (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and (f) Daily schedule.
Guideline(s) for Child Care Technical Assistance	All child care centers will have an annual inspection and the statement of deficiency along with the center's plan of correction, if applicable, and must be posted for review. Other inspections including investigations on complaints or accidents, as well as inspections conducted regarding a change in the center's license, which result in deficiencies must be posted for review. All statements of deficiency and plans of correction must be posted in a way that parents and staff may access the documents without the assistance of administrative staff. Be sure to keep the documents posted for the entire licensure year. If you have a large number of statements of deficiency and plans of correction to post, it may be impossible to post them on a board for review. An option would be to place the documents in a binder in a well-organized fashion. Label the binder "For Parent Review" and place the binder that contains the documents next to the sign in and out attendance form that is regularly accessed by the parents and visitors. Child care centers are required to post a flyer containing information provided by the Consumer Product Safety Program. The flyer can be found at**:** **http://www.chfs.ky.gov/os/oig/drcc.htm** A description of services provided by the center along with the rates for care (tuition) must be in writing and posted for review. Services might include: the age groups that you care for; your hours of operation; if you provide transportation to and from care or school; if you do night time or weekend care; any extra services or tutoring that may be offered. If you have programs that are offered but cost an additional fee, including "late fees", those must be posted as well. You must post the staff-to-child ratios and group size established in regulations. (Some centers post this on the parent board while others post this in each classroom.) You must post the daily schedule. (This is typically posted in each classroom.)
Regulated Child Care Survey Method	All SODs, POCs and civil penalties issued during the current licensure year (since the last re-licensure inspection) should be posted in a conspicuous place. Prior to arrival at the center, a record review should be conducted to determine what is required to be posted. The center should post information on the Kentucky Consumer Product Safety Program and its website (they do not have to have listings of all recalled items). The center's services, rates and separate charges, including "late fees" should be posted. The minimum staff-to-child ratios and group size should be posted. A daily schedule should be posted. "Posted" does not necessarily mean "on the wall". The items can be placed in a binder in a conspicuous place in the center and the items can be removed while the center is not in operation. Observe to ensure that all required items are posted in accordance with the regulations. Interview to determine that all fees are posted.

Title #	1160
Category	Posted Documentation
Title	Disaster Course of Action
Child Care Regulation Text	922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;
Guideline(s) for Child Care Technical Assistance	The center should post a floor plan of the building with exit routes clearly labeled for reference in case the building must be exited in an emergency situation. In addition, written instructions with reminders for staff should be posted along with the floor plan.
Regulated Child Care Survey Method	The center shall post the center's written plan and diagram for disaster. The plan and diagram should be specific to the currently approved space. If the emergency preparedness plan is revised, the diagram should reflect the revised plan.

Title #	1165
Category	Posted Documentation
Title	Daily Activities
Child Care Regulation Text	922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;
Guideline(s) for Child Care Technical Assistance	The center must have written and posted daily schedules for each classroom. The schedules must reflect the developmentally and age appropriate activities and routines from the time the child care center opens until the time the center closes. Daily schedules should include when meals are scheduled, rest time, outside play, programming activities and bedtime (if applicable). Daily schedules should be followed routinely so staff and children know what to expect.
Regulated Child Care Survey Method	Observe to ensure the daily activities are posted in each classroom and include: schedule, dates and times of activities for the particular children in that classroom. Daily activities should include all hours and days of operation.

Title #	1170
Category	Posted Documentation
Title	Diapering/Hand washing
Child Care Regulation Text	922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (9) The proper methods of diapering and hand-washing shall be posted at each diaper changing area.
Guideline(s) for Child Care Technical Assistance	Be sure to post the directions for diapering a child at each diaper change area. In addition, the steps for correct hand washing must be posted at each diaper change area.
Regulated Child Care Survey Method	Observe to ensure that diaper changing and hand-washing methods should be posted at each diapering area.

Title #	1175
Category	Animals
Title	Animals in the Presence of Children
Child Care Regulation Text	922 KAR 2:120. Section 13. Animals. (1) An animal shall not be allowed in the presence of a child in care: (a) Unless: 1.The animal is under the supervision and control of an adult; 2.Written parental consent has been obtained; and 3.The animal is certified as vaccinated against rabies; or (b) Except in accordance with subsection (3) of this section.
Guideline(s) for Child Care Technical Assistance	Child care regulation states an animal shall not be allowed in the presence of a child in care unless the animal is under the supervision and control of an adult. The child care center must assure that animals do not pose a threat to the children's safety. Staff must constantly monitor and supervise the animals to assure the children's safety at all times. Animals that are aggressive or those that become easily agitated should never be allowed in the area of a child. The child care center must obtain parental consent for any animal at the child care center. This includes fish in an aquarium, butterflies in a box, etc. Having each parent sign a blanket release form that contains the type of animal and classroom location is suggested. This will assure that regardless of which room a child may visit, the parent is aware of the animals/pets that a child may contact. Child care regulatory policy will allow the following enclosed or caged classroom animals with parental consent: fish, hamsters, gerbils, guinea pigs, hermit crabs, turtles, birds, non-poison amphibians, bearded dragons, rabbits, chinchillas, caterpillars and butterflies. If the animal does not require a rabies shot (ex. rabbits, fish, hamsters, etc.), then a shot is not required for regulatory compliance.
Regulated Child Care Survey Method	Review records to ensure that written parental consent is obtained for all children to be in the presence of animals. Observe to ensure the animals are under the supervision/control of an adult and all dogs, cats and ferrets must be vaccinated against rabies.

Title #	1180
Category	Animals
Title	Parent Notification
Child Care Regulation Text	922 KAR 2:120. Section 13. Animals. (2) A parent shall be notified in writing if a child has been bitten or scratched by an animal.
Guideline(s) for Child Care Technical Assistance	If a child is bitten or scratched by an animal, the child care center must notify the parent in writing. This can be done on an injury report or a handwritten report.
Regulated Child Care Survey Method	The center must notify a parent in writing if a child is bitten or scratched by an animal.

Title #	1185
Category	Animals
Title	Prohibited Animals
Child Care Regulation Text	922 KAR 2:120. Section 13. Animals. (3) An animal that is considered undomesticated, wild, or exotic shall not be allowed at a child-care center unless the animal is: (a) A part of a planned program activity lead by an animal specialist affiliated with a zoo or nature conservatory; and (b) In accordance with 301 KAR 2:081 and 301 KAR 2:082.
Guideline(s) for Child Care Technical Assistance	301 KAR 2:082 defines “exotic wildlife" to mean wildlife species which have never naturally existed in the wild in Kentucky, including introduced species that have become naturalized. A child care center may offer a planned program from the zoo or nature conservatory. An animal specialist may bring several animals, reptiles or birds to the center and present a program for the children. The child care center must obtain written permission from the parent before a child may participate in a program with animals.
Regulated Child Care Survey Method	Undomesticated, wild or exotic animals can only be allowed at a center if they are part of a planned activity by an animal specialist or nature conservatory. Fish, hamsters, gerbils, guinea pigs, hermit crabs, turtles, birds, non-poisonous amphibians, bearded dragons, rabbits, chinchillas, caterpillars and butterflies are allowed at a center with parental consent.

Title #	1190
Category	C.O.
Title	Secretary of state
Child Care Regulation Text	922 KAR 2:090. Section 4. Application. (1) An applicant for a license shall submit to the cabinet a completed OIG-DRCC-01, Child-Care Center License Application. (2) Approval of an applicant for initial licensure shall result in the issuance of a preliminary license for a probationary period not to exceed six (6) months. (3) The issuance of a preliminary license, or the issuance or re-approval of a regular license, shall be governed under the provisions of this section and Sections 5[4] through 7 of this administrative regulation. (4) If the applicant for licensure is a: (a) Corporation or a limited liability company, the application shall include a current certificate of existence or authorization from the Secretary of State; or
Guideline(s) for Child Care Technical Assistance	An application for licensure is completed and mailed along with supporting documentation (including a certificate of existence or authorization from the Secretary of State, if applicable) and fees to the Division of Regulated Child Care in Frankfort. Applicants should contact their local Child Care Aware staff for assistance in obtaining an application as well as support throughout the preliminary licensure process. Upon completion of a licensure inspection and any corrected deficiencies, a preliminary license maybe issued for a probationary period of six (6) months.
Regulated Child Care Survey Method	Review of the application and certificate of existence or the written authorization from the Kentucky Secretary of State is done by DRCC's Central Office.

Title #	1195
Category	C.O.
Title	Application
Child Care Regulation Text	922 KAR 2:090. Section 8. Annual Reapproval. (1) A licensee seeking reapproval of a regular license shall: (a) Submit, one (1) month prior to license expiration, an OIG-DRCC-01;
Guideline(s) for Child Care Technical Assistance	Child Care Aware will send a license renewal reminder along with an application to the licensed child care provider four (4) months prior to the expiration of the license. Prior to submitting the packet to the Division of Regulated Child Care, the provider will meet with Child Care Aware for review of the application packet. The child care center shall submit a completed application one (1) month prior to license expiration.
Regulated Child Care Survey Method	Review of the application and fee submitted is done by DRCC's Central Office.