

KENTUCKY
STANDARDS OF PRACTICE
FAMILY CHILD-CARE HOMES



A resource for
Certified Family Child Care Home Providers,
Child Care Surveyors
and
Technical Assistance Staff

Kentucky Child Care Standards of Practice for Certified 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.

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Title #	5
Category	Supervision
Title	Outdoor Supervision
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (14) Each child in an outdoor play area shall be under the direct supervision of the provider or assistant.
Guideline(s) for Child Care Technical Assistance	Many outdoor play areas have places that are hidden from view (i.e., around the corner of the house or behind a storage building). It is important for the provider or assistant to position themselves so they can see all children at all times. It would be unacceptable for a provider or assistant to leave the children outdoors and unattended for any length of time. Video monitors, baby monitors, and walkie-talkies may not be used as a substitute for direct supervision.
Regulated Child Care Survey Method	Surveyor should question provider to determine if children are under direct supervision during outdoor play, if not observed.
Title #	10
Category	Supervision
Title	General Supervision
Child Care Regulation Text	922 KAR 2:100 - Section 12. Care Requirements for a Provider. (10) A child who does not sleep shall be permitted to play quietly and be visually supervised.
Guideline(s) for Child Care Technical Assistance	If a child has woken up early or has failed to fall asleep, the provider should allow the child to play quietly while the other children are sleeping. Quiet play is not limited to playing on their cot, but may be a quiet learning center or an activity at a table. The provider should be sure he/she can see (visually supervise) any child who is awake. Video monitors, may not be used as a substitute for direct supervision.
Regulated Child Care Survey Method	Surveyor should question provider to determine if awoke children are allowed to play quietly and are directly supervised at nap time, if not observed during visit.

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Title #	695
Category	C.O
Title	Renewal
Child Care Regulation Text	<p>922 KAR 2:100 - Section 3. Renewal of Certification.</p> <p>(2) A family child-care home provider shall submit one (1) month prior to expiration of the provider's certification:</p> <p>(a) A completed OIG-DRCC-03;</p> <p>(b) A nonrefundable renewal fee pursuant to KRS 199.8982(1)(b);</p> <p>(c) A physician's statement documenting that the family child-care home provider's health is satisfactory for continued operation of a family child-care home; and</p> <p>(d) Proof that the family child-care home provider continues to meet the minimum requirements specified in Sections 2, 3, and 10 through 19 of this administrative regulation.</p>
Guideline(s) for Child Care Technical Assistance	<p>The renewal of certification is completed every two years.</p> <p>The OIG-DRCC-03 is the Certification Application. The provider should check the box for Renewal Year and complete all information required on the form. It is a good idea to review the copy of the last application that was sent to assure information is provided correctly and consistently. All boxes should be completed. Page 4 of the application contains a checklist to help you assure you have gathered all required documentation; i.e., Child Abuse and Neglect Checks and Criminal Record Checks for all adults living or working in the home.</p> <p>Here are some helpful hints:</p> <ul style="list-style-type: none"> • Section #1: Record the e-mail address. Be sure it is a valid address that can be used for a long period of time i.e., a gmail is a good option. If the provider does not personally use e-mail, perhaps they may have a family member who would be their "e-mail contact" to receive notifications concerning the business. A business name or FEIN # is not required but if they have one you should be sure to write it in the box. Typically a certified provider simply uses his/her own social security number. • The days and hours of operation should be completed. If the provider would like to change these they should submit the request in writing to DRCC in Frankfort. They cannot change your hours of operation by simply filling out this form or by notifying CCAP of the change. • Section #2: Don't forget to include the landlord's approval letter if they are renting their residence. • Section #3: All related children that might be present at any time at the certified home should be listed and complete all boxes including their social security numbers. Incomplete applications will not be processed. • Section #4: If an adult 18 years of age or older resides in the home (residing is defined as "to dwell permanently or for a reoccurring or considerable amount of time") the provider should include their information on the form. This would include, i.e., college students home for the summer, boyfriends who stay over regularly. • Section #5: If the provider has an assistant or substitute, they would complete their information. • Section #6: Be sure to list all animals. • Section #7: The provider should answer all questions completely. Don't forget to include the certificate # if applicable. • Be sure to sign and date the application. • Make a copy of the application and the Physician's Statement and mail it along with the \$10.00 fee to the address indicated on the last page of the application: Office of the Inspector General – Division of Regulated Child Care 275 E Main Street, 5 E-F Frankfort, KY 40621-0001. <p>If the provider has questions or need assistance completing the application, they should contact your local Child Care Aware Office for assistance.</p> <p>The cabinet will conduct an unannounced inspection to assure that the minimum requirements are maintained.</p>
Regulated Child Care Survey Method	Review of the application and fee submitted by Central Office.

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Title #	15
Category	General Administration
Title	Change of Location Notification
Child Care Regulation Text	<p>922 KAR 2:100 - Section 2. Certification Process.</p> <p>(11) A change of location shall require:</p> <p>(a) A ten (10) calendar day notice;</p> <p>(b) A completed OIG-DRCC-03;</p> <p>(c) An inspection of the new home; and</p> <p>(d) Continued compliance with this administrative regulation.</p>
Guideline(s) for Child Care Technical Assistance	<p>If the provider plans to move to a new location, they should submit a written request for an inspection of the home to the Division of Regulated Child Care 275 E Main Street, 5 E-F Frankfort, KY 40621-0001. Or, they may fax your request to (502) 564-9350. The request should be submitted at least 10 days prior to relocation.</p> <p>Once the request has been received, DRCC will contact the provider to conduct an inspection of the new home. Helpful hints. Be sure the provider has documentation for the following: a zoning certificate for the new location; verification of insurance for the new address; written landlord approval if applicable.</p> <p>Remember, the inspection process should be completed prior to moving to the new location. The provider may not care for children at the new location until DRCC has approved it for use.</p>
Regulated Child Care Survey Method	<p>Interview and Review of Documents</p> <p>Prior to relocation, the provider should provide notification to DRCC as required and an inspection must be conducted before the new location is approved to operate as a certified family child care home.</p>
Title #	18
Category	General Administration
Title	Written Plan of Correction
Child Care Regulation Text	<p>922 KAR 2:100 - 0. Statement of Deficiency and Corrective Action Plans.</p> <p>(2) Except for a violation posing an immediate threat, a family child-care home shall submit a written corrective action plan to the cabinet or its designee within ten (10) calendar days from receipt of the statement of deficiency to eliminate or correct the regulatory violation.</p>
Guideline(s) for Child Care Technical Assistance	<p>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 family child care home if violations existed during an inspection or investigation. A corrective action plan or plan of correction (POC) is written, signed by the provider and submitted to the cabinet or designee within 10 days of receipt of the SOD. The completed Plan of Correction may be mailed, faxed or delivered in person to the regional Division of Regulated Child Care Office.</p> <p>If you would like assistance writing a Plan of Correction, please contact your local Child Care Aware Office.</p>
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

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Title #	20
Category	General Administration
Title	Unacceptable Plan of Correction
Child Care Regulation Text	<p>922 KAR 2:100 - Section 4. Statement of Deficiency and Corrective Action Plans.</p> <p>(6) A family child-care home notified of an unaccepted plan shall:</p> <p>(a) Submit an amended plan within ten (10) calendar days of notification; or</p> <p>(b) Have its certification revoked or denied for failure to submit an acceptable amended plan.</p>
Guideline(s) for Child Care Technical Assistance	<p>The Division of Regulated Child Care will return the original Plan of Correction along with a letter detailing the reasons the Plan of Correction is unacceptable.</p> <p>The family child care home shall submit an amended Plan of Correction within (10) calendar days of the letter. Remember – the provider should implement your Plan of Correction. The provider must be mindful to write what she/he intends to do.</p> <p>Return the complete amended copy of the Plan of Correction along with the revisions and required documentation.</p> <p>The complete amended Plan of Correction may be mailed, faxed or delivered in person to the regional Division of Regulated Child Care Office.</p> <p>If a provider would like assistance writing a Plan of Correction, they should contact your local Child Care Aware Office.</p>
Regulated Child Care Survey Method	<p>Check to see if an amended POC has been submitted by the due date.</p> <p>If not, the family child care home should be cited for failure to submit an amended plan timely.</p>
Title #	25
Category	General Administration
Title	Number of Children
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(2) A provider shall not provide care for more unrelated children than the number authorized on the certificate of operation.</p> <p>(3) If a provider cares for more than four (4) infants, including the provider's own or related infants, the provider shall have an assistant present.</p> <p>(4) A provider shall not care for more than six (6) children under the age of six (6) years old, including the provider's own or related children.</p>
Guideline(s) for Child Care Technical Assistance	<p>Family child care homes are certified to care for a total of six un-related children. Note: Related children are his/her children, grandchildren, nieces, nephews, children in legal custody, step-children and siblings under the age of 18. All other children would be considered unrelated.</p> <p>If a provider cares for more than four infants, there should be an assistant present. It doesn't matter if the infants are related or not, four infants is the maximum number of infants that the provider can care for without help.</p>
Regulated Child Care Survey Method	<p>Count the number of related and unrelated children present during the visit, and interview to determine how many children are enrolled. Review children's records to determine a child's age and to determine if an assistant is needed. Attendance records will determine if the provided cares for too many children at one time.</p>

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Title #	30
Category	General Administration
Title	Total Capacity
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(5) The maximum number of unrelated children in the care of a certified family child-care home provider shall not exceed six (6) at any one (1) time. A provider may care for four (4) related children in addition to six (6) unrelated children for a maximum child care capacity of ten (10) at any one (1) time.</p>
Guideline(s) for Child Care Technical Assistance	<p>The provider may care for children who are un-related or children that are directly related (her own children, grandchildren, nieces, nephews, children in legal custody, step-children and siblings under the age of 18).</p> <p>Related children are only counted in the capacity of six children if they are all under 6 years of age. For example: based on the ages of the children, a provider may be able to care for as many as six un-related children plus four related children for a total of ten children.</p> <p>Never would there be more than ten children present at a family child care home.</p>
Regulated Child Care Survey Method	Count the number of related and unrelated children present during the visit, and interview to determine how many children are enrolled. Review children's records to determine a child's age. Attendance records will determine if the provided cares for too many children at one time.
Title #	35
Category	General Administration
Title	Respite Requirement
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(6) If a provider operates the in-home child care business for twenty-four (24) consecutive hours, the provider shall:</p> <p>(a) Receive an eight (8) hour period of respite after working sixteen (16) consecutive hours; and</p> <p>(b) Employ an assistant during the period of respite.</p>
Guideline(s) for Child Care Technical Assistance	<p>Some family child care homes provide care 24 hours each day. To assure that the family child care home provider has a respite (break), there should be an assistant scheduled for at least an eight hour shift each day. The assistant may be scheduled to work at any time during the 24 hours period; i.e., the assistant could be scheduled 10pm-6am while the child care provider and children are sleeping.</p> <p>Be sure the assistant is a fully qualified staff including CPR and First Aid certification if the provider plans to be away from the home at any time.</p> <p>Note: the provider may not use an assistant to cover for her while she works another job.</p>
Regulated Child Care Survey Method	<p>Record review and interview</p> <p>Review hours of operation and verify through interview with the provider to determine if an assistant is needed.</p>

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Title #	40
Category	General Administration
Title	Assistant required
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(8) An assistant shall be:</p> <p>(a) Eighteen (18) years of age or older;</p> <p>(b) Under direct supervision of a provider;</p> <p>(c) Used for providing care in a certified family child-care home; and</p> <p>(d) Used in the absence of the certified provider.</p>
Guideline(s) for Child Care Technical Assistance	<p>The provider should maintain verification that the assistant is at least eighteen years old (i.e., a copy of their driver's license or birth certificate.)</p> <p>The assistant will work under the direct supervision of the provider.</p> <p>An assistant should be present to assist with care; i.e., if there are more than four infants or more than six children under the age of six.</p> <p>If the assistant is left alone at the family child care home, the assistant should be a fully qualified staff, including background checks and certification in CPR and First Aid.</p>
Regulated Child Care Survey Method	<p>Record review and interview</p> <p>If an assistant is employed, review personnel file to determine age requirement. Interview provider to determine when the assistant is present in the home.</p>
Title #	45
Category	General Administration
Title	Child abuse/neglect investigation
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(10) If a provider, an assistant, or a member in a provider's household 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:</p> <p>(a) For the duration of the family-in-need-of-services assessment or investigation; and</p> <p>(b) Pending completion of an administrative appeal process for a cabinet substantiation of child abuse or neglect in accordance with 922 KAR 1:320 or 922 KAR 1:480.</p>
Guideline(s) for Child Care Technical Assistance	<p>Persons (provider, assistant, family member, 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 (i.e., they should not be at the home during the hours of operation when any child is present.)</p> <p>Once the investigation is complete the person may resume their normal duties at the family child care home, if there is an unsubstantiated finding.</p> <p>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 should not ever be present at the family child care home during the hours of operation (even when no children are present).</p> <p>If the appeal results in an unsubstantiated finding, the person may resume their normal activities at the family child care home. To assure the process is complete, the provider should submit a new child abuse and neglect check to the Cabinet for processing.</p>
Regulated Child Care Survey Method	<p>Contact the Department for Community Based Services (DCBS) to verify the individual is named as an alleged perpetrator.</p> <p>Interview to determine the individual's job duties while the investigation is ongoing or pending the outcome of the appeal process.</p> <p>Ask for written notification of the DCBS finding.</p>

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Title #	50
Category	General Administration
Title	Alcohol/Controlled Substance/Smoking
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(11) During hours of operation, a provider and another person in the home shall:</p> <p style="padding-left: 40px;">(a) Be free of the influence of alcohol or a controlled substance except for use of a controlled substance as prescribed by a physician; and</p> <p style="padding-left: 40px;">(b) Prohibit smoking in the presence of children in</p>
Guideline(s) for Child Care Technical Assistance	<p>During the hours that the family child care is open for business, no one at the home (provider or other person) should consume alcohol or be under the influence of a controlled substance.</p> <p>An exception would be medication (controlled substance) prescribed by a physician. It is important to assure any side effects do not prohibit the provider from caring for the children or cause a person to interfere with the care of the children.</p> <p>Smoking should only be allowed in outside designated areas. Smoking ordinances vary in each community. It is the responsibility of the child care provider to know the laws regarding smoking in the community to assure the family child care policy is in compliance. Be sure there is an assistant present to provide supervision of the children if the provider steps outdoors to smoke. Note: it would be unacceptable for a provider to step outdoors to smoke, leaving the children unattended even if every child is asleep.</p> <p>Smoking should never be allowed indoors. To help the provider meet the regulatory requirement, encourage them to assure there is no lingering odor of smoke in the family child care home or on the clothing of the provider or assistant.</p> <p>The provider should assure that the “designated smoking area” cannot be viewed by the children in care.</p>
Regulated Child Care Survey Method	Before citing, confirm that the controlled substance(s) was not prescribed to the individual or that alcohol was consumed on the premises during the provider’s operating hours.
Title #	55
Category	General Administration
Title	Assistant Present in Provider's Absence
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(12) During a provider's absence, an assistant shall be physically present at the home during hours of operation.</p>
Guideline(s) for Child Care Technical Assistance	During the hours of operation, the provider or an assistant shall be present to care for the children. Children can never be left at the family child care provider’s home alone for any length of time.
Regulated Child Care Survey Method	Interview to determine if an assistant is used in the provider’s absence. The provider may choose to close and not hire an assistant. This is acceptable.

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Title #	60
Category	General Administration
Title	Provider Has No Other Employment
Child Care Regulation Text	922 KAR 2:100 - Section 10. Standards for the Provider. (13) A provider shall: (a) Not be employed outside of the home during regular hours of operation; and
Guideline(s) for Child Care Technical Assistance	During the hours of operation the family child care provider cannot have another job. (For example: the provider cannot operate a cake decorating business, leave the home to substitute teach at the local elementary school or operate a beauty salon in another area of the home during the hours of operation.) The provider cannot leave the children in the care of an assistant while they work another job. Based on the hours of operation, it may be possible for the provider to seek employment after the family child care home closes each day or on weekends.
Regulated Child Care Survey Method	A provider may not have other employment during their hours of operation. Interview the provider to determine if they have other employment. If they do assure that they do not work that job during the hours they indicated they provide child care. If an allegation is received indicating the provider is working during their child care hours, a phone call to the employer may be made to determine their work hours
Title #	65
Category	General Administration
Title	Health, safety and comfort
Child Care Regulation Text	922 KAR 2:100 - Section 12. Care Requirements for a Provider. (1) A provider shall ensure the health, safety, and comfort of each child.
Guideline(s) for Child Care Technical Assistance	The provider is ultimately responsible to ensure that each child is cared for in a way that that protects the child's health and assures they are safe and comfortable at all times.
Regulated Child Care Survey Method	The certified family child care home provider is responsible for Health/Safety/Comfort. If a concern is not covered in another tag, cite here. When there is a negative outcome, you can double cite, but do so sparingly: Example: A child was left on the playground – supervision will be cited; but you can also cite H/S/C.
Title #	70
Category	General Administration
Title	Overnight Care
Child Care Regulation Text	922 KAR 2:100 - Section 12. Care Requirements for a Provider. (11) If overnight care is provided, a provider or an assistant shall: (a) Remain awake until every child in care is asleep; and (b) Sleep on the same floor level of the home as an infant or toddler.
Guideline(s) for Child Care Technical Assistance	Children who sleep for periods of time in the evening (or overnight) at the family child care home should be supervised until they have all fallen asleep. Once the children are asleep the provider or assistant may leave the room where the children are sleeping, but should remain on the same floor of the home where infants and/or toddlers are sleeping at all times.
Regulated Child Care Survey Method	Note that this requirement is only for overnight care. Interview the provider to determine if overnight care is provided. If it is, determine where the children sleep, where the provider sleeps and how bed time is handled.

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Title #	75
Category	General Administration
Title	Requirements
Child Care Regulation Text	922 KAR 2:100 - Section 12. Care Requirements for a Provider. (13) Except for a school-aged child whose parent has given written permission and whose whereabouts are known, a child shall not be permitted off the premises of a family child-care home without a caregiver.
Guideline(s) for Child Care Technical Assistance	"School age children" are children who are attending kindergarten. If a parent writes a note, the school age child may be allowed to leave the premises of the family child care home. It is the responsibility of the provider to know the where-a-bouts of the school age child at all times. (This only applies to school age children.)
Regulated Child Care Survey Method	A school age child is defined by regulation as a child attending kindergarten, elementary or secondary education. The definition includes children who are off for summer break but not children who are enrolled to begin kindergarten but have not attended. Interview and review children's records to determine if school age children attend the home. If so interview to determine if these children are allowed off the premises without the provider. If this occurs review documentation for written permission.
Title #	80
Category	General Administration
Title	Pick-Up Procedure
Child Care Regulation Text	922 KAR 2:100 - Section 12. Care Requirements for a Provider. (15) A child shall be released from a family child-care home to: (a) The child's custodial parent; (b) The person designated in writing by the parent to receive the child; or (c) In an emergency
Guideline(s) for Child Care Technical Assistance	The provider should maintain a list of names of the persons authorized to "pick up" a child from care. The list of persons should be hand written by the parent. Only persons who have been designated in writing by the parent are allowed to take a child from the family child care home. In emergency situations, the parent may phone the family child care home and notify the provider of a person who will pick up their child that day.
Regulated Child Care Survey Method	Review documentation, typically the children's records, to determine if the parents have given the names of individuals who may pick up their child from the provider's home.
Title #	85
Category	General Administration
Title	Record Maintenance
Child Care Regulation Text	922 KAR 2:100 - 8. Records. (6) A certified family child-care home provider shall keep all records for five (5) years.
Guideline(s) for Child Care Technical Assistance	It is important to maintain your records at the home for five years. This includes all records, for example: fire drills, attendance records, training, menus, children's enrollment forms, insurance, etc.
Regulated Child Care Survey Method	This tag is typically cited if the provider does not have their criminal records check, CAN check and/or TB documentation on file. It is not routine to request to view old records during a typical survey but if an investigation warrants this, the provider should have the records available.

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Title #	90
Category	General Administration
Title	Reports to Cabinet
Child Care Regulation Text	<p>922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.</p> <p>The certified family child-care home provider shall:</p> <p>(10) Report:</p> <p>(a) The following to the cabinet within twenty-four (24) hours from the time of discovery:</p> <ol style="list-style-type: none"> 1. A communicable disease, which shall also be reported to the local health department pursuant to KRS 214.010; 2. An accident or injury to a child that requires medical care; 3. An incident that results in legal action by or against the family child-care home that: <ol style="list-style-type: none"> a. Affects: <ol style="list-style-type: none"> (i) A child in care; (ii) The provider; (iii) An assistant; or (iv) A member of the provider's household; or b. Includes the provider's discontinuation or disqualification from a governmental assistance program due to fraud or abuse of that program; 4. An incident involving fire or other emergency, including a vehicular accident when the provider is transporting a child receiving child care services; or 5. A report of child abuse or neglect that: <ol style="list-style-type: none"> a. Has been accepted by the cabinet in accordance with 922 KAR 1:330; and b. Names the alleged perpetrator as the: <ol style="list-style-type: none"> (i) Provider; (ii) Provider's assistant; or (ii) Member of the provider's household; <p>(b) The death of a child to the cabinet within one (1) hour; or</p> <p>(c) Temporary or permanent closure as soon as practicable to the cabinet and the parent of a child in the family child-care home.</p>

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Guideline(s) for Child Care Technical Assistance	<p>The family child care provider must report to the cabinet (DRCC) within 24 hours. Reporting may be done by phone, fax or hand written note delivered to the regional DRCC Office in person.</p> <p>A list of all local health departments and their contact information can be found on the Kentucky Department for Public Health webpage. http://chfs.ky.gov/dph/. It is important to check with the local health department to verify which communicable diseases require reporting.</p> <p>Medical care is care administered by a licensed or certified health care professional. If a child is injured at the home or if an injury is discovered while a child is in attendance, it must be reported.</p> <p>Legal action refers to both criminal and civil actions (lawsuits). The provider must report any legal actions by or against the family child care home that affects a child, yourself, the assistant or a member of the household. If you lose any of your government assistant due to fraud or abuse of the program, the provider must report that.</p> <p>In addition, the provider must report all of the following:</p> <p>An incident involving fire or other emergency is defined as any time the child care center needs to call 911 or similar emergency services.</p> <p>If the provider is transporting children and have an accident in your vehicle, you must report that.</p> <p>If the provider decides to close the home (temporary or permanent) he/she must report the date (s) of the closure.</p> <p>Any allegation of suspected abuse or neglect involving a provider, employee, volunteer or person who would be present at the child care center when the children are in care.</p> <p>(Remember, all of the above must be reported to the cabinet or the Division of Regulated Child Care within twenty four hours from the time of discovery.)</p>
Regulated Child Care Survey Method	<p>The surveyor will review all CA/N and CRC checks during each survey and some complaint investigations to determine compliance.</p> <p>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 family child care home.</p>

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Title #	95
Category	Provider Requirements
Title	Recognize symptoms of illness/provide first aid
Child Care Regulation Text	<p>922 KAR 2:100 - Section 15. Medication and First Aid.</p> <p>(8) A provider and an assistant shall:</p> <p>(a) Be able to recognize symptoms of childhood illnesses;</p> <p>(b) Be able to provide basic first aid; and</p>
Guideline(s) for Child Care Technical Assistance	<p>Each provider and assistant should be able to identify signs and symptoms of illness including: basic childhood symptoms of the common cold or an ear infection as well as more serious conditions such as asthma symptoms; allergic reactions.</p> <p>The provider should have knowledge of first aid and be able to apply the appropriate care in an emergency situation.</p>
Regulated Child Care Survey Method	This is typically not cited during a renewal or annual survey and would only be addressed during a complaint investigation regarding illness or first aid issues
Title #	100
Category	Provider Requirements
Title	Protect from abuse/neglect
Child Care Regulation Text	<p>922 KAR 2:100 - Section 15. Medication and First Aid.</p> <p>(8) A provider and an assistant shall:</p> <p>(c) Maintain a child care program that assures affirmative steps are taken to protect children from abuse or neglect pursuant to KRS 600.020(1).</p>
Guideline(s) for Child Care Technical Assistance	<p>DCBS (Protection & Permanency) determines abuse and/or neglect thru investigation. Definitions of Abuse</p> <p>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.</p> <p>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 ex on a male), cunnilingus (oral sex on a female), prostitution, exploitation or involvement of child in pornography.</p> <p>It is the job of the family child care provider to assure that no child is subjected to any form of abuse or neglect.</p>
Regulated Child Care Survey Method	This can only be cited based on a DCBS substantiated finding of abuse or neglect after all due process.

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Title #	105
Category	Provider Requirements
Title	Confidentiality of Children's Records
Child Care Regulation Text	922 KAR 2:100 - Section 18. Records. (2) A certified family child-care home provider shall maintain the confidentiality of a child's records.
Guideline(s) for Child Care Technical Assistance	The family child care home 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. In addition, the family child care provider and the assistant must not verbally share information regarding a child with another parent or person outside the home. With written permission from a parent, life threatening health information (i.e. peanut allergies) for a child can be posted in clear view for all to see.
Regulated Child Care Survey Method	Cite if a child's confidential information is posted or available for others to see. This includes a child's allergy information. This may also include staff verbally sharing information regarding a child with another parent or someone outside of the child care facility. Life threatening health information for a child can be posted, with written permission from a parent . Cite if information about a child or a child's family is shared by center staff.
Title #	110
Category	Provider Requirements
Title	Reporting Abuse/Neglect
Child Care Regulation Text	922 KAR 2:100 - Section 18. Records. (4) A certified family child-care home provider shall: (a) Report an incident of suspected child abuse or neglect pursuant to KRS 620.030(1);
Guideline(s) for Child Care Technical Assistance	The family child care provider and/or assistant should be instructed to report all suspected abuse or neglect of a child to the proper authorities. Information should be readily available outlining what information may be needed to complete the report and what number they should call to report the alleged incident. Certified family child care home providers 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, it is recommended that the child care provider 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	This is typically not addressed during a recertification or annual survey. However if an incident report is observed or the provider discusses a situation where s/he suspected child abuse/neglect ask the provider if a report was made to DCBS. A follow-up call to DCBS may be made to assure this was done. Typically this will be addressed during a complaint investigation.

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Title #	115
Category	Provider Requirements
Title	Cabinet access
Child Care Regulation Text	<p>922 KAR 2:100 - Section 18. Records.</p> <p>(4) A certified family child-care home provider shall:</p> <p style="padding-left: 40px;">(b) Provide the cabinet access and information in the completion of the investigation pursuant to KRS 620.030(4)</p>
Guideline(s) for Child Care Technical Assistance	Cabinet designees (i.e., representatives from DRCC, DCBS, Special Investigators) are not required to give prior notice to enter the family child care home, interview staff and access records during operating hours. The provider or assistant should not interfere with the investigation; i.e. deny access to children, areas of the certified family child care home, written records or withhold any information.
Regulated Child Care Survey Method	KRS 620.030 refers to the reporting of suspected child abuse. This is typically addressed during a complaint investigation that is also being investigated by DCBS. If the provider is not allowing access to information, etc. notify the RPM or HSSV for direction.
Title #	120
Category	Provider Requirements
Title	Information to Parents
Child Care Regulation Text	<p>922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.</p> <p>The certified family child-care home provider shall:</p> <p>(2) Make available a copy of the certification standards to each parent;</p> <p>(3) Provide each parent with the name, address, and telephone number of the cabinet for the purpose of registering a complaint if the parent believes the family child-care home provider is not meeting the standards;</p>
Guideline(s) for Child Care Technical Assistance	<p>A copy of the regulations for certified family child care homes must be made available to each parent. This may be done by copying the document and giving the document to each parent. Or, the provider may place a copy (clearly labeled Child Care Home Regulations) and store it in an area that parents regularly have access to; i.e., next to the sign in and out attendance record.</p> <p>In addition, the provider must provide each parent with the name, address and phone number of the cabinet. This may included in the parent handbook, or posted on a parent information board.</p> <p>Helpful hint: How would the provider assure he/she is in compliance? During a certification survey or investigation, the surveyor must be able to clearly see/find the complete copy of the Family Child Care Home Regulations provided for parents and the required name, address and phone number of the local DRCC (cabinet) office without assistance from the provider.</p>
Regulated Child Care Survey Method	<p>The provider is not required to print and distribute the regulations to each parent. A copy must be available to parents who wish to view them.</p> <p>Contact information for the cabinet must also be available to parents but doesn't have to be distributed to each individual parent.</p>

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Title #	125
Category	Provider Requirements
Title	Access to Home
Child Care Regulation Text	<p>922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.</p> <p>The certified family child-care home provider shall:</p> <p>(5) Allow a parent and the cabinet or its designee access to the family child-care home at any time a child is in care; Allow a parent, the cabinet, the cabinet’s designee, or another agency with regulatory authority access to the family</p>
Guideline(s) for Child Care Technical Assistance	<p>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 family child care home during operating hours.</p> <p>The family child care home should not deny access to any area of the home used for the child care business during any time a child is in care.</p> <p>The safety of each child is important so it may be necessary for the provider to implement a system to accompany parents and guardians as they move through the area where the child care business is located.</p> <p>In addition, the child care home provider must allow a parent, the cabinet, the cabinet’s designee or another agency with regulatory authority access to the family.</p> <p>Note: during the initial survey the child care provider will designate the areas of the home to be used for the child care business. The provider should draw a floor plan of the space/rooms in the home used for her business. This will indicate the only areas of the home where children will be allowed access. During future surveys – this is the space that will be inspected.</p>
Regulated Child Care Survey Method	<p>If the provider is caring for children they are required to allow these individual’s access to the areas of the home used for child care.</p> <p>The diagram from the initial survey that is updated each year will determine the areas used for child care.</p>
Title #	130
Category	Provider Requirements
Title	Parent/Family Activity
Child Care Regulation Text	<p>922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.</p> <p>The certified family child-care home provider shall:</p> <p>(8) Coordinate at least one (1) annual activity involving parental or family participation;</p>
Guideline(s) for Child Care Technical Assistance	<p>The family child care provider must assure that at least one family or parent participation activity is planned and implemented. The provider should keep something to verify that an activity was conducted; i.e., photo’s, invitations, agendas. These documents also serve as great marketing items to new families who would like to learn more about your family child care home.</p> <p>The family child care home can determine what type of annual (yearly) activity would work best for their families, parents and children. For example: a child care home who cares for children of working parents would want to plan something after work or on weekends and avoid having 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 cook out, a playground cleanup day or a holiday party.</p>
Regulated Child Care Survey Method	<p>This can include newsletters, family activities at the home or other locations and any other activity that includes parental or family participation.</p>

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Title #	135
Category	Provider Records
Title	Provider CPR/First Aid
Child Care Regulation Text	<p>922 KAR 2:100 - Section 2. Certification Process.</p> <p>(4) An applicant shall be currently certified by an agency approved in accordance with 922 KAR 2:240 in infant and child:</p> <p>(a) Cardiopulmonary resuscitation (CPR); and</p> <p>(b) First aid.</p>
Guideline(s) for Child Care Technical Assistance	<p>The child care provider must be approved for Infant and Child CPR and First Aid and be on duty and present with the children at all times.</p> <ul style="list-style-type: none"> • Infant and Child CPR certification and First Aid is required for all infant, toddlers and preschool children. <p>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 family child care home as well for the children who did not leave the premises.</p> <p>Approved Training Sources for First Aid and CPR:</p> <ul style="list-style-type: none"> • 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 <p>*No online courses are approved</p>
Regulated Child Care Survey Method	<p>Review documents/records at the home, cabinet approved CPR and First Aid training may be found at this location - http://chfs.ky.gov/dcbs/dcc/trngapp.htm</p>

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Title #	140
Category	Provider Records
Title	Adult in home/Assistant
Child Care Regulation Text	<p>922 KAR 2:100 - Section 2. Certification Process.</p> <p>(5) An adult living in the home of the applicant present during the hours of operation, or having unsupervised contact with a child in care, and the applicant's assistant shall submit to the cabinet:</p> <p>(a) A criminal records check pursuant to KRS 17.165(5) by the Kentucky State Police or the Administrative Office of the Courts within a year prior to application;</p> <p>(b) A DCC-157 Certified Family Child-Care Home Central Registry Check to complete:</p> <ol style="list-style-type: none"> 1. A child abuse or neglect check using the central registry in accordance with 922 KAR 1:470; and 2. An address check of Sex Offender Registry; <p>(c) A criminal records check completed once for any previous state of residence if:</p> <ol style="list-style-type: none"> 1. The adult resided outside the state of Kentucky in the last five (5) years; and 2. No criminal records check has been completed for the adult's previous state of residence; and
Guideline(s) for Child Care Technical Assistance	<p>The child care home provider must assure that each adult (18 years or older) who resides at a family child care center, any adult present at the home who has unsupervised contact with a child in care, and the provider's assistant has a completed child abuse and neglect check, criminal record check and background check from previous state of residence for the last five years (if applicable).</p> <p>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 home.</p> <p>All background checks must be reviewed by the provider to assure the adult residing in the home, the adult who has unsupervised contact with a child in care and the provider's assistant have not been convicted of a crime pursuant to KRS 17.165.</p> <p>Residing is defined as "to dwell permanently or for a reoccurring or considerable amount of time." College students may or may not reside daily in the home. College students who reside with the provider daily or sporadically; for example, just during weekends, summer and holidays, would be required to have completed background checks.</p> <p>Another example of people who "regularly reside in the home" and would complete background checks includes a boyfriend who regularly spends the night and would be at the home during the hours of operation.</p> <p>If the provider has relatives in for a few days they would be considered visitors and would not require background checks.</p>
Regulated Child Care Survey Method	<p>This tag requires the provider to submit the information to the DRCC Central Office at the time of certification/renewal. Failure to keep this information on file should be cited in tag 85.</p> <p>Note that the CAN form is a specific version of the form and is not the same as used in licensed child care. The Sex Offender Registry check is completed as part of the CAN check.</p>

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Title #	145
Category	Provider Records
Title	Adult in home/Assistant TB
Child Care Regulation Text	<p>922 KAR 2:100 - Section 2. Certification Process.</p> <p>(5) An adult living in the home of the applicant present during the hours of operation, or having unsupervised contact with a child in care, and the applicant's assistant shall submit to the cabinet:</p> <p>(d) A copy of negative tuberculin results or a health professional's statement documenting that the adult is free of active tuberculosis.</p>
Guideline(s) for Child Care Technical Assistance	<p>An adult who lives in the child care home, who has unsupervised contact with a child in care and the provider's assistant will need to have a copy of their negative TB Skin Test or a health professionals statement that they are free of active tuberculosis.</p> <p>The provider must assure the TB Skin Test or Physicians Statement are on file for review the very first day.</p> <p>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. All of these forms would be acceptable:</p> <ol style="list-style-type: none"> 1) A written note from a health care professional stating that the individual is free from active tuberculosis. 2) The Risk Assessments from the Health Department for 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. <p>These forms are good for a period of two years, then each must be renewed.</p>
Regulated Child Care Survey Method	<p>A TB skin test or screening is required for all adults in the home. Adults are residents age 18 and over. This is also required for any assistant used in the home.</p> <p>Note – this tag does not require that the TB documentation be within the past two (2) years. It does require that the information be submitted for the initial certification and each renewal.</p>

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Title #	150
Category	Provider Records
Title	Orientation/Training plan
Child Care Regulation Text	<p>922 KAR 2:100 - Section 2. Certification Process.</p> <p>(9) Within three (3) months of submission to the cabinet of a complete OIG-DRCC-03, an applicant shall:</p> <p style="padding-left: 40px;">(a) Demonstrate completion of six (6) hours of cabinet-approved training in accordance with KRS 199.8982(1)(a)6; and</p> <p style="padding-left: 40px;">(b) Develop and implement a written plan for obtaining nine (9) hours of annual cabinet-approved training as required in Section 10(1) of this administrative regulation.</p>
Guideline(s) for Child Care Technical Assistance	<p>Orientation training, a 6-hour course, is required for all family child care staff working with children. Orientation training must be taken in the first three months following the issuance of certification and may be taken online or in person. The online class may be taken at: http://www.kentuckypartnership.org/ecool.aspx</p> <p>If an assistant or provider has previously taken orientation training, please check the ECE-TRIS record to assure that it appears on that record. If not, have the assistant or provider bring a copy of the orientation certificate to the family child care home that can be included in the staff records. If an assistant or provider 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.</p> <p>In addition, the provider must put in writing their plan to complete the required 9 hours of training annually.</p> <p>An example: for a new assistant or provider the following plan might be written and implemented: “The provider and/or assistant will complete the 6 hours cabinet approved Orientation Training online within the first three months of employment. During the next quarter, the assistant and/or provider will complete 3 additional hours of training provided by the local CECC Council.”</p>
Regulated Child Care Survey Method	<p>The six (6) hours of orientation training may be obtained prior to the submission of the application but must be taken in the first three months from the submission of the complete OIG-DRCC-03 to the cabinet.</p> <p>The orientation training must be the cabinet approved training curriculum. This curriculum has been updated/changed over time, however providers who received an older orientation training and not required to take the new curriculum.</p> <p>The written plan may include goals and a plan to complete orientation, child development trainings, and other trainings/classes that will assist the provider with professional growth.</p>

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Title #	155
Category	Provider Records
Title	Provider Training Requirements
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(1)(a) A provider shall complete annually at least nine (9) hours of cabinet-approved early care and education training beginning with the second year of operation, including one and one-half (1½) hours of cabinet-approved pediatric abusive head trauma training in accordance with KRS 199.8982(2):</p> <ol style="list-style-type: none"> a. Within the second year of employment or operation in child care; and b. Every subsequent five (5) years of employment or operation in child care.
Guideline(s) for Child Care Technical Assistance	<p>After the first year of operation, the provider must complete a total of 9 hours of training, including a Pediatric Abusive Head Trauma Class. (That is 7.5 hours of training plus 1.5 hours of Pediatric Abusive Head Trauma.) This class may be taken in person and is offered online (online is free) at: https://www.training.eku.edu/abusiveheadtraumacpWBT.</p> <p>The Pediatric Abusive Head Trauma Class must be taken once every five years. All training classes must be taken from an approved source. Check ECE-TRIS for a list of approved trainings and training agencies. Each person's training hours are calculated from their date of hire. The provider's date of hire is the exact certification date.</p>
Regulated Child Care Survey Method	<p>Training hours are calculated from exact certification date to exact certification date. During the first year of employment the provider must have 6 hours of orientation training only. During the second year the provider must obtain 1.5 hours of pediatric abusive head trauma and at least 7.5 hours of cabinet approved training in early care and education.</p> <p>After the second year each provider must complete at least 9 hours of cabinet approved training.</p> <p>Cabinet approved trainings lists can be found at: http://chfs.ky.gov/dcbs/dcc/trng_app.htm</p> <p>Pediatric Abusive Head Trauma training is only counted in the training hours once every five (5) years. An ECE-TRIS report may be used to calculate training hours.</p>

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Title #	160
Category	Provider Records
Title	Assistant CPR/FA, if applicable
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(7) Prior to being left alone with a child, an assistant shall be certified by a cabinet-approved agency in infant and child:</p> <p>(a) CPR; and</p> <p>(b) First aid.</p>
Guideline(s) for Child Care Technical Assistance	<p>If left alone for any length of time, at any time, the child care provider's assistant must be approved for Infant and Child CPR and First Aid.</p> <ul style="list-style-type: none"> • Infant and Child CPR certification and First Aid are required for all infant, toddlers and preschoolers. <p>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 family child care home as well for the children who did not leave the premises.</p> <p>Approved Training Sources for First Aid and CPR:</p> <ul style="list-style-type: none"> • American Red Cross • American Heart Association • American Environmental Health and Safety now known as American CPR • National Safety Council • American Safety and Health Institute • MEDIC First Aid
Regulated Child Care Survey Method	<p>Cabinet approved CPR and First Aid training may be found at this location - http://chfs.ky.gov/dcbs/dcc/trng_app.htm</p> <p>Note – the assistant is only required to be certified in these areas if they are left alone with the children in care.</p>
Title #	165
Category	Provider Records
Title	Assistant Training Requirements, if applicable
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider.</p> <p>(9) An assistant used in the absence of the family child-care home provider in excess of fourteen (14) calendar days during a one (1) year period shall demonstrate completion of at least nine (9) hours of cabinet-approved training, including pediatric abusive head trauma training pursuant to KRS 199.8982(2), in accordance with subsection (1) of this section.</p>
Guideline(s) for Child Care Technical Assistance	<p>If you have an assistant who works more than fourteen days in one year, that assistant will be required to complete 9 hours of training each year. This 9 hours includes 1.5 hours of Pediatric Abusive Head Trauma Class. This class may be taken in person and is offered online (online is free) at: https://www.training.eku.edu/abusiveheadtraumacpWBT.</p> <p>All training classes must be taken from an approved source. Check ECE-TRIS for a list of approved trainings and training agencies.</p> <p>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.</p> <p>As the provider to ensure compliance, it is the provider's responsibility to keep a record of the dates the assistant worked at your family child care home.</p>
Regulated Child Care Survey Method	<p>Interview the provider and/or the assistant to determine how many days a year the assistant worked. If it is more than fourteen (14) then assure this training requirement is met.</p>

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Title #	170
Category	Programming
Title	Diagnosed Special Needs
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(2) 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.</p>
Guideline(s) for Child Care Technical Assistance	The family child care home should obtain written information regarding a special needs child. This information could be provided by a therapist, physician or health professional. The provider and/or assistant should be aware of a treatment/action plan for a child with special needs and should attempt to incorporate care plans while the child is at the child care home.
Regulated Child Care Survey Method	Observe the care provided to a special needs child and review the child's file to determine compliance with a health professional's recommendations.
Title #	175
Category	Programming
Title	Television/Video Viewing
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(3) Television or video viewing by a child shall be limited to:</p> <p>(a) Two (2) hours daily;</p> <p>(b) The planned program activities; and</p> <p>(c) Developmentally appropriate child-related content, as designated by standardized content guidelines.</p>
Guideline(s) for Child Care Technical Assistance	<p>Electronic viewing (i.e., computer, hand held video game or television) may be used by an individual child up to 2 hours each day.</p> <p>The viewing activity must be designed as an educational tool. This should be reflected on the daily lesson plan. For example: simply turning on cartoons to entertain the children or leaving the television on for indefinite periods does not meet the specifics of the regulation.</p> <p>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.</p>
Regulated Child Care Survey Method	<p>Observe the viewing material to determine appropriateness, timeframes and education usage.</p> <p>Review the planned program of activity to verify the television or video is used as a part of the child's programming.</p> <p>Note: a home may have non-child videos but unless it is mentioned on the lesson plan or the children are observed viewing or listening to it, the regulation is not violated.</p>

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Title #	180
Category	Programming
Title	Infant sleep position
Child Care Regulation Text	922 KAR 2:100 - Section 12. Care Requirements for a Provider. (6)An infant shall sleep and 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 provider 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 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 the provider 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 #	185
Category	Programming
Title	Rest time
Child Care Regulation Text	922 KAR 2:100 - Section 12. Care Requirements for a Provider. (7)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	With the exception of school agers, all children who attend care more than 4 hours in a day must have a rest time. (Note: school age children are not required to have a rest time; however, they may rest as needed.)
Regulated Child Care Survey Method	The ages of the children in care should be determined, and then review daily schedule and the children’s attendance sheet to confirm rest period compliance, if not observed.
Title #	190
Category	Programming
Title	Rest Period
Child Care Regulation Text	922 KAR 2:100 - Section 12. Care Requirements for a Provider. (9) Rest time shall not exceed two (2) hours for a preschool-age child unless the child is attending nontraditional hours or is sick.
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. (Note: this requirement is specific to preschool age children and does not include infants and toddlers who may rest longer as needed or for children who may not be feeling well.) The provider should assure that the scheduled rest time for preschool children is indicated on the written daily schedule.
Regulated Child Care Survey Method	Preschoolers should rest no more than two (2) hours during traditional hours. Review the daily schedule to determine the scheduled nap time.

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Title #	195
Category	Programming
Title	Curriculum Areas
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(12) A certified family child care home shall provide a daily planned program:</p> <p>(d) That offers a variety of creative activities including:</p> <ol style="list-style-type: none"> 1. Art; 2. Music; 3. Dramatic play; 4. Stories and books; 5. Science; 6. Block building; 7. Tactile activity; 8. Culture;
Guideline(s) for Child Care Technical Assistance	<p>The provider must plan and implement a program of activities each day. As indicated in other regulations, the plan that includes the daily activities must be in writing and must be posted for review.</p> <p>Remember, the plan should include a variety of activities and these activities/supplies should be age and developmentally appropriate for the children in care. In addition, items need to be available to the children throughout the day.</p> <p>Here are some considerations.</p> <p>Art is not required for infants. For other children the provider may choose to have art supplies like paper, pencils, scissors and crayons available at all times. Messy projects that involve paint or special craft projects may best be done in a more controlled setting led by the provider.</p> <p>Most all children enjoy playing musical instruments, singing, dancing and participating in musical games. The provider may choose to have the musical instruments readily available, or may chose to lead the children in musical activities each day. Simply turning on a cd player does not satisfy the requirement for music.</p> <p>Dramatic play can be a variety of things; i.e., housekeeping area with a kitchen set complete with pretend food, pots, pans, table, chairs and dishes. Or perhaps a nursery set where the children can care for their baby dolls. A puppet theatre, store, dress up, doctors office, restaurant or veterinarians office also make a wonderful dramatic play area where children can play together.</p> <p>Stories and books should be readily available to the children. Some providers place a selection of favorite books in a comfy area with pillows or child size chairs. This makes a nice area for a child who just wants to "get away from it all" for a few minutes.</p> <p>The provider should supply blocks for the children to use to build. Small wooden blocks are great for preschoolers. School age children love Lincoln Logs. But for toddlers and two-year-olds, larger soft blocks are best.</p> <p>Tactile activities can be incorporated into the other activities. Children need to feel different textures, temperatures, etc. You could place silky items in your dress up cloths, let them use sand paper in the art station, and talk to them about temperatures as you serve them milk for lunch.</p> <p>Also, be sure you are helping the children become aware of cultural things. For example: have baby dolls with a variety of skin tones, learn songs and dances from another country, learn to count to 10 in a new language, plan menus that features foods from another country.</p>

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Regulated Child Care Survey Method	<p>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.</p> <p>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 provider 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.</p> <p>Observe the materials, toys and equipment to verify they are available to provide a variety of creative activities. Interview the provider to determine if additional materials are available and when they are used. For example, children may go to the kitchen for art each day: thus, these materials may not be observed in the main child care area.</p> <p>As a reminder – art is not required for an infant.</p>
Title #	200
Category	Programming
Title	Activities
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(12) A certified family child care home shall provide a daily planned program:</p> <p style="padding-left: 40px;">(d) That offers a variety of creative activities including:</p> <p style="padding-left: 80px;">9. Indoor or outdoor play in which a child makes use of both small and large muscles;</p> <p style="padding-left: 80px;">10. A balance of active and quiet play, including group and individual activity;</p> <p style="padding-left: 80px;">11. An opportunity for a child to:</p> <p style="padding-left: 120px;">a. Have some free choice of activities;</p> <p style="padding-left: 120px;">b. If desired, play apart from the group at times; and</p>
Guideline(s) for Child Care Technical Assistance	<p>The daily planned program must include a variety of creative activities each day.</p> <p>Children must have activities that use small muscles (like cutting with scissors or tearing paper) as well as large muscles (running, jumping, dancing.)</p> <p>It is important that children have some activities that are very active as well as times that are quiet. In addition, some activities need to be led by the provider and other times a child should be allowed to choose their activity.</p> <p>Find a way for the children to have time away from the rest of the group. Perhaps a child wants to sit quietly and read a book alone or build a structure with blocks.</p>
Regulated Child Care Survey Method	Review the daily schedule and observe materials to determine if children are offered a variety of activities. Observe to see if both gross motor activities and small muscle activities are provided. The provider may be interviewed regarding play that is not observed.

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Title #	205
Category	Programming
Title	Self-help procedures
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(12) A certified family child care home shall provide a daily planned program:</p> <p style="padding-left: 40px;">(d) That offers a variety of creative activities including:</p> <p style="padding-left: 80px;">11. An opportunity for a child to:</p> <p style="padding-left: 80px;">c. Practice developmentally appropriate self-help procedures in respect to:</p> <p style="padding-left: 120px;">(i) Clothing;</p> <p style="padding-left: 120px;">(ii) Toileting;</p> <p style="padding-left: 120px;">(iii) Hand-washing; and</p> <p style="padding-left: 120px;">(iv) Eating.</p>
Guideline(s) for Child Care Technical Assistance	<p>The provider should plan adequate time for activities based on the age and development level of the children in their class.</p> <p>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 hold their own bottle are important skills that must be practiced and developed over time.</p> <p>The provider should be ready to assist and encourage the child as needed when learning new skills.</p>
Regulated Child Care Survey Method	<p>Review written planned program and observe the materials, toys and equipment in the area to verify self-help procedures can be practiced.</p> <p>Note: self-help procedures can be observed during restroom breaks and at mealtime.</p>
Title #	210
Category	Programming
Title	Corporal Discipline
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(14) Use of corporal physical discipline shall be prohibited pursuant to KRS 199.896(18).</p>
Guideline(s) for Child Care Technical Assistance	<p>The child care center must assure that no one physically hurts a child in care. This includes for example: pinching, hitting, swatting, thumping, smacking, spanking, etc.</p> <p>In addition, children should not be restrained in high chairs or cribs as a means of discipline.</p>
Regulated Child Care Survey Method	<p>Review the written discipline policy and observe staff to determine implementation. Typically this is addressed in a complaint investigation.</p> <p>Remember that according to KRS 199.896(18), corporal physical discipline refers to intent to inflict physical pain. It is very difficult to prove intent to inflict physical pain. Therefore, consult with the RPM/HSSV before citing corporal physical discipline.</p>

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Title #	215
Category	Programming
Title	Parent Communication
Child Care Regulation Text	<p>922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.</p> <p>The certified family child-care home provider shall:</p> <p>(6) Communicate with each child's parent about the child's:</p> <p>(a) Development;</p> <p>(b) Activities;</p> <p>(c) Likes; and</p> <p>(d) Dislikes;</p>
Guideline(s) for Child Care Technical Assistance	<p>The certified family child care home provider must have a system to communicate with the parent daily. Some providers like to have a written daily "note" while others may have time to greet each parent and give a verbal report.</p> <p>Information that must be shared with the parent includes; how the child is doing developmentally. This could be a report on how they are doing pulling up, crawling, potty training or recognizing shapes. Parents need to know what activities are planned or have been implemented to assure their child has a successful experience. For example: if parents know the words to the songs you sing during the day, they can sing along with their child on the way home. Or perhaps you share the name of the book you read so they can discuss the story with their child. Inform the parent of their child's likes and dislikes. This could include what foods they like, the toys they like to play with, the activities they participated in during the day.</p>
Regulated Child Care Survey Method	The provider does not have to keep any documentation regarding this. Typically this is cited as part of a complaint investigation.
Title #	
	220
Category	
	Premises
Title	
	Free from risk of harm
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(1) A provider's home and each play area used for child care shall:</p> <p>(a) Be free from risk of harm in accordance with the requirements of this administrative regulation;</p>
Guideline(s) for Child Care Technical Assistance	<p>Each family child care home presents regulatory concerns that are unique to that home. It is the responsibility of the child care provider to assure the home, and the areas where children play and are cared for, are safe with steps taken to remove anything which may cause harm to a child.</p> <p>Examples to consider might include: assuring light bulbs are constructed of shatter proof material or covered; all equipment malfunction and damage to the home should be corrected or repaired immediately; assure that the children are protected from windows, doors, stoves, heaters, furnaces, pipes and stairs. For example: a barrier should be in place to protect children who crawl from a door as it opens and closes. A barrier should be in place to prohibit a toddler from accessing a stairwell. Older homes may contain heating units located in rooms where children are present that become hot to touch. A barrier should be in place to prevent a child from touching the hot heating unit. Children should not have access to stoves that are in use. If there is a play structure in the yard the provider should assure that it is safe for the children.</p>
Regulated Child Care Survey Method	<p>At each annual and renewal survey a diagram will be obtained to indicate the areas used for child care. These areas are to be inspected for any risks of harm to the children.</p> <p>If the provider has a play area, it should also be inspected for risks of harm to the children. The regulations do not require a fall zone around equipment on the playground but if a risk is observed, it may be cited here.</p>

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Title #	225
Category	Premises
Title	Heat/Cool/Light/Ventilation
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(1) A provider's home and each play area used for child care shall:</p> <p style="padding-left: 40px;">(b) Have adequate:</p> <ol style="list-style-type: none"> 1. Heating and cooling; 2. Light; and 3. Ventilation.
Guideline(s) for Child Care Technical Assistance	<p>The home and each area where children play or are cared for should be heated or cooled as needed, well lit and ventilated.</p> <p>Keep in mind if the heating unit or air conditioning unit is in disrepair, it may be necessary to close until repairs can be completed.</p> <p>Light bulbs should be replaced as needed to ensure rooms are well lit.</p> <p>The home must be ventilated. The provider must keep the windows or doors open to the outdoors, to assure there are screens in place to prevent bugs and vermin from entering the home.</p>
Regulated Child Care Survey Method	Observe the areas used for child care to assure adequate heating, cooling, light and ventilation. Interview the provider about heating and cooling if they are not in use at the time of the survey.
Title #	230
Category	Premises
Title	Floor Level Requirements
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(2) Each floor level used for child care shall have at least one (1):</p> <ol style="list-style-type: none"> (a) Unblocked exit to the outside; (b) Smoke detector; (c) Fire extinguisher; and (d) Carbon monoxide detector if the home: <ol style="list-style-type: none"> 1. Uses fuel burning appliances; or 2. Has an attached garage.
Guideline(s) for Child Care Technical Assistance	<p>Family child care homes are located in a variety of locations. Some are in basements while others may be on an upper floor of a building.</p> <p>Where ever you operate your family child care home, be sure that there is one unblocked exit on each floor that is used for child care that leads directly to the outside. Children and staff must be able to escape through the exit.</p> <p>Note: if the only bathroom is located on the 2nd floor of the home, there must be at least one exit to the outdoors (you must be able to step outside to the ground or to a balcony that has stairs to the ground) from that floor of the home.</p> <p>Install a smoke detector on each floor of your home. Check the smoke detectors frequently to assure they are in working order.</p> <p>Every child care home must have a fire extinguisher. Keep the fire extinguisher in a place that is easily accessible on each floor of the home in case of an emergency. Reminder – do you know how to use the fire extinguisher?</p> <p>If you home has gas appliances (water heater, dryer, stove, etc.) or if you have an attached garage, you must install a carbon monoxide detector on each level of your home.</p>
Regulated Child Care Survey Method	Observe to assure that these items are on each floor level used for child care. Fuel burning appliances include wood stoves and fire places.

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Title #	235
Category	Premises
Title	2 Unblocked Exits
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(3) A new applicant or a provider who changes location shall have at least two (2) unblocked exits to the outside on each floor level used for child care.</p>
Guideline(s) for Child Care Technical Assistance	<p>If you are a new applicant or if you are relocating to another home, you must assure that there are at least two unblocked exits to the outside on each floor of the home used for child care.</p> <p>Windows are not considered exits. An exit is a door for the children and provider that leads safety outside the home, for example: you must be able to step outside to the ground or to a balcony that has stairs to the ground from that floor of the home. Homes which are split level, with stairs leading up or down to the exit would not meet the regulatory requirement.</p>
Regulated Child Care Survey Method	<p>Observe to assure that each level of the home has at least two (2) unblocked exits to the outside on each floor level used for child care. This is for new providers or providers who change locations.</p> <p>Windows are not considered exits. An exit is a door for the children and provider that leads safety outside the home.</p> <p>Split level building structures are considered two floors and are required to have at least two (2) unblocked exits on each floor used for childcare.</p>
Title #	240
Category	Premises
Title	Harmful Items Inaccessible
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(4) The areas of the home that are accessible to children in care shall be free from items harmful to children including the following items:</p> <ul style="list-style-type: none"> (a) Cleaning supplies, poisons, paints, and insecticides; (b) Knives, scissors, and sharp objects; (c) Power tools, lawn mowers, hand tools, nails, and other equipment; (d) Matches, cigarettes, lighters, combustibles, and flammable liquids; (e) Alcoholic beverages; (f) Plastic bags; and (g) Litter and rubbish.
Guideline(s) for Child Care Technical Assistance	<p>Items should be stored so a child does not have access to them. This system will vary based on the age and developmental level of the group.</p> <p>For an infant or toddler a cabinet or shelf out of their reach or a closed door 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.</p> <p>For a preschool child or school age child, inaccessible means a locked cabinet or closet. For example: locked could mean a key is needed or a combination is required to assure children cannot access the area.</p> <p>Read all product labels to determine if they should be stored "out of the reach of children."</p> <p>The provider should inspect the kitchen area and child care areas to assure that all sharp objects are locked away from children.</p> <p>Be sure all lawn mowers, tools, etc. have been removed from the outdoor play area. If the provider has a storage building, they should put a lock on it to assure children cannot access the area.</p>
Regulated Child Care Survey Method	<p>Harmful objects and supplies listed in this tag shall be inaccessible to a child. Observe in all rooms that the children use.</p> <p>Inaccessible is determined by the age and abilities of the children in care at any time</p>

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Title #	245
Category	Premises
Title	Guns/Ammunition
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (5) In accordance with KRS 527.070(1), firearms and ammunition shall be stored away from the presence of children, in separate locked containers, which, in order to be opened, require a: (a) Key; or (b) Combination.
Guideline(s) for Child Care Technical Assistance	All firearms (i.e., guns and stun guns) and ammunition must be in a locked area and kept away from the areas where children are cared for. When storing the items, the guns should be locked in one area and the ammunition should be locked in another area. The lock should be a design which requires a key or combination to open the lock. During each inspection of provider's home the surveyor will ask to see how these items are stored to assure they are not in the child care space.
Regulated Child Care Survey Method	Guns and ammunition must be stored separately in a locked area that is not part of the child care area. Interview the provider to determine if these items are in the home. If they are observe how they are stored.
Title #	250
Category	Premises
Title	Covered Outlets
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (6) Electrical outlets not in use shall be covered.
Guideline(s) for Child Care Technical Assistance	The electrical outlets (sockets) must be covered. Many providers choose to put plastic caps/covers in the sockets that are not being used to prevent access. Note: don't forget to cover the sockets in the bathroom, hallways and kitchen.
Regulated Child Care Survey Method	Observe the electrical outlets throughout the area used for child care, including the kitchen and bathrooms, to assure unused outlets are not exposed to children.
Title #	255
Category	Premises
Title	Fan/Furnace/Heater/Fireplace
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (7) An electric fan, floor furnace, or freestanding heater or fireplace shall: (a) Be out of the reach of a child; or (b) Have a safety guard to protect a child from injury.
Guideline(s) for Child Care Technical Assistance	Electric fans, floor furnaces and freestanding heaters or a fireplace may be used to assure the home is comfortable. Caution must be taken to assure the children cannot come in direct contact with any of these items. The provider may need to re-arrange furnishings to block access, put up a gate or safety guard. Also, be sure that electrical cords from these units are not accessible.
Regulated Child Care Survey Method	Observe the areas used for child care to ensure items listed are not within reach of children. If these items are accessible, proper measures have been taken to prevent injury of a child. Note: If a safety guard is used on heating equipment, ensure the guard is not hot to the touch while in use.

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Title #	260
Category	Premises
Title	Land line Telephone
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (8) A certified family child-care home shall have: (a) At least one (1) working land-line telephone on each level used for child care unless the cabinet has been notified that the telephone is temporarily out of service; and
Guideline(s) for Child Care Technical Assistance	A family child care home must have a working land line telephone for communication in case of emergency. 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 in the home and on each level used by the children in care. Temporarily out of service is not defined in the regulations. Discuss with the RPM/HSSV prior to citing if a phone is found not in service.
Title #	265
Category	Premises
Title	Emergency numbers
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (8) A certified family child-care home shall have: (b) A list of emergency numbers posted by each telephone, including numbers for the: 1. Police; 2. Fire station; 3. Emergency medical care and rescue squad; and 4. Poison control center.
Guideline(s) for Child Care Technical Assistance	The family child care provider should have a list of emergency phone numbers including the police department, fire station, emergency medical care and rescue squad and the poison control center. When researching these numbers it is a good idea to record the local non-emergency number as well as the local emergency number. Post the telephone numbers by every telephone in the home. Update the telephone numbers as needed to assure they are current.
Regulated Child Care Survey Method	Observe the child care area to ensure emergency numbers are accessible near each telephone.
Title #	270
Category	Premises
Title	Stairs/Steps
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (10) Stairs and steps used for children in care shall be: (a) Solid; (b) Safe; and (c) Railed.
Guideline(s) for Child Care Technical Assistance	All stairs and steps used by the children must be solid, safe and railed. The provider should check the stairs and steps often to assure they are solid with no rotting boards. Stairs and steps must be safe and should not contain loose boards, protruding nails, and raveled carpet. Stairs and steps must have handrails. This includes stairs and steps that are on each floor of the home used by the children as well as stairs and steps leading into the home and to outdoor play areas.
Regulated Child Care Survey Method	If steps are used by children in the child care area, observe and walk the stairs to ensure there are no cracks or weakness. Check the handrail to ensure it does not wobble or shift.

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Title #	275
Category	Premises
Title	Stairs Blocked, if applicable
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(11) If an infant or toddler is in the care of a provider, indoor stairs with more than two (2) steps shall be blocked.</p>
Guideline(s) for Child Care Technical Assistance	<p>If the provider is caring for an infant or toddler (a child up to 24 months of age), then the stairs that contain more than 2 steps must be blocked.</p> <p>For example: an expandable gate can be set up in front of the steps. It must be solid and secure to prevent the child from injuring themselves pulling it over.</p>
Regulated Child Care Survey Method	If stairs are observed, interview the provider to determine if infants or toddlers are enrolled, if not present. If so, observe the child care area to ensure three (3) or more steps are blocked and not accessible.
Title #	
Title #	280
Category	Premises
Title	35 Square Feet
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(12) Exclusive of the bathroom and storage area, an indoor area, including furnishings, used for child care shall contain at least thirty-five (35) square feet per child for:</p> <p>(a) Play; and</p> <p>(b) Activities that meet the developmental needs of the children in care.</p>
Guideline(s) for Child Care Technical Assistance	<p>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. The capacity is the total number of children that can be in a space at one time.</p> <p>Typically in a family child care home the play and activity area is also the provider's living room. Sometimes a separate room is available for play and activities. There must be ample space available for the number of children who are in care. This regulation is something that is often overlooked. The child care provider should measure the available space for the child care program to assure that the space is appropriate for the number of children enrolled in care at the home and make adjustments as needed.</p>
Regulated Child Care Survey Method	<p>Measure all child care areas (except the bathroom 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.</p> <p>Each room used by the children should be measured during an initial inspection to determine the maximum number of children.</p> <p>Note: when determining the area of the room, do not round up for the number of children.</p>

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Title #	285
Category	Premises
Title	Condition of Home
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (21) A family child-care home shall:</p> <p>(a) Be clean;</p> <p>(b) Be uncluttered;</p> <p>(c) Be free of insects and rodents;</p>
Guideline(s) for Child Care Technical Assistance	<p>The provider's home must be clean. There should not be an accumulation of dirt, grime, papers, toys and clothing stored in the area that is used for child care.</p> <p>The provider should take measures to assure there are no flying or crawling insects in the home. Encourage the provider to check under cabinets, in drawers and around equipment for evidence of rodents.</p> <p>Remind the provider to be sure to use caution and follow the directions/warnings on products, especially if they use chemicals or traps. These must not be accessible or used in areas where children are cared for.</p>
Regulated Child Care Survey Method	<p>During a tour, observe to ensure there is not an accumulation of dirt, grime, papers, toys and clothing stored in the areas used for child care. Look for crawling and flying insects throughout the home. Also, check in cabinets, drawers and underneath equipment to ensure rodents and/or evidence of rodents are not present in the home.</p>
Title #	290
Category	Premises
Title	Water supply
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(21) A family child-care home shall:</p> <p>(d) Have a water supply that is:</p> <ol style="list-style-type: none"> 1. Potable; 2. Adequate; and 3. From an approved public water supply;
Guideline(s) for Child Care Technical Assistance	<p>If you obtain your water from a water company and it is in good working order (no current restrictions/warnings and the flow is adequate), then your water would be suitable for use.</p> <p>If you have a cistern or use well water you may need documentation from the local Health Department or Cabinet for Environmental and Public Protection, Division of Water to show that the water is from a suitable source.</p>
Regulated Child Care Survey Method	<p>Interview to determine the water supply. If the water is from a water company, it can be assumed that it is acceptable. If the home has a cistern or well water, documentation from the local Health Department or Cabinet for Environmental and Public Protection, Division of Water must be viewed to assure the water supply is acceptable. Review the documentation to determine if this is a onetime approval or if the water supply must be approved periodically.</p>

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Title #	295
Category	Premises
Title	Bathroom sanitary
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (21) A family child-care home shall: (e) Have bathrooms, including toilets, sinks, and potty chairs that are: <ol style="list-style-type: none"> 1. Sanitary; and 2. In good working condition.
Guideline(s) for Child Care Technical Assistance	The bathroom that is used by the children in the family child care home must be kept clean and in good working condition. For example: there should be no accumulation of dirt and grime, the toilet and area surrounding the toilet should be clean and without odor, the sink should be clean. The toilet and sink must work properly. If potty chairs are used they must be used according to the manufacturer's guidelines and be sanitary.
Regulated Child Care Survey Method	Observe bathroom to ensure there is no accumulation of dirt and grime on floors and walls. Check the toilet and sink for cleanliness. Flush the toilet and check each water knob to ensure proper operation. Note: Consideration should be taken if a child just used the restroom and the provider did not have the opportunity to check the restroom.
Title #	300
Category	Premises
Title	Openings Screened
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (22) Windows, doors, and outer openings shall be screened to prevent the entrance of vermin.
Guideline(s) for Child Care Technical Assistance	All windows, doors and openings to outdoors must be screened to prevent vermin (bugs, animals) from entering the home. For example: assure that birds cannot fly down the chimney and enter the home.
Regulated Child Care Survey Method	Observe each window, door and outer opening as needed to ensure each is screened.

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Title #	305
Category	Premises
Title	Garbage Stored Appropriately
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (23) Indoor and outdoor garbage shall be stored in a waterproof container with a tight-fitting cover.
Guideline(s) for Child Care Technical Assistance	All trash cans must be waterproof and have a tight fitting lid. Check your trash cans regularly and replace immediately if they become cracked.
Regulated Child Care Survey Method	Observe all trash receptacles to ensure the container is waterproof and has a tight-fitted lid/cover.
Title #	310
Category	Premises
Title	Toilet Room
Child Care Regulation Text	922 KAR 2:100 - Section 13. Toilet and Diapering Requirements. (1) A toilet room shall: (a) Have an adequate supply of toilet paper; and (b) Be cleaned and sanitized daily.
Guideline(s) for Child Care Technical Assistance	Each bathroom must have a supply of toilet paper available for use and must be cleaned and sanitized daily.
Regulated Child Care Survey Method	The room is to be cleaned and sanitized daily. Interview the provider to determine when this is done. If the toilet room is dirty, tag 320 may be the more appropriate place to cite if the provider indicates the room is cleaned and sanitized each evening.

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Title #	315
Category	Premises
Title	Sink
Child Care Regulation Text	<p>922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.</p> <p>(2) A sink shall be;</p> <p>(a) Located in or immediately adjacent to toilets;</p> <p>(b) Equipped with hot and cold running water that allows for hand washing;</p> <p>(c) Equipped with hot water at a minimum temperature of ninety (90) degrees Fahrenheit and a maximum of 120 degrees Fahrenheit;</p> <p>(d) Equipped with liquid soap and single use, disposable hand drying material;</p> <p>(e) Equipped with an easily cleanable, covered waste receptacle; and</p> <p>(f) Immediately adjacent to a changing area used for infants and toddlers.</p>
Guideline(s) for Child Care Technical Assistance	<p>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.</p> <p>All sinks used for hand washing must have hot and cold running water. Use a thermometer to test the hot and cold water to assure that it is a minimum of 90 degrees Fahrenheit and maximum of 120 degrees Fahrenheit.</p> <p>Liquid soap is required. Bar soap is not acceptable.</p> <p>A hand drying blower or single use paper towel must be provided for use.</p> <p>A trashcan must be available for disposal of paper towels or diapers.</p> <p>Staff may use wipes to clean the hands of children enrolled in an infant room (up to 12 months) instead of washing with liquid soap and running water.</p>
Regulated Child Care Survey Method	Immediately adjacent does not have a measurement but implies that the two items are next to each other. Observe to assure that contamination of other areas will not occur as the child/staff leaves the toilet room and before reaching the sink.
Title #	320
Category	Premises
Title	Toilet
Child Care Regulation Text	<p>922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.</p> <p>(3) Each toilet shall:</p> <p>(a) Be kept in clean condition;</p> <p>(b) Be kept in good repair;</p> <p>(c) Be in a lighted room; and</p> <p>(d) Have ventilation.</p>
Guideline(s) for Child Care Technical Assistance	The family child care home should assure that the bathroom is clean and in working order at all times. For example: 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.
Regulated Child Care Survey Method	<p>Observe to assure compliance. Be reasonable in assessing cleanliness. If a child has just used the toilet and made a mess or didn't flush, observe to see that staff check the cleanliness in a timely fashion.</p> <p>Ventilation to outside air can be a screened window that is able to be opened.</p>

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Title #	325
Category	Premises
Title	Sick Child Area
Child Care Regulation Text	<p>922 KAR 2:100 - Section 15. Medication and First Aid.</p> <p>(7) A quiet, separate area that is easily supervised shall be provided for a child too sick to remain with other children.</p>
Guideline(s) for Child Care Technical Assistance	<p>When providing care to a child who is ill, the provider should have an area that is separate from the other children where an ill child can rest comfortably. Keep in mind the provider must be able to provide supervision and care to the ill child as well as the other children. A separate area could be a cot or mat placed in a corner of the main programming room that would allow the provider to supervise and assist the ill child while providing supervision and programming for well children.</p>
Regulated Child Care Survey Method	<p>Interview to determine sick child protocol, if a written procedure is not available or if not observed during inspection. Observe sick child area to ensure the provider can easily supervise the ill child while caring for the remaining children.</p>
Title #	330
Category	Hygienic Practices
Title	Child Hand Washing
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(4) A child shall wash hands with liquid soap and warm running water:</p> <ul style="list-style-type: none"> (a) Before and after eating or handling food; (b) After toileting or diaper change; (c) After handling animals; (d) After wiping or blowing nose; (e) After touching items soiled with body fluids or waste; and (f) After outdoor and indoor play time.
Guideline(s) for Child Care Technical Assistance	<p>It is important that children have the opportunity to practice and develop self-help skills such as hand washing. The provider must supervise and assist each child as needed.</p> <p>The provider may substitute the use of baby wipes for hand washing for infants up to 12 months instead of the use of liquid soap and running water.</p> <p>Other than infants under 12 months of age, baby wipes and hand disinfectant are not a substitute for washing hands with liquid soap and running water.</p> <p>The provider would be responsible to assure that children wash their hands properly before and after eating or handling food, after toileting or diaper change, after handling an animal, after wiping or blowing nose, after touching items soiled with body fluids or waste and after outdoor and indoor play time.</p>
Regulated Child Care Survey Method	<p>Hand sanitizer does not replace liquid soap and running water.</p> <p>An infant's hands may be washed with a wipe rather than under running water.</p> <p>Once children's hands have been washed prior to a meal, make sure that they are not touching the floor, etc. prior to eating.</p>

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Title #	335
Category	Hygienic Practices
Title	Adult hand washing
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(5) A provider and an assistant shall:</p> <p>(a) Wash hands with liquid soap and warm running water:</p> <ol style="list-style-type: none"> 1. Before and after diapering a child; 2. Before and after feeding a child; 3. After toileting or assisting a child with toileting; 4. After handling animals; 5. Before dispensing medication; 6. After caring for a sick child; and 7. After wiping or blowing a child's or own nose; and
Guideline(s) for Child Care Technical Assistance	<p>The provider must wash hands with liquid soap and running water as required by regulation.</p> <p>Providers who work in rooms where water is not available must have a plan that will allow them access to a hand sink for hand washing.</p> <p>Baby wipes, gloves and hand disinfectant are not a substitute for washing hands with liquid soap and running water.</p>
Regulated Child Care Survey Method	Staff must always 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 #	340
Category	Hygienic Practices
Title	Items not shared
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(5) A provider and an assistant shall:</p> <p>(b) Assure that a child does not share:</p> <ol style="list-style-type: none"> 1. Cups; 2. Eating utensils; 3. Wash cloths; 4. Towels; and 5. Toiletry items.
Guideline(s) for Child Care Technical Assistance	<p>Personal items used by children must not be shared. During meals each child must be provided a drinking cup and eating utensils that are clean and are not shared with another child. Providers who are feeding infants must assure that utensils are used for one child at a time and cleaned appropriately before being used to feed another child.</p> <p>Wash cloths, towels and toiletry items must not be shared. Each child should have their own items clearly labeled with their name to avoid sharing of items, or items must be laundered after each use.</p>
Regulated Child Care Survey Method	Interview provider for procedure implemented that ensures children are provided individual personal items. Observe provider practices to ensure individual personal items are not shared.

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Title #	345
Category	Hygienic Practices
Title	Toilet Training
Child Care Regulation Text	922 KAR 2:100 - Section 13. Toilet and Diapering Requirements. (4) Toilet training shall be coordinated with the child's parent.
Guideline(s) for Child Care Technical Assistance	To ensure success toilet training should be on the child's developmental level instead of chronological age . 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	A child's parent shall be in agreement with the provider toilet training the child.
Title #	350
Category	Hygienic Practices
Title	Clean Diapers/Clothing
Child Care Regulation Text	922 KAR 2:100 - Section 13. Toilet and Diapering Requirements. (5) An adequate quantity of freshly laundered or disposable diapers and clean clothing shall be available.
Guideline(s) for Child Care Technical Assistance	Many providers require parents to provide diapers and a change of clothes for the child. The provider must have available diapers and extra changes of clothes for use in case of need. It would be unacceptable for a provider to leave a child in a soiled diaper or wet clothing while waiting for a parent to come with extra clothes and diapers.
Regulated Child Care Survey Method	The provider should have a supply of clean clothing and clean/disposable diapers available. The provider may have a policy requiring parents to provide extra clothing for their child but this does not remove the provider's responsibility to have additional clothing for a child if the parent did not provide one .
Title #	355
Category	Hygienic Practices
Title	Soiled Diapers/Clothing
Child Care Regulation Text	922 KAR 2:100 - Section 13. Toilet and Diapering Requirements. (7) Diapers or clothing shall be: (a) Changed when soiled or wet; (b) Stored in a covered leak proof 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. It is recommended that 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 contained should be cleaned and disinfected daily. Soiled diapers should be stored in a covered container. A plan should be implemented to empty the container and take the soiled diapers to the trash daily.
Regulated Child Care Survey Method	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 and prepared to be sent home or disposed of daily.

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Title #	360
Category	Hygienic Practices
Title	Diapering not left unattended
Child Care Regulation Text	<p>922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.</p> <p>(9) If a child is being diapered, the child shall:</p> <p style="padding-left: 40px;">(a) Not be left unattended; and</p>
Guideline(s) for Child Care Technical Assistance	When preparing to change the diaper of a child, the provider should take time to gather all necessary supplies prior to placing the child on the changing table/area. Once the provider has begun the diapering process she/he should never step away and leave the child unattended.
Regulated Child Care Survey Method	Observe a diaper change during the survey. Assure that staff do not step away from the child. Typically this is cited when there is a negative outcome.
Title #	365
Category	Hygienic Practices
Title	Diapering Space
Child Care Regulation Text	<p>922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.</p> <p>(9) If a child is being diapered, the child shall:</p> <p style="padding-left: 40px;">(b) Be placed on a surface that is:</p> <ol style="list-style-type: none"> 1. Clean; 2. Padded; 3. Free of holes, rips, tears, or other damage; 4. Nonabsorbent; 5. Easily cleaned; and 6. Free of items not used for diaper changing.
Guideline(s) for Child Care Technical Assistance	<p>All diapering surfaces must be padded for the comfort of the child.</p> <p>If a diapering pad has a crack or tear, the pad should be replaced. It is impossible to clean and disinfect a surface that contains cracks and tears which expose the inner padding.</p> <p>Many times providers store items at the corners of the diaper changing surface; i.e., pens, scissors, markers, toys, thermometers, books. Handling these items during diaper changes contaminants the item. In addition, many of the items are dangerous for a child who is lying on the diaper change table.</p> <p>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. It is unacceptable to change a child directly placed on a bed, sofa or carpeted floor.</p>
Regulated Child Care Survey Method	<p>The diaper surface should be clean, padded, not damaged and not allow absorption. The surface should be cleanable.</p> <p>There should not be items on the diapering surface during diapering that are not needed for diapering (example: radios, etc.).</p> <p>If items are observed on the changing area when a child is not being diapered. This may be cited under tag 65 (health, safety and comfort) if the items may be contaminated and used by the children.</p>

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Title #	370
Category	Hygienic Practices
Title	Individual Disposable Cloths
Child Care Regulation Text	<p>922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.</p> <p>(10) Unless prescribed by a physician, individual disposable washcloths shall be used to thoroughly clean the affected area of the child.</p>
Guideline(s) for Child Care Technical Assistance	<p>“Baby wipes” are the easiest way to clean a child during diapering. The provider may have the parents provide the wipes for their own child or the provider may choose to provide the wipes for all children. If the parent is providing their own wipes, the provider needs to be mindful to use the wipes that were sent for each child accordingly.</p> <p>Some children may be allergic or sensitive to the baby wipes. If needed a wet wash cloth may be used to clean a child during diapering. The provider 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 to avoid cross contamination. The provider may supply the cloths and launder them on site. Or, the provider may ask the parent to help out by providing clean cloths daily and laundering the used cloths. Written documentation from a physician is required if the child requires a wash cloth instead of a disposable washcloth or wipe.</p>
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 (which should be documented).
Title #	375
Category	Hygienic Practices
Title	Diapering Practice
Child Care Regulation Text	<p>922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.</p> <p>(11) A provider or an assistant shall disinfect the diapering surface after each child is diapered. (12) If a provider or an assistant wear disposable gloves, the gloves shall be changed and disposed of after each child is diapered.</p>
Guideline(s) for Child Care Technical Assistance	<p>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 $\frac{1}{4}$ - $\frac{3}{4}$ C of bleach to one gallon of cool water) is a popular disinfectant for child care providers. The provider needs to follow the directions for disinfecting found on the label for whatever product is selected for use.</p> <p>Providers are not required to wear disposable gloves during a diaper change. If gloves are worn, the gloves must be removed and the provider must wash his/her hands with liquid soap and running water. Gloves must be disposed of after each use.</p>
Regulated Child Care Survey Method	<p>The diapering surface must be disinfected after each diaper change.</p> <p>If staff uses disposable gloves, they must be changed and thrown away after each child is diapered.</p> <p>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.</p>

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Title #	380
Category	First Aid/Medication
Title	Medication Locked
Child Care Regulation Text	<p>922 KAR 2:100 - Section 15. Medication and First Aid.</p> <p>(1) Medication, including medicine that requires refrigeration, shall be stored in a locked container or area with a lock.</p>
Guideline(s) for Child Care Technical Assistance	<p>Medication must be stored in a locked place out of the reach of a child. Many providers 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 home, as long as it is inaccessible to a child.</p> <p>All medication must be in its original container and properly labeled with the child's name (if applicable.) Medication (i.e., individual pills) brought to the child care home in baggies with a child's name on it is unacceptable.</p>
Regulated Child Care Survey Method	Medications must be in a locked container or a locked area.
Title #	385
Category	First Aid/Medication
Title	Medication administration
Child Care Regulation Text	<p>922 KAR 2:100 - Section 15. Medication and First Aid.</p> <p>(2) Prescription and nonprescription medication shall be administered to a child in care with a daily written request of the child's parent.</p> <p>(3) Prescription and nonprescription medications shall be:</p> <p style="margin-left: 20px;">(a) Labeled; and</p> <p style="margin-left: 20px;">(b) Administered according to directions or instructions on the label.</p>
Guideline(s) for Child Care Technical Assistance	<p>Prior to administering medication, the provider must obtain written daily permission from the parent. The provider should check the medication label to insure the written request for medication matches the instructions on the medication bottle.</p> <p>There are some rescue medications that may have to be stored at the child care home, 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 instructions 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. Once a rescue medication is administered the provider should record the date, time, name of staff that administered the medications and the child's symptoms that were observed that prompted the administration of the drug</p>
Regulated Child Care Survey Method	<p>No medication can be administered to a child without written request by the parent. Rescue medications (inhalers, Epipens, 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.</p> <p>All medications must be labeled with the child's name.</p> <p>The medication must be administered as instructed on the label. The parent cannot authorize medication to be administered contrary to the label instructions.</p>

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Title #	390
Category	First Aid/Medication
Title	First Aid supplies accessible
Child Care Regulation Text	<p>922 KAR 2:100 - Section 15. Medication and First Aid.</p> <p>(4) A provider shall:</p> <p>(a) Maintain first aid supplies that are easily accessible for use in an emergency, and these supplies shall be inaccessible to the children in care; and</p>
Guideline(s) for Child Care Technical Assistance	<p>Complete first aid supplies 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.</p> <p>The provider should make a list of required items and inventory the supplies periodically (i.e., as often as needed) to assure they are well stocked and complete and ready for use.</p> <p>For providers that transport children, a complete first aid supplies must be stored on the vehicle.</p>
Regulated Child Care Survey Method	<p>Ask the provider if first aid supplies are inventoried/replenished, and if so, how often.</p> <p>Having the required first aid supplies indicates compliance with this regulation.</p>
Title #	395
Category	First Aid/Medication
Title	First Aid
Child Care Regulation Text	<p>922 KAR 2:100 - Section 15. Medication and First Aid.</p> <p>(4) A provider shall:</p> <p>(b) Wash superficial wounds with soap and water before bandaging.</p>
Guideline(s) for Child Care Technical Assistance	<p>If a child has a cut or abrasion, the provider should wash the wound with liquid soap and running water before applying the bandage.</p>
Regulated Child Care Survey Method	<p>Interview the provider to determine how minor injuries are treated. Typically this is addressed during a complaint investigation</p>

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Title #	400
Category	First Aid/Medication
Title	First Aid Supplies
Child Care Regulation Text	<p>922 KAR 2:100 - Section 15. Medication and First Aid.</p> <p>(5) First aid supplies shall include a fully-equipped first aid kit containing the following items non-expired items:</p> <ul style="list-style-type: none"> (a) Liquid soap; (b) Adhesive bandages; (c) Sterile gauze; (d) Medical tape; (e) Scissors; (f) Thermometer; (g) Flashlight; (h) Cold pack; (i) First-aid book; (j) Disposable gloves; and (k) CPR mouthpiece.
Guideline(s) for Child Care Technical Assistance	<p>A complete first aid kit that is 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.</p> <p>The provider should make a list of required items and inventory the kit periodically (i.e., as often as needed) to assure it is well stocked and complete and ready for use.</p> <p>For providers that transport children, a complete first aid kit must be stored on the vehicle, must be inventoried and kept in clean condition.</p>
Regulated Child Care Survey Method	<p>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.</p> <p>Ask staff if they inventory supplies, and if so, how often.</p> <p>Check to see that any reusable items are stored in a sanitary manner and ask how they are sanitized after use.</p> <p>Check the first aid supplies to assure that all eleven (11) items are at the center.</p> <p>Make sure the flashlight is workable (often the batteries are "dead").</p>

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Title #	405
Category	First Aid/Medication
Title	Parent Notification
Child Care Regulation Text	<p>922 KAR 2:100 - Section 15. Medication and First Aid.</p> <p>(6) A provider shall provide immediate notification of a medical emergency to a child's:</p> <ul style="list-style-type: none"> (a) Parent; or (b) Family physician, if the parent is unavailable.
Guideline(s) for Child Care Technical Assistance	<p>"Medical emergency" refers to an injury or illness that requires care administered by a licensed or certified health care professional.</p> <p>The provider 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.</p> <p>If the provider is unable to reach the parent, the provider should contact the family physician listed on the child's enrollment form.</p> <p>Notification of the parent should not delay the provider from obtaining medical treatment for the child.</p>
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.
Title #	410
Category	Outdoor Play Area
Title	Outdoor Play Area Safe
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (13) An outdoor play area shall be free of unavoidable danger or risk.</p>
Guideline(s) for Child Care Technical Assistance	<p>Unavoidable danger or risk may be a number of things; i.e., a railroad track that borders the property, barbed wire fencing that is rusted and accessible, culverts or holes that are not covered, vicious dogs in a neighboring yard, vines that hang low, exposed wiring on the building, wasp nests in the trees. The providers must assure that hazards are removed prior to children using the area.</p> <p>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.</p> <p>The playground must be in good repair at all times. If anything is broken, it should be repaired immediately.</p> <p>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.</p>

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Title #	415
Category	Outdoor Play Area
Title	Outdoor stationary equipment
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(15) Outdoor stationary play equipment shall be:</p> <ul style="list-style-type: none"> (a) Securely anchored; (b) Developmentally appropriate; and (c) Safe.
Guideline(s) for Child Care Technical Assistance	<p>All equipment used in your play area needs to be securely fastened in the ground to ensure children's safety when in use.</p> <p>If the 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.</p> <p>Children must have an adequate amount of developmentally appropriate materials, toys and equipment for children to use on a daily basis.</p>
Regulated Child Care Survey Method	Check all large equipment and climbing equipment to see if it is anchored securely to the ground and appropriate and safe for children being served.
Title #	420
Category	Equipment
Title	Toys
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.</p> <p>(9) Equipment and toys shall be:</p> <ul style="list-style-type: none"> (a) Designated by the manufacturer as developmentally appropriate to the age of children in care; (b) In sufficient quantity for the number of children in care; and (c) Safe, sound, clean, and in good repair.
Guideline(s) for Child Care Technical Assistance	<p>In order to ensure safety indoor and outdoor equipment should be inspected regularly by provider to make sure they are in good working condition and clean. For example; at the end of the work day simply walking around the classroom/playground area and a quick scan can eliminate injuries in the future.</p> <p>Equipment should be appropriate for the age group using it. Check the manufacturer's guidelines to assure all items are being used appropriately by children of the correct age/development level. A variety of items should be provided.</p> <p>Check equipment to assure there are no safety hazards and when hazards are identified, repair the equipment immediately. The best way to check the equipment is to climb up on the equipment yourself.</p> <p>Be mindful that as equipment "settles" the connecting pieces may have gaps. These gaps can be dangerous to the children, presenting pinching or entrapment situations.</p>
Regulated Child Care Survey Method	All toys should be 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.

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Title #	425
Category	Equipment
Title	Trampoline
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (16) A trampoline shall not be accessible to a child in the care of a provider.
Guideline(s) for Child Care Technical Assistance	Trampolines are prohibited from use by all children in attendance at a certified family child care home. If a trampoline or exercise trampoline is present on the premises, the provider should create a barrier; i.e., fence or block the area from the children attending the family child care home business.
Regulated Child Care Survey Method	Observe the indoor child care area and the outdoor play area to ensure all trampolines (including exercise trampolines) are inaccessible to children. If a trampoline is available on the premises, ensure proper measures have been taken to ensure it is not accessible to children in care.
Title #	430
Category	Equipment
Title	Swimming Pool
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (17) A swimming pool on the premises shall: (a) Be maintained; (b) Have a water filtering system; (c) Be supervised when in use; and (d) Be inaccessible to children when not in use. (18) An above-ground pool shall have: (a) A stationary wall no less than four (4) feet tall; and (b) Hand holds or foot holds that are inaccessible when the pool is not in use.
Guideline(s) for Child Care Technical Assistance	Small child size or collapsible swimming pools that do not have a filtering system are prohibited from use. If an in ground swimming pool is present on the premises, a fence can be installed to assure it is not accessible. Pools should only be accessible when the provider is supervising a swimming activity for the children. Above ground pools must have a stationery wall no less than 4 feet tall. When the pool is not in use the hand holds and/or foot holds must be inaccessible. Move all furnishings and equipment away from the walls of the pool to prevent a child from climbing into the pool.
Regulated Child Care Survey Method	If a swimming pool is on the premises, interview the provider to determine procedures for supervision while pool is in use. Check the pool to ensure there is an operating filter system (this may be reviewed through the operator's manual if available). Check the walls of the above ground pool to ensure stability and height requirements. Ensure children do not have access to the pool when it is not in use. Note: Also check to ensure nothing surrounds the walls of the pool (or the pool fence for in ground pools) that a child can use to gain access into the pool.

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Title #	435
Category	Equipment
Title	Playpens
Child Care Regulation Text	<p>922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (24) Playpens and play yards shall:</p> <p>(a) Meet the federal standards as issued by the Consumer Product Safety Commission, including 16 C.F.R. 1221;</p> <p>(b) Be manufactured for commercial use; and</p> <p>(c) Not be used for sleeping or napping.</p>
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	<p>Playpens and play yards must be in compliance with CFR 1221.</p> <p>Remember that playpens and play yards are for play and not sleep.</p>

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Title #	440
Category	Equipment
Title	Infant rest time
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(8) Rest time shall include adequate space specified by the child's age as follows:</p> <p>(a) For an infant:</p> <ol style="list-style-type: none"> 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 is changed: <ol style="list-style-type: none"> a. Weekly; or b. Immediately if it is soiled or wet; 3. No positioning device or monitor unless the device or monitor is required by the infant's health professional; 4. No loose bedding; and 5. No toys or other items except for the infant's pacifier; or
Guideline(s) for Child Care Technical Assistance	<p>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.</p> <p>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.</p> <p>Infants in attendance at the same time may not share a crib. A provider should have enough cribs available for the number of infants present on any given shift.</p> <p>All cribs must be equipped with a firm mattress that is in good repair (no rips, holes or tares) as well as a tight fitting sheet (cannot be loose). The sheets must be changed on a weekly basis unless it has been soiled or has gotten wet.</p> <p>Kentucky child care regulation prohibits loose bedding but does not prohibit blankets. If a blanket is provided, the blanket must not be loose; i.e., tucking the blanket around the edges of the mattress would hold it in place. A "sleep sack" would be acceptable.</p> <p>The regulation also states no toys or other items except for the infant's pacifier in the crib. 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.</p> <p>Mobiles are not recommended. If the mobile is positioned so that it hangs over the top rail of the crib and the mobile has not been recalled by the Consumer Product Safety Commission, this would comply with the regulations. Once a child is able to access the mobile, the mobile must be removed from the crib.</p>
Regulated Child Care Survey Method	<p>Each infant must sleep in a crib that meets 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.</p> <p>Bedding must be tight fitting and changed when soiled/wet or at least weekly.</p> <p>No loose bedding is allowed for infants; if an infant uses a blanket, it should have been tucked prior to the infant going to sleep.</p> <p>The only item allowed in an infant's crib during rest is the infant's pacifier (no pacifier clips).</p> <p>Bumper pads and pillows are not allowed in a crib with an infant.</p> <p>Note: This regulation only applies to infants (ages birth to 1 year).</p>

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Title #	445
Category	Equipment
Title	Toddler/preschool rest time
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(8) Rest time shall include adequate space specified by the child's age as follows:</p> <p>(b) For a toddler or preschool-age child:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Weekly; or b. Immediately if it is soiled or wet.
Guideline(s) for Child Care Technical Assistance	<p>For toddlers or preschool age children, an individual bed, a 2 inch water proof 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 water proof it has to be replaced.</p> <p>Bedding always has to be in good condition (no holes, rips or tears). Bedding must be cleaned on weekly basis or if wet or soiled then it needs to be changed and cleaned immediately.</p> <p>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.</p> <p>The requirement is for bedding which may be a sheet or blanket, sheet and blanket or sleeping bag.</p>
Regulated Child Care Survey Method	<p>Toddlers and preschoolers must have an individual bed, cot or 2" thick mat in good repair.</p> <p>A toddler can sleep in a crib if it is developmentally appropriate (based on the size of the child, developmental capabilities).</p> <p>Bedding must be in good repair and changed at least weekly or immediately if soiled/wet.</p>
Title #	450
Category	Equipment
Title	Toilet Training Chair
Child Care Regulation Text	<p>922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.</p> <p>(6) If a toilet training chair is used, the chair shall be:</p> <ol style="list-style-type: none"> (a) Emptied promptly; and (b) Sanitized after each use.
Guideline(s) for Child Care Technical Assistance	<p>Be sure that the toilet training chair is placed on a surface that is water proof, smooth and easily cleanable. For example: do not place the toilet training chair on a carpeted surface.</p> <p>When a child has finished sitting on a toilet training chair, it must be emptied, cleaned (if needed) and sanitized immediately.</p> <p>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 or a commercial sanitizer and allowing to air dry.</p>
Regulated Child Care Survey Method	A potty chair must be emptied promptly and sanitized after each child uses it.

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Title #	455
Category	Transportation
Title	Written permission from parents
Child Care Regulation Text	<p>922 KAR 2:100 - Section 17. Transportation.</p> <p>(1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall:</p> <p>(a) Have written permission from a parent to transport his or her child;</p>
Guideline(s) for Child Care Technical Assistance	<p>Every trip taken in a vehicle away from the provider's home requires written permission from the parent prior to the trip. This includes if the provider regularly takes the children to a specific destination like to drop off and pick up other children from school, or to the park or the library.</p>
Regulated Child Care Survey Method	<p>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 providers that frequently travel to a nearby park or other area.</p> <p>The parents may sign that they give permission for these trips (can be walks) to occur to the specified area. Also, a provider 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 provider cannot have a blanket permission slip that just gives permission for them to transport at any time.</p>
Title #	460
Category	Transportation
Title	Seat belts
Child Care Regulation Text	<p>922 KAR 2:100 - Section 17. Transportation.</p> <p>(1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall:</p> <p>(b) Have a car or van equipped with seat belts;</p>
Guideline(s) for Child Care Technical Assistance	<p>The provider may use her own personal vehicle for transportation of the children. The provider must assure that there are seat belts in working condition available for use.</p>
Regulated Child Care Survey Method	<p>Interview provider 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 working seat belts are available.</p>

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Title #	465
Category	Transportation
Title	Car seats/seated/back seat
Child Care Regulation Text	<p>922 KAR 2:100 - Section 17. Transportation.</p> <p>(1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall:</p> <p>(c) Require that a child:</p> <ol style="list-style-type: none"> 1. Be restrained in an appropriate safety seat meeting state and federal motor vehicle safety standards in accordance with KRS 189.125 and 49 C.F.R. 571.213; 2. Remain seated while the vehicle is in motion; and 3. If under thirteen (13) years of age, be transported in the back seat;
Guideline(s) for Child Care Technical Assistance	<p>It is the provider's 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.</p> <p>The provider may require the parent to provide the appropriate car seat, booster seat or harnessed seat for their own child. Regardless of who provides the seat, the provider is ultimately responsible to assure it is the proper restraint and that it is installed and used properly.</p> <p>The provider must ensure that each child remains seated while the vehicle is moving.</p> <p>The provider must assure that children under 13 years of age sit in the back seat.</p>
Regulated Child Care Survey Method	<p>Interview the provider about the number of children transported at one time. 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 working seat belts and/or car seats are available.</p> <p>Any child 40 inches in height or less must ride properly restrained in a federally approved child restraint.</p> <ul style="list-style-type: none"> • 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 seat belt.
Title #	470
Category	Transportation
Title	Valid driver's license
Child Care Regulation Text	<p>922 KAR 2:100 - Section 17. Transportation.</p> <p>(1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall:</p> <p>(d) Have a valid driver's license issued by the Division of Motor Vehicles;</p>
Guideline(s) for Child Care Technical Assistance	<p>The provider who transports children must have a valid driver's license.</p>
Regulated Child Care Survey Method	<p>If applicable, interview to determine who drives the vehicle(s). Review the files for these individuals to assure compliance.</p>

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Title #	475
Category	Transportation
Title	Emergency/identifying info
Child Care Regulation Text	<p>922 KAR 2:100 - Section 17. Transportation.</p> <p>(1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall:</p> <p>(e) Have emergency and identification information about each child in the vehicle if children are being transported; and</p>
Guideline(s) for Child Care Technical Assistance	A copy of each child's personal information; ie. name, date of birth, address, phone #, parent's name and contact information should be available in the vehicle when children are transported away from the child care home. In addition, emergency medical release and emergency phone contact number should be kept in the vehicle in case of need.
Regulated Child Care Survey Method	If applicable, review the records and/or information carried in the vehicle during transportation to assure the emergency and identification information for each child is available.
Title #	480
Category	Transportation
Title	Laws for driver's license/insurance
Child Care Regulation Text	<p>922 KAR 2:100 - Section 17. Transportation.</p> <p>(1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall:</p> <p>(f) Conform to state laws pertaining to vehicles, driver's license, and insurance pursuant to KRS 186.020.</p>
Guideline(s) for Child Care Technical Assistance	The provider shall keep on file for review information regarding the vehicle, the drivers and the insurance coverage.
Regulated Child Care Survey Method	<p>KRS Chapter 186 pertains to the vehicle having a current license plate and registration.</p> <p>If a facility provides transportation the surveyor should assure that all drivers have a current driver's license and all vehicles have a current license plate, insurance and inspection, if required.</p>
Title #	485
Category	Transportation
Title	Child Not Left Unattended
Child Care Regulation Text	<p>922 KAR 2:100 - Section 17. Transportation.</p> <p>(2) A child shall not be left unattended:</p> <p>(a) At the site of aftercare delivery; or</p> <p>(b) In a vehicle.</p>
Guideline(s) for Child Care Technical Assistance	The provider 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. Providers 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 a person authorized in writing by the parent.
Regulated Child Care Survey Method	<p>Children may not be dropped off unless a responsible person is present to receive them. Interview staff to determine the drop off procedures.</p> <p>Children cannot be alone in a vehicle or in a vehicle while it is being repaired.</p>

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Title #	487
Category	Transportation
Title	Child Not in Vehicle During Repairs
Child Care Regulation Text	922 KAR 2:100 - Section 17. Transportation. (3) A child shall not be left in a vehicle while it is being repaired
Guideline(s) for Child Care Technical Assistance	The provider should arrange for vehicle repairs and maintenance when children are not present.
Regulated Child Care Survey Method	Children cannot be alone in a vehicle or in a vehicle while it is being repaired.
Title #	490
Category	Transportation
Title	Pick-Up Truck
Child Care Regulation Text	922 KAR 2:100 - Section 17. Transportation. (4) The back of a pickup truck shall not be used to transport a child.
Guideline(s) for Child Care Technical Assistance	The provider is responsible to assure that children are never transported in the bed of a pick-up truck.
Regulated Child Care Survey Method	It is not permissible to use the back of a pickup truck to transport a child.

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Title #	500
Category	Food Service
Title	Sanitary Preparation/Storage of Food
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (1) A provider and an assistant shall: <ul style="list-style-type: none"> (a) Use sanitary procedures when preparing and serving food; (b) Refrigerate perishable food and beverages; and
Guideline(s) for Child Care Technical Assistance	The provider must assure that area where food is prepared as well as the equipment and utensils used to prepare the food are clean. There should be no buildup of grime or dirt in the food preparation area. The provider should know how foods are to be stored, defrosted, prepared and served. If refrigeration is required, the provider should assure that correct temperatures are maintained.
Regulated Child Care Survey Method	Observe to determine if sanitary procedures are used both during the preparation of the food and when the food is served. Also observe to determine if perishable foods/beverages are refrigerated.
Title #	505
Category	Food Service
Title	Milk requirements
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (1) A provider and an assistant shall: <ul style="list-style-type: none"> (c) Serve: <ul style="list-style-type: none"> 1. Breast milk or iron-fortified formula to a child age birth to twelve (12) months; 2. Pasteurized whole milk to a child age twelve (12) months to twenty-four (24) months; or 3. Pasteurized skim or low fat 1% milk to a child age twenty-four (24) months to school-age.
Guideline(s) for Child Care Technical Assistance	A provider or assistant 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 for review in the child's file. For example: 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. Regardless, 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. Parents may request an alternate type of milk for their child. This needs to be documented.

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Title #	510
Category	Food Service
Title	Water requirements
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (2) Water shall be: (a) Available to a child in care; and (b) Served in addition to meal requirements if a child requests throughout the day.
Guideline(s) for Child Care Technical Assistance	Each provider 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 but is not required.) Other ideas include: a pitcher of water with individual paper cups is a great option for all age groups. In addition, 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	If a child asks for water, it should be given to them. This does not require that water be served periodically throughout the day.
Title #	515
Category	Food Service
Title	Same food
Child Care Regulation Text	922 KAR 2:100 – Section 14. Food Requirements. (3) A certified family child-care home shall offer each child 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 home, 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 provider keeps sandwich meat, bread, some single serving fruits and vegetables and a gallon of milk on hand in case of need. The provider only has to supplement the meals of the children who are missing required components. For example: If the provider gives applesauce to one child who is missing a fruit, he/she does 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 this request must be in writing with a parent or physician signature.
Regulated Child Care Survey Method	Parents may still provide meals and snacks in a certified family child care home. 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.

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Title #	520
Category	Food Service
Title	Second servings
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (4) Second servings shall be available to a 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 the provider has 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. Remember, seconds must be available and should be offered. It is 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	Children are to be given additional portions on request. There is nothing in the regulations that indicates what size is a serving. However, consider the ages of the children when determining if an appropriate amount of food is available to provide seconds.
Title #	525
Category	Food Service
Title	Food not used as reward/punishment
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (5) Food shall not be used for: 1. Reward; 2. Punishment; or 3. Withheld until all other food items are consumed.
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. Candy (i.e., M & M's) 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.
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. This includes putting hot sauce on a child's tongue if they bite or not allowing them to have a special treat if they misbehave. Food items cannot be withheld until other foods have been eaten.

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Title #	530
Category	Food Service
Title	Food in appropriate amount and type
Child Care Regulation Text	<p>922 KAR 2:100 - Section 14. Food Requirements.</p> <p>(6) Meals shall:</p> <p>(a) Be served in an amount appropriate to the age of the child;</p> <p>(b) Include appropriate types of food according to the age of the child;</p>
Guideline(s) for Child Care Technical Assistance	<p>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. Plenty of food should be prepared and ready to be served so that each child receives the appropriate serving. In addition, it is important to assure that children are served foods appropriate for their age and developmental levels. For example: popcorn, hot dogs, whole grapes, pretzels, marshmallows and fresh carrots would not be appropriate foods for toddlers.</p> <p>If you need additional information on suitable foods for each age/development group, contact your Child Care Health Consultant. To find the consultant in your county, call 1 (877) 281-5277.</p> <p>A good source to determine the proper child serving portion is found at the CACFP web-site.</p>
Regulated Child Care Survey Method	<p>Assure 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. However, if there is a popular item served and there is not enough for seconds and thirds to all children this is acceptable as long as there is additional food to serve the children who have requested an additional portion.</p>
Title #	535
Category	Food Service
Title	Meals not served during TV viewing
Child Care Regulation Text	<p>922 KAR 2:100 - Section 14. Food Requirements.</p> <p>(6) Meals shall:</p> <p>(c) Not be served during television or video viewing.</p>
Guideline(s) for Child Care Technical Assistance	<p>Electronic devices should not be played during mealtimes. For example: The television must be turned off while children are eating breakfast.</p>
Regulated Child Care Survey Method	<p>Children cannot be served meals while watching electronic devices (TV, movies, computer, etc.).</p> <p>The requirements for meals (including snacks) are listed as part of the regulations thus the required meals/snacks may not be served during television or video viewing.</p>

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Title #	540
Category	Food Service
Title	Breakfast
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (7) Breakfast shall include: <ul style="list-style-type: none"> (a) Milk; (b) Whole grain or enriched bread; and (c) Fruit, vegetable, or 100 percent juice.
Guideline(s) for Child Care Technical Assistance	The provider that serves breakfast must serve three components: 1) milk; 2) bread; and 3) a choice of a fruit, a vegetable or a glass of 100% juice. Remember that milk is a fluid. A dairy product may not be substituted in the place of milk. Check product labels to assure the product is a whole grain or enriched grain product.
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 #	545
Category	Food Service
Title	Snack
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (8) A snack shall include two (2) of the following: <ul style="list-style-type: none"> (a) Milk; (b) Protein source; (c) Fruit, vegetable, or 100 percent juice; or (d) Whole grain or enriched bread.
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. <ul style="list-style-type: none"> 1) Milk 2) Protein 3) Bread 4) A fruit, vegetable or glass of 100% juice. Planning ahead will allow the child care home 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. Again, remember that milk is a fluid. Also the bread must be a whole grain or enriched grain product.
Regulated Child Care Survey Method	Review the posted menu to determine compliance. Milk is required to be fluid milk and not a milk product.

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Title #	550
Category	Food Service
Title	Lunch/Dinner
Child Care Regulation Text	<p>922 KAR 2:100 - Section 14. Food Requirements.</p> <p>(9) Lunch and dinner shall include:</p> <p>(a) Milk;</p> <p>(b) Protein source;</p> <p>(c) 1. Two (2) vegetables;</p> <p>2. Two (2) fruits; or</p> <p>3. One (1) fruit and one (1) vegetable; and</p> <p>(d) Whole grain or enriched bread.</p>
Guideline(s) for Child Care Technical Assistance	<p>Providers who serve lunch and/or dinner must provide five components as follows:</p> <ol style="list-style-type: none"> 1) Milk 2) Protein 3) Bread 4) Two of the following: vegetable, fruit <p>Note: All children are to be served milk. Milk is a fluid. Substitution of a dairy product or other milk product is not acceptable.</p> <p>Family child care home health and safety standards state that 100% juice is only referenced as an option at breakfast and snack and is not a replacement for a natural fruit during lunch or dinner.</p> <p>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 home. If a substitute item is required, the provider may require the parent to provide the item.</p>
Regulated Child Care Survey Method	<p>Review the posted menu to determine compliance.</p> <p>Milk is required to be fluid milk and not a milk product.</p> <p>Combination foods such as casseroles and pizza may count for more than one component. The fruit and vegetable components cannot be met with 100% juice.</p>

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Title #	555
Category	Food Service
Title	Weekly Menu
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (10) A weekly menu shall be: <ul style="list-style-type: none"> (a) Prepared; (b) Dated; (c) Posted in a conspicuous place; and (d) Kept on file for thirty (30) calendar days.
Guideline(s) for Child Care Technical Assistance	Each family child care home 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.
Regulated Child Care Survey Method	Assure the menu is posted in an area that is easily viewable to parents.
Title #	560
Category	Food Service
Title	Substitutions Noted on Menu
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (11) Substitutions to a posted weekly menu shall be noted on the day the meal is served.
Guideline(s) for Child Care Technical Assistance	If a food substitution was made to the planned and posted menu, the provider must note the menu change before the end of the day. It would be recommended to take care of this immediately so the posted menu accurately reflects the food a child was served.
Regulated Child Care Survey Method	Substitutions to the menu may be posted at any time during the day that the substitution is made.

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Title #	565
Category	Food Service
Title	Bottle Preparation By Parent, if applicable
Child Care Regulation Text	<p>922 KAR 2:100 - Section 14. Food Requirements.</p> <p>(12) Unless provided as part of the fee for child care or the provider is a participant in the food program, an infant's formula shall be prepared, labeled, and provided by the parent.</p>
Guideline(s) for Child Care Technical Assistance	<p>There are a several options that will meet this requirement:</p> <ol style="list-style-type: none"> 1) Most parents choose to prepare their child's bottles with the appropriate serving of formula or breast milk, label the bottle and bring it to the provider. 2) 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 family child care home. This allows the provider 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. 3) If the CACFP sponsored provider (buys and supplies) the formula as part of their services, then the center may measure and mix the formula as needed 4) 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 home. The staff would be able to mix the pre-measured water and formula as needed at the provider's home.
Regulated Child Care Survey Method	<p>If the center provides the formula as part of the Food Program, then the center is able to prepare the formula.</p> <p>If 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 doing the preparation.</p>
Title #	570
Category	Food Service
Title	Bottles
Child Care Regulation Text	<p>922 KAR 2:100 - Section 14. Food Requirements.</p> <p>(13) Each child's bottle shall be:</p> <ol style="list-style-type: none"> (a) Labeled; (b) Covered; and (c) Refrigerated.
Guideline(s) for Child Care Technical Assistance	<p>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).</p> <p>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.</p> <p>When a bottle is not in use, it must have a cover to prevent cross contamination.</p> <p>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.</p>
Regulated Child Care Survey Method	<p>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.</p> <p>Bottles are to be promptly refrigerated and covered when not in use. However sometimes an infant will eat a portion of the bottle and needs to be burped or rest so the bottle may be put down for a period of up to an hour.</p>

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Title #	575
Category	Food Service
Title	Refrigerator
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (14) The refrigerator shall: (a) Be in working order; and (b) Maintain a product temperature at or below forty-five (45) degrees Fahrenheit.
Guideline(s) for Child Care Technical Assistance	The provider should keep a working thermometer in each refrigerator in the home so you can check the temperature to assure compliance. The temperature in the refrigerator should be no more than 45 degrees Fahrenheit.
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. Assure the interior of the refrigerator is forty-five (45) degrees Fahrenheit or below.
Title #	580
Category	Food Service
Title	Freezer At Zero Degrees Fahrenheit
Child Care Regulation Text	922 KAR 2:100 - Section 14. Food Requirements. (15) Except if thawed for preparation or use, frozen food shall be kept at a temperature of zero degrees Fahrenheit as verified by a thermometer in the freezer.
Guideline(s) for Child Care Technical Assistance	Be sure to keep a working thermometer in each freezer in the home to assure the temperature of zero degrees Fahrenheit is maintained. Frozen food must be kept in a freezer at a temperature of zero degrees Fahrenheit or below. Helpful hints: The best way to thaw meat is in the refrigerator. For items that are sealed in plastic, the provider can run cool water over the items. But the water must be potable (clean and drain) away from the item. Other items like frozen pizzas are thawed during the cooking process. If the provider is 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.

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Title #	585
Category	Food Service
Title	Bottle-Feeding
Child Care Regulation Text	<p>922 KAR 2:100 - Section 14. Food Requirements.</p> <p>(16) While bottle-feeding an infant, the:</p> <p>(a) Child shall be held; and</p> <p>(b) Bottle shall not be:</p> <ol style="list-style-type: none"> 1. Propped; 2. Left in the mouth of a sleeping infant; or 3. Heated in a microwave.
Guideline(s) for Child Care Technical Assistance	<p>Infants are children ages birth to 12 months of age. The provider 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.</p> <p>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.</p> <p>Microwaves may not be used to heat a bottle. Many providers 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. Helpful hint: the temperature of the water used to warm a bottle should not exceed 120 degrees (Caring for Our Children, Third Edition.)</p>
Regulated Child Care Survey Method	<p>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. The seat must be a fully upright seat and sanitary conditions maintained.</p>

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Title #	590
Category	Children's Records
Title	Immunization
Child Care Regulation Text	<p>922 KAR 2:100 - Section 18. Records.</p> <p>(1) A provider shall maintain:</p> <p>(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;</p>
Guideline(s) for Child Care Technical Assistance	<p>All child care providers 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.</p> <p>Approved sources of immunization certificates include:</p> <ul style="list-style-type: none"> • 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 <p>Or, if the immunization certificate was not provided by CHFS, it shall:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Regulated Child Care Survey Method	<p>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 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.</p> <p>Before citing this tag, assure the child (ren) who does not have the required documentation have been enrolled for more than thirty (30) days.</p>

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Title #	595
Category	Children's Records
Title	Children's information
Child Care Regulation Text	<p>922 KAR 2:100 - Section 18. Records.</p> <p>(1) A provider shall maintain:</p> <p>(b) A written record for each child:</p> <ol style="list-style-type: none"> 1. Completed and signed by the child's parent; 2. Retained on file on the first day the child attends the family child-care home; and 3. To contain: <ol style="list-style-type: none"> a. Identifying information about the child, which includes, at minimum, the child's name, address, and date of birth; b. Contact information to enable the provider to contact the child's: <ol style="list-style-type: none"> (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: <ol style="list-style-type: none"> (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 family child-care home; 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 provider to seek emergency medical care for the child in the parent's absence; and
Guideline(s) for Child Care Technical Assistance	<p>To ensure the health and safety of each child, the provider will maintain individual written information on each child. This information is to be in a location that is confidential and easy for the provider or assistant to access. A parent's signature is required to guarantee all information is correct. This information is to be collected prior to providing care on the child's first day.</p> <p>The file for each child should include the following:</p> <ul style="list-style-type: none"> • 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 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. <p>If a third-party professional is working with a child, a written letter/release form from the parent/guardian of the child will also need to be kept on file.</p> <p>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. For example OT/PT, early childhood mental health, etc. require parental consent in a family child care home.</p> <p>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.</p> <p>A written form or letter from parents to give the provider permission to seek emergency medical care for the child in the parent's absence is required</p> <p>Siblings' paperwork may be stored in one file; however, paperwork for each individual child must be maintained at the child care home. It is an unacceptable practice to have one form completed for multiple children in a family.</p>
Regulated Child Care Survey Method	<p>Each child must have this information on file. Review at least three (3) files during a survey to determine compliance.</p> <p>Siblings' forms may be placed in the same file, however each child is required to have this information on file.</p> <p>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.</p>

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Title #	600
Category	Children's Records
Title	Permission for trips off premises
Child Care Regulation Text	<p>922 KAR 2:100 - Section 18. Records.</p> <p>(1) A provider shall maintain:</p> <p style="padding-left: 20px;">(b) A written record for each child:</p> <p style="padding-left: 40px;">3. To contain:</p> <p style="padding-left: 60px;">g. A permission form for each trip away from the family child-care home signed by the child's parent in accordance with Section 17(1) of this administrative regulation; and</p>
Guideline(s) for Child Care Technical Assistance	<p>Prior to leaving the family child care home the provider must have the parent/guardian sign a permission form. Some trips may be taken regularly/frequently; i.e., a weekly trip to the local library, a trip to school each morning to drop off other children or perhaps a walk to the park one afternoon each week. If the trip occurs regularly, the provider could have a blanket permission form that states what day (s) of the week, what time of day, how will the child get there and where the child will go. The parent would sign the form authorizing the regular trip away from the family child care home.</p> <p>If there is a field trip or one-time trip, the provider would ask the parent to sign a release form specific to that trip. Remember, before you walk or drive a child off your property for any reason – you must get written permission from the parent.</p>
Regulated Child Care Survey Method	<p>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 providers 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 provider 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 provider cannot have a blanket permission slip that just gives permission for them to transport at any time for a field trip.</p>

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Title #	605
Category	Children's Records
Title	Written child care agreement
Child Care Regulation Text	922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program. The certified family child-care home provider shall: (9) Maintain a written child care agreement with each child's parent, including the name of each person designated by the parent to pick up the child; and
Guideline(s) for Child Care Technical Assistance	Providers must have a list of the people who are authorized to pick a child up from care.
Regulated Child Care Survey Method	Each child must have this information on file. Review at least three (3) children's files during a survey to determine compliance.
Title #	610
Category	Written Documentation
Title	liability insurance
Child Care Regulation Text	922 KAR 2:100 - Section 2. Certification Process. (2) An applicant for certification shall: (b) Obtain commercial liability insurance of at least \$50,000 per occurrence; and
Guideline(s) for Child Care Technical Assistance	The provider must keep a copy of the commercial liability insurance on file for review. Helpful hint: the "declarations" page of the insurance policy includes all the needed information for a DRCC surveyor; i.e., the name of the provider, address of the provider's home, effective dates of coverage, policy #, amount of insurance. Please remember that this is not home owner's insurance. This is a commercial liability policy that verifies the provider is insured up to \$50,000 per occurrence.
Regulated Child Care Survey Method	Review written documentation to verify it is current and has at least \$50,000 per occurrence.

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Title #	615
Category	Written Documentation
Title	Zoning
Child Care Regulation Text	<p>922 KAR 2:100 - Section 2. Certification Process.</p> <p>(2) An applicant for certification shall:</p> <p>(c) Submit within ninety (90) days of initiation of the application process:</p> <p>3. Written documentation from the local authority showing the child-care home is in compliance with local zoning requirements;</p>
Guideline(s) for Child Care Technical Assistance	<p>A 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 certificate.</p> <p>Helpful hint: providers should remember that if their home is located in a subdivision or development, they may have neighborhood/homeowner policies regarding operating a business.</p>
Regulated Child Care Survey Method	A report or a zoning letter from a local city/county authority should be reviewed during a change of location, increase of capacity, initials and renewals to verify the center has met requirements.
Title #	620
Category	Written Documentation
Title	Attendance Records Standards
Child Care Regulation Text	<p>922 KAR 2:100 - Section 10. Standards for the Provider. (13) A provider shall:</p> <p>(b) Maintain 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 provider through the Child Care Assistance Program.</p>
Guideline(s) for Child Care Technical Assistance	<p>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 child care home. 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. (For example: regulations do not state that a parent must complete the form.) It is ultimately up to the child care provider to assure that the record is kept and that it is accurate.</p> <p>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. (A designated person would be any adult listed by the parent on the child's pick up list.)</p> <p>The Child Care Daily Attendance Record form will also fulfill the attendance record requirement for child care certification.</p> <p>Note: It is an acceptable practice for a child care provider to require a parent/guardian to sign a child in and out daily. This exceeds the requirement of the regulation.</p>
Regulated Child Care Survey Method	<p>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.</p> <p>Note: Keep in mind some children (school age) may have more than one arrival and departure time per day. Symbols and letters are not acceptable when recording a child's attendance.</p>

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Title #	625
Category	Written Documentation
Title	Fire Drill Requirements
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (19) A fire drill shall be conducted during hours of operation: (a) At least monthly; and (b) Documented.
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	Fire drills must be conducted monthly. They can be conducted any time during the month. Fire drills are not required during the months the home is not in operation.
Title #	630
Category	Written Documentation
Title	Tornado Drill Requirements
Child Care Regulation Text	922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (20) 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	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	Earthquake drills and tornado 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 quarter and do not have to be spaced three (3) months apart.

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Title #	635
Category	Written Documentation
Title	Attendance Records
Child Care Regulation Text	<p>922 KAR 2:100 - Section 18. Records.</p> <p>(1) A provider shall maintain:</p> <p>(a) 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 provider through the Child Care Assistance Program;</p>
Guideline(s) for Child Care Technical Assistance	<p>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 child care home. 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. (For example: regulations do not state that a parent must complete the form.) It is ultimately up to the child care provider to assure that the record is kept and that it is accurate.</p> <p>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. A designated person would be any adult listed by the parent on a child's pick up list..</p> <p>The Child Care Daily Attendance Record form will also fulfill the attendance record requirement for child care certification.</p> <p>Note: It is an acceptable practice (and recommended) for a child care provider to require a parent/guardian to sign a child in and out daily. This exceeds the requirement of the regulation.</p>
Regulated Child Care Survey Method	<p>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.</p> <p>Note: Keep in mind some children (school age) may have more than one arrival and departure time per day. Symbols and letters are not acceptable when recording a child's attendance.</p>
Title #	640
Category	Written Documentation
Title	Earthquake Drills
Child Care Regulation Text	<p>922 KAR 2:100 - Section 18. Records.</p> <p>(5) A certified family child-care home provider shall maintain a written record of:</p> <p>(a) Quarterly practiced earthquake drills and tornado drills detailing the date, time, and participants in accordance with Section 11(20) of this administrative regulation;</p>
Guideline(s) for Child Care Technical Assistance	<p>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.</p>
Regulated Child Care Survey Method	<p>Earthquake and tornado drills should be practiced four (4) times annually and documented. The date (MM/DD/YYYY) and time (00:00 a.m./p.m.) should be documented, and a list of the children who participated in the drill must be included.</p> <p>Note: A copy of the attendance record, indicating the children who participated in the drill, can be attached to the written record of practiced drills.</p>

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Title #	645
Category	Written Documentation
Title	Fire Drills
Child Care Regulation Text	<p>922 KAR 2:100 - Section 18. Records.</p> <p>(5) A certified family child-care home provider shall maintain a written record of:</p> <p>(b) Monthly practiced fire drills detailing the date, time, and participants in accordance with Section 11(19) of this administrative regulation; and</p>
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	<p>Review records of monthly fire drills to assure the date, time and children who participated are documented.</p> <p>Note: A copy of the attendance record, indicating the children who participated in the drill, can be attached to the written record of practiced drills.</p>
Title #	650
Category	Written Documentation
Title	Reports to Cabinet
Child Care Regulation Text	<p>922 KAR 2:100 - Section 18. Records.</p> <p>(5) A certified family child-care home provider shall maintain a written record of:</p> <p>(c) Reports to the cabinet that is required in accordance with Section 19(10) of this administrative regulation.</p>
Guideline(s) for Child Care Technical Assistance	<p>The following should be reported to the cabinet within twenty-four (24) hours from the time of discovery:</p> <ol style="list-style-type: none"> 1. A communicable disease, which shall also be reported to the local health department pursuant to KRS 214.010; 2. An accident or injury to a child that requires medical care; 3. An incident that results in legal action by or against the family child-care home that: <ol style="list-style-type: none"> a. Affects: <ol style="list-style-type: none"> (i) A child in care; (ii) The provider; (iii) An assistant; or (iv) A member of the provider's household; or the provider's discontinuation or disqualification from a governmental assistance program due to fraud or abuse of that program. <p>Typically, the provider would 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.</p>
Regulated Child Care Survey Method	Refer to tag 90 and to determine what needs to be reported and a written record maintained.

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Title #	655
Category	Written Documentation
Title	Evacuation plan Records
Child Care Regulation Text	<p>922 KAR 2:100 - Section 18. Records.</p> <p>(7)(a) A certified family child-care home provider shall have a written evacuation plan in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to a child in care in accordance with KRS 199.895.</p>
Guideline(s) for Child Care Technical Assistance	<p>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.</p> <p>The Division of Child Care has a form that meets the regulatory requirement or the provider may develop its own plan that contains the required components.</p> <p>When updating the form/plan annually if there are NO CHANGES, the provider should:</p> <ul style="list-style-type: none"> • Mark through the date and record the new date • Write "No changes" • The provider signs his/her name • Make a copy of the plan before you send it in and always record the date the plan was submitted to emergency management. <p>*Note, 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.</p> <p>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.</p>
Regulated Child Care Survey Method	Review the written plan to ensure it describes, in detail, how children will be kept safe during any disaster (man-made and natural), and ensure the plan includes specific information listed in KRS 199.895.

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Title #	660
Category	Written Documentation
Title	Policies
Child Care Regulation Text	<p>922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program. The certified family child-care home provider shall:</p> <p>(1) Develop written information that specifies the:</p> <ul style="list-style-type: none"> (a) Rate for child care; (b) Expected frequency of payment for the program; (c) Hours of operation; and (d) Policy regarding: <ul style="list-style-type: none"> 1. Late fees; 2. Holidays; 3. Vacation; 4. Illness; and 5. Emergency pick up;
Guideline(s) for Child Care Technical Assistance	<p>The child care center must have a collection of policies and procedures. These policies and procedures must be in writing and should be reviewed and updated as needed. It is nice if they are typed or generated from a computer, but hand written neatly will do. Be sure to keep the policies and procedures available for review for DRCC.</p> <p>Required written policies include: rate (cost) for child care; how often/when does the provider expect to be paid; what hours and days is he/she open for business; is there a charge for paying late; which holidays will they close; do they close for vacation; what happens if he/she is ill; who does the provider contact in an emergency if the parent is unable to get to the center.</p> <p>Additional written policies might include: maintaining confidentiality, how to administer medication, orientation training policy, reporting child abuse and neglect, potty training, discipline, sanitation policies including hand washing, and use of a cell phone while on duty.</p>
Regulated Child Care Survey Method	<p>The provider's policies and procedures must be written. Review the information to ensure the rate, frequency of payment, operating hours, and policies are included. The policies must include late fees, holidays, vacation, illness and emergency pick-up.</p> <p>Additional policies can include, but are not limited to: discipline of children/staff, dismissal of staff/children, biting, potty training, etc.</p>
Title #	665
Category	Posted Documentation
Title	Certificate
Child Care Regulation Text	<p>922 KAR 2:100 - Section 2. Certification Process.</p> <p>(10) A family child-care home certificate shall:</p> <ul style="list-style-type: none"> (a) Be displayed in a prominent place, as required by KRS 199.8982(1)(c);
Guideline(s) for Child Care Technical Assistance	<p>The Division of Regulated Child Care issues a paper certificate that authorizes the provider to operate a child care home. This certificate must be posted in a place for public review. (The parent information board is a good location.)</p>
Regulated Child Care Survey Method	<p>The certificate should be posted in a conspicuous place. Verify the certificate number upon entrance to the facility.</p>

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Title #	670
Category	Posted Documentation
Title	Daily Planned Program of Activities
Child Care Regulation Text	<p>922 KAR 2:100 - Section 12. Care Requirements for a Provider.</p> <p>(12) A certified family child care home shall provide a daily planned program:</p> <ul style="list-style-type: none"> (a) Posted in writing in a conspicuous location; (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; <p>and</p>
Guideline(s) for Child Care Technical Assistance	<p>The provider 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.</p> <p>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.)</p> <p>The daily plan should incorporate 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.</p> <p>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 toddlers. 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 provider may have a featured book that she is introducing during a circle time activity to help develop a theme or lesson.</p>
Regulated Child Care Survey Method	<p>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.</p> <p>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.</p>

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Title #	675
Category	Posted Documentation
Title	Diapering/Hand Washing Procedures
Child Care Regulation Text	922 KAR 2:100 - Section 13. Toilet and Diapering Requirements. (8) 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. These postings as well as “coaching” on procedures are available by contacting your local Child Care Health Consultant representative. To find the consultant in your county, call 1 (877) 281-5277.
Regulated Child Care Survey Method	Diaper changing and hand-washing methods should be posted at each diapering area.
Title #	680
Category	Posted Documentation
Title	Posted Documentation
Child Care Regulation Text	922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program. The certified family child-care home provider shall: (7) Post in a prominent area in the home: (a) The staff to child ratios described in Section 10 of this administrative regulation; (b) The planned program of activities; (c) Each statement of deficiency issued by the cabinet during the current certification period; (d) Each plan of correction submitted by the certified family child-care home to the cabinet during the current certification period; and (e) Daily schedule including any trips outside the family child-care home;
Guideline(s) for Child Care Technical Assistance	Child care providers should have a parent information board located in a central place in the home. This parent information board may be on the back of a door, on a foldable cardboard display board that can be easily put away at the end of the day or perhaps a bulletin board. Whatever system you may chose, the postings must be easily viewed by all that enter the child care home during the hours of operation. There are several postings that must be included on the parent board. You must post the staff-to-child ratios and group size established in regulations. (Some providers post this on the parent board while others post this in each programming area.) The provider must have a written planned program of activities (sometimes called a lesson plan). The plan should reflect the planned activities designed to enhance learning. The plan must be age and developmentally appropriate for all the children in care. All providers will have an annual inspection or spot check survey and the statement of deficiency along with the provider’s plan of correction, if applicable, must be posted for review. Other inspections including investigations on complaints or accidents, as well as inspections conducted regarding a change in the provider’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 visitors may access the documents without the assistance of the provider. Typically these documents are posted on the parent information board. Be sure to keep the documents posted for the entire certification period. 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. The daily schedule must be posted. The schedule should reflect the regular routine at the child care home. Be sure to include all meals and snacks, scheduled outside play, reading or story time, naptime, etc. From time to time the provider will adjust the schedule to suit the needs of the children; i.e., it is nice to spend extra time outside on days when the weather is perfect.
Regulated Child Care Survey Method	The staff-to-child ratios described in tags 25 and 30 should be posted. All SODs, and POCs issued during the current certification period (2 years) should be posted in a conspicuous place. A daily schedule and the planned program of activities should be posted.

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Title #	685
Category	Animals
Title	Animals
Child Care Regulation Text	<p>922 KAR 2:100 - Section 16. Animals.</p> <p>(1) An animal shall not be allowed in the presence of a child in care:</p> <p>(a) Unless:</p> <ol style="list-style-type: none"> 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 <p>(b) Except in accordance with subsection (3) of this section.</p> <p>(2) A parent shall be notified in writing if a child has been bitten or scratched by an animal.</p> <p>(3) An animal that is considered undomesticated, wild, or exotic shall not be allowed at a certified family child-care home unless the animal is:</p> <p>(a) A part of a planned program activity led by an animal specialist affiliated with a zoo or nature conservatory; and</p> <p>(b) In accordance with 301 KAR 2:081 and 301 KAR 2:082.</p>
Guideline(s) for Child Care Technical Assistance	<p>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.</p> <p>The child care provider must assure that animals that are allowed to roam freely or come in contact with a child do not pose a threat to the children's safety. Providers 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.</p> <p>The child care provider must obtain parental consent for any animal at the child care home. 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.</p> <p>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.</p> <p>If the animal does not require a rabies shot (ex. rabbits, fish, hamsters, etc.), then a shot is not required for regulatory compliance.</p>
Regulated Child Care Survey Method	<p>Written parental consent must be obtained for any children to be in the presence of animals.</p> <p>The animals must be under the supervision/control of an adult and all dogs, cats and ferrets must be vaccinated against rabies.</p> <p>The center must notify a parent in writing if a child is bitten by an animal.</p> <p>Undomesticated, wild or exotic animals can only be allowed at a center if it is part of a planned activity by an animal specialist or nature conservatory.</p> <p>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.</p>

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Title #	690
Category	Posted Requirements
Title	Children/Parent Rights
Child Care Regulation Text	<p>922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program. The certified family child-care home provider shall:</p> <p>(4) Post and provide to each parent a copy of children and parent rights, as required by KRS 199.898;</p>
Guideline(s) for Child Care Technical Assistance	<p>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.</p>
Regulated Child Care Survey Method	<p>“Posted” does not necessarily mean “on the wall”. The document can be placed in a binder in a conspicuous place in the home and the document can be removed while the family child care home is not in operation.</p> <p>A copy of the children and parent rights should be accessible at the home either by hard copy or electronically.</p> <p>A copy should also be provided to the parent.</p>

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Title #	700
Category	Transportation
Title	Hazardous Items
Child Care Regulation Text	922 KAR 2:100 - Section 17. Transportation. (5) 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 any of these items are on board. Interview staff to determine if any of these items are transported when children are on board. Typically this requirement is addressed during a complaint investigation but if a vehicle with children is observed at any time, assure these criteria are met.
Title #	
Title #	705
Category	Transportation
Title	No Hazardous Material
Child Care Regulation Text	922 KAR 2:100 - Section 17. Transportation. (6) 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 the provider is unsure if something is hazardous, just read the label on the product.
Regulated Child Care Survey Method	Observe the vehicles used for transportation to determine if any of these items are on board. Interview staff to determine if any of these items are transported when children are on board. Typically this requirement is addressed during a complaint investigation but if a vehicle with children is observed at any time, assure these criteria are met.
Title #	
Title #	710
Category	Transportation
Title	Vehicle Headlamps
Child Care Regulation Text	922 KAR 2:100 - Section 17. Transportation. (7) A vehicle transporting a child shall have the headlamps on.
Guideline(s) for Child Care Technical Assistance	The provider should remember that headlamps should be on when children are in the vehicle.
Regulated Child Care Survey Method	Typically this requirement is addressed during a complaint investigation but if a vehicle with children is observed at any time, assure these criteria are met.

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Title #	715
Category	Transportation
Title	Driver Not in Seat
Child Care Regulation Text	<p>922 KAR 2:100 - Section 17. Transportation.</p> <p>(8) If the driver is not in the driver's seat, the:</p> <p>(a) Engine shall be turned off;</p> <p>(b) Keys shall be removed; and</p> <p>(c) Emergency brake shall be set.</p>
Guideline(s) for Child Care Technical Assistance	When the driver gets out of the vehicle he/she must turn the engine off, remove the keys and set the emergency brake.
Regulated Child Care Survey Method	Typically this requirement is addressed during a complaint investigation but if a vehicle with children is observed at any time, assure these criteria are met.
Title #	720
Category	Transportation
Title	Driver Requirements
Child Care Regulation Text	<p>922 KAR 2:100 - Section 17. Transportation.</p> <p>(9) A driver of a vehicle transporting a child for a certified provider shall:</p> <p>(a) Be at least twenty-one (21) years old;</p> <p>(b) Complete:</p> <ol style="list-style-type: none"> 1. The background checks described in Section 2(2)(c)5 or 2(5) of this administrative regulation; and 2. An annual check of the: <ol style="list-style-type: none"> 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; <p>(c) Hold a current driver's license that has not been suspended or revoked during the last five (5) years; and</p> <p>(d) Not caused an accident which resulted in the death of a person.</p>
Guideline(s) for Child Care Technical Assistance	<p>The provider/driver must be at least 21 years old and must have a valid driver's license that has not been suspended or revoked in the past 5 years. In addition, the provider/driver cannot have caused an accident which resulted in death. The child care provider 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.</p> <p>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).</p> <p>The provider 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:</p> <p>https://dhr.ky.gov/DHRWeb</p>
	<p>The provider must report any accident involving a vehicle transporting the children. Accidents can be reported in writing by e-mail, fax or hand delivered to the local DRCC Office.</p> <p>The provider must assure that each child has a seat belt.</p>
Regulated Child Care Survey Method	Interview the provider to determine who drives the vehicle when children are transported and assure this individual(s) meets the requirements of (9).