• No transportation services are to be provided by either entity
• Children should not be permitted to attend longer than 13 hours at any given time
• No discipline should be utilized
• Each location should account for 30 square feet per child
• Children should be combined by age group

• Staff Qualifications:
  o Must be eighteen years of age
  o Have a completed a Background Check or the following: AOC/ KSP criminal records check, and a Child Abuse and Neglect Check
  o Must never be left alone with children
  o At least one staff member on site must be current CPR for infants/adults and first aid
  o Staff should not exceed a twelve hour shift if at all possible

• Enrollment:
  o Identifying information for each child should include:
  o Basic identifying information including parents contacts
  o Documentation of preferred physician
  o Emergency contact
  o Identified allergies and other medical concerns
  o Authorized pick up approval
  o Authorization from parent to seek medical attention if needed

• Nap/Rest
  o Parents shall provide adequate bedding for rest which is age appropriate
  o Rest periods are recommended for ages four and younger
  o Infants and toddlers should be allowed to sleep on demand

• Food
  o A meal or snack should be offered every three hours or brought in from home
  o Children should be allowed access to water at all times
  o Parents may be required to provide prepared meals
  o Infants and toddlers should be permitted and supported to eat on demand (age appropriate food to include formula, etc.)
- Hand washing must occur prior to meals for both staff and children and after

- Programming
  - Access to age appropriate materials
  - Balance of quiet and active play

- Access to Restrooms
  - Each location must have adequate restrooms to include working toilets, running water in sinks, soap, and hand drying materials
  - Hand washing should occur frequently and as referenced above
  - Diaper changing stations should include safe and sanitized equipment
  - No hazardous/toxic materials should be in presence of children

- Health Monitoring
  All children and staff should receive screening for illness at a minimum of every two and a half hours to include observation and temperature checks