

KENTUCKY
STANDARDS OF PRACTICE
FAMILY CHILD CARE HOMES



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

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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 Family Child Care Technical Assistance providers about the regulatory standards for 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, 922 KAR 2:100 and 922 KAR 2:280) to promote regulatory compliance, uniformity, competency, consistency, and ethical practice for Cabinet employees who regulate and technical assistance staff who provide regulatory information to state approved certified family child-care home 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 certified family child care home 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 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 certified family child care home requirements.

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

Kentucky Child Care Standards of Practice for Certified Providers

Table of Contents

Category and Title For Each Child Care Regulatory Requirement	Title#	Page#
Background Checks		
1. Background Check/Left Alone/Dismissed/Relocated	5	8
2. Submit Background Check	10	9
3. Submit Fingerprints	15	10
4. NBCP portal not operational	18	11
5. Out Of State Background Check	20	12
6. Provider Pay Other State Fee	25	13
7. Disqualifying Background Check Result	30	14-15
9. Disqualifying Criteria / Day Notification	35	15
9. Termination Of Staff Member	40	16
10. Relocation Of Family Member	45	17
11. Electronic notification to cabinet if no review requested	50	17
12. Direct contact during informal/rehabilitative review	55	18
13. Termination/Relocation after informal or rehabilitative appeal	60	19
14. Providing care during administrative hearing appeal	65	19
15. Termination/relocation after hearing	70	20
16. Electronic notification to cabinet after hearing	75	20
17. Restrictions for rehabilitative review	80	21
18. Employment Status	85	21
Supervision		
19. Outdoor Supervision	90	22
20. General Supervision	95	22
C.O.		
21. Renewal	100	23-24
General Administration		
22. Change of Location Notification	105	24
23. Written plan of Correction	110	25
24. Unacceptable Plan of Correction	115	25
25. Probationary Applicant Training	118	26
26. Number of Children	120	26
27. Total Capacity	125	27
28. Respite Requirement	130	27
29. Assistant Required	135	28
30. Contract Substitute Requirements	136	28
31. Contract Substitute Training	138	29
32. Child abuse/neglect Investigation	140	30
33. Alcohol Controlled Substance/Smoking	145	31
34. Assistant Present in Providers Absence	150	31
35. Provider Has No Other Employment	155	32
36. Health, Safety and Comfort	160	32
37. Overnight Care	165	32
38. Off Premises Requirements	170	33
39. Pick-Up Procedure	175	33
40. Record Maintenance	180	33
41. Reports to the Cabinet	185	34
42. Revocation - Falsification	190	35

43. Revocation - Fraud and DPOC	195	35
Provider Requirements		
44. Recognize symptoms of Illness/Provide First Aid	200	36
45. Protect from abuse/neglect	205	36
46. Confidentiality of Children's Records	210	37
47. Reporting Abuse/Neglect	215	37
48. Cabinet Access	220	38
49. Information to Parents	225	38
50. Access to Homes	230	39
51. Parent/Family Activity	235	40
Provider Records		
52. Provider CPR/First Aid	240	40
53. Adults in Home/Assistant	245	41
54. Adults in Home/Assistant TB	250	42
55. New Adult	255	42
56. Orientation/Training Plan	260	43
57. Provider Training Requirements	265	44
58. Assistant CPR/First Aid if Applicable	270	45
59. Assistant Training Requirements if Applicable	275	46
Programming		
60. Diagnosed Special Needs	280	46
61. Television/Video Viewing	285	47
62. Infant Sleep Position	290	47
63. Rest Time	295	48
64. Rest Period	300	48
65. Curriculum Areas	305	49-50
66. Activities	310	51
67. Self-Help Procedures	315	52
68. Corporal Discipline	320	52
69. Parent Communication	325	53
Premises		
70. Free from Risk of Harm	330	54
71. Heat\Cool\Light\Ventilation	335	55
72. Floor Level Requirements	340	56
73. Harmful Items Inaccessible	345	57
74. Guns/Ammunition	350	58
75. Covered Outlets	355	58
76. Fan/Furnace/Heater/Fireplace	360	59
77. Telephone	365	59
78. Emergency Numbers	370	60
79. Stairs/Steps	375	60
80. Stairs Blocked if applicable	380	61
81. 35 Square Feet	385	61
82. Condition of Home	390	62
83. Water Supply	395	62
84. Bathroom Sanitary	400	63
85. Openings Screened	405	63
86. Garbage Stored Appropriately	410	64
87. Toilet Room	415	64
88. Sink	420	65
89. Toilet	425	65

90. Sick Child Area	430	66
91. Alcohol Consumption	432	66
92. Alcohol Accessible to Children	433	66
Hygienic Practices		
93. Child Hand Washing/ Hand Sanitizer	435	67
94. Adult Hand Washing	440	68
95. Items Not Shared	445	68
96. Toilet Training	450	69
97. Clean Diapers/Clothing	455	69
98. Soiled Diapers/Clothing	460	70
99. Diapering Not Left Unattended	465	70
100. Diapering Space	470	71
101. Individual Disposable Cloths	475	71
102. Diapering Practice	480	72
First Aid/Medication		
103. Medication Locked/First Aid/Diaper Cream/ Sunscreen/Toothpaste	485	72
104. Medication Locked/Epi Pen	490	73
105. Medication Locked / Emergency or Rescue Meds	495	74
106. Medication Administration	500	74
107. First Aid Supplies Accessible	505	75
108. First Aid	510	75
109. First Aid Supplies	515	76
110. Parent Notification	520	76
Outdoor Play		
111. Outdoor Play Area Safe	525	77
112. Outdoor Stationary Equipment	530	77
Equipment		
113. Toys	535	78
114. Trampoline	540	78
115. Swimming Pools	545	79
116. Playpens	550	79
117. Infant Rest Time	555	80
118. Toddler / Preschool Rest Time	560	81
119. Toilet Training Chair	565	81
Transportation		
120. Written Permission from Parents	570	82
121. Seat Belts	575	82
122. Car Seats / Seated / Back Seat	580	83
123. Emergency / Identifying Information	585	84
124. Laws for Driver's License / Insurance	590	84
125. Child Not Left Unattended	595	85
126. Child Not in Vehicle During Repairs	600	85
127. Pick-Up Truck	605	85
128. Hazardous Items	610	86
129. No Hazardous Items	615	86
130. Vehicle Headlamps	620	86
131. Driver Not in Seat	625	87
132. Driver Requirements	630	87
Food Service		
133. Milk Requirements	635	88
134. Breakfast	640	88
135. Snack	645	89

136. Lunch/Dinner	650	89
137. Sanitary Preparation / Storage of Food	655	90
138. Water Requirements	660	90
139. Same Food	665	91
140. Second Servings	670	91
141. Food not used as Reward/Punishment	675	92
142. Food in appropriate amount and type	680	92
143. Meals not served during TV viewing	685	93
144. Meal Frequency/Tableware	690	93
145. Weekly Menu	695	94
146. Substitutions Noted on Menu	700	94
147. Bottle Preparation By Parent, if applicable	705	95
148. Bottles	710	95
149. Refrigerator	715	96
150. Freezer At Zero Degrees Fahrenheit	720	96
151. Bottle-Feeding	725	97
Children's Records		
152. Immunization	730	98
153. Children's information	735	99
154. Permission for trips off premises	740	100
155. Written child care agreement	745	100
Written Documentation		
156. Liability insurance	750	101
157. Zoning	755	101
158. Attendance Records Standards	760	102
159. Fire Drill Requirements	765	103
160. Earthquake Drill and Tornado Drill Requirements	770	103
161. Attendance Records	775	104
162. Documentation of Earthquake Drills and Tornado Drills	780	104
163. Fire Drills	785	105
164. Reports to Cabinet	790	105
165. Evacuation Plan Records	795	106
166. Policies	800	107
Posted / Available Documentation		
167. Certificate	805	107
168. Provider's Address	810	108
169. Diapering/Handwashing Procedures	820	108
170. Posted Documentation	825	109
Animals		
171. Animals	830	110
Posted Requirements		
172. Children/Parent Rights	835	111

Title #	5
Category	Background Checks
Title	Background Check/Left Alone/Dismissed/Relocated
Child Care Regulation Text	<p>922 KAR 2:280. Section 3. Implementation and Enforcement.</p> <p>(1) A child care staff member shall complete the background checks required in accordance with this administrative regulation and be found to have no disqualifying offense prior to becoming a child care staff member.</p> <p>(2) A current or prospective child care staff member shall be subject to background checks in accordance with Sections 4 and 5 of this administrative regulation at intervals pursuant to 45 C.F.R. 98.43(d).</p>
Guideline (s) for Child Care Technical Assistance	<p>The National Background Check Portal (NBCP) requires that the provider have access to the KARES system on the Kentucky Online Gateway.</p> <ul style="list-style-type: none"> • The provider must be able to scan and upload copies of the photo ID and print forms when completed. • All current certified family child care home providers and adult household members must complete the new background check process through the National Background Check Portal before September 30, 2018. • The Division of Child Care has developed a recommended schedule to ensure that all family child care providers complete the process between March 2018 – September 2018. • The provider must maintain on file for review the previously required Central Registry Check, Criminal Record Check and out of state check if applicable <p>Any person (substitute, assistant) hired after April 1, 2018, must submit to the NBCP background check system prior to working in the home. Once the fingerprints have been scanned, the assistant or substitute may work in the home but cannot be alone with a child until the results of the background check are received.</p> <p>Questions should be submitted to: chfsdccbcp@ky.gov</p>
Regulated Child Care Survey Method	<p>Review documentation and observe to determine compliance. Surveyors should review KARES prior to conducting an inspection.</p> <p>Surveyors should review staff schedules, observe, and document staff names to determine who is working with the children.</p> <p>A staff member can be provisionally hired and work/live in the home after they have submitted to the live fingerprint scan but may not be left unsupervised with children.</p>

Title #	10
Category	Background Checks
Title	Submit background check
Child Care Regulation Text	<p>922 KAR 2:280. Section 4. Procedures and Payments.</p> <p>(1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:</p> <p>(a) Request the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;</p> <p>(b) Request the prospective child care staff member complete and sign the:</p> <ol style="list-style-type: none"> 1. DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and 2. DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and <p>(c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:</p> <ol style="list-style-type: none"> 1. Child abuse and neglect central registry pursuant to 922 KAR 1:470; 2. National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and 3. Sex Offender Registry established in accordance with KRS 17.500 through 17.580.
Guideline (s) for Child Care Technical Assistance	<p>All new staff are referred to in the NBCP system as "prospective employees." To ensure the provider has the information needed to enter a new staff in the NBCP, each person (provider, substitute, assistant, adults) in the home should complete the Applicant Pre-Screening form. The provider will need the information on this form to complete the background check on the NBCP.</p> <p>The provider must make a copy of the photo ID, i.e., driver's license, government issued photo ID, or passport. The provider is required by the regulation to check the ID to ensure it is not fraudulent. For example: does the picture on the ID look like the person? The Waiver Form (DCC-500) and Disclosure Form (DCC-501) must be completed and signed by each person. These forms are available on the NBCP portal along with all other required forms.</p> <p>The provider must maintain copies of these on file for review and provide copies to the Cabinet if requested.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. Surveyors should review KARES prior to conducting an inspection. Surveyors can verify the provider has initiated the process on a prospective child care staff member.</p> <p>No staff member or adult household member serving as staff should be present in the home with children prior to submitting to the live fingerprint scan.</p>

Title #	15
Category	Background Checks
Title	Submit fingerprints
Child Care Regulation Text	<p>922 KAR 2:280. Section 4. Procedures and Payments.</p> <p>(4) Upon submission of payment in accordance with subsections (2) and (3) of this section, the child care staff member shall:</p> <ul style="list-style-type: none"> (a) Have no more than thirty (30) calendar days from the date of payment pursuant to subsections (2) and (3) of this section to submit his or her fingerprints at an authorized collection site for NBCP; and (b) Present his or her driver's license or other government-issued photo identification to the designated agent at an authorized collection site prior to fingerprint submission.
Guideline (s) for Child Care Technical Assistance	<p>When setting up a prospective employee and/or adult household member on the NBCP, a live scan fingerprinting form (DCC-504) is generated on the final screen (lower left-hand side of the screen.)</p> <p>The prospective employee should print the live scan fingerprinting form. This form (the DCC-504) contains the addresses and contact information for three authorized fingerprint collection sites closest to the home address of the prospective employee.</p> <p>To complete the background check process, each prospective employee must go to an authorized collection site to submit their fingerprints and bring the DCC-504 and photo ID with them to the collection site.</p> <p>Once a record is set up on the NBCP, the provider must submit their fingerprints within 90 days or their record will be removed from the system.</p>
Regulated Child Care Survey Method	<p>Review documentation to determine compliance. Surveyors should review KARES prior to conducting an inspection. The surveyor will compare the date that the fingerprints were obtained with the date of payment to determine no more than thirty (30) calendar days have lapsed.</p>

Title #	18
Category	Background Checks
Title	NBCP not operational
Child Care Regulation Text	<p>922 KAR 2:280. Section 4. Procedures and Payments.</p> <p>(8)(a) If the NBCP portal is not operational, the cabinet may request a federal waiver that would allow a prospective staff member to undergo a:</p> <ol style="list-style-type: none"> 1. Child abuse and neglect central registry check pursuant to 922 KAR 1:470; 2. Criminal records check conducted by the Kentucky Justice and Public Safety Cabinet or Administrative Office of the Courts; 3. National Crime Information Center's National Sex Offender Registry check in accordance with 34 U.S.C. 20921; and 4. Sex Offender Registry check in accordance with KRS 17.500 through 17.580. <p>(b) A background check completed through the NBCP portal shall be required as soon as operational.</p>
Guideline (s) for Child Care Technical Assistance	
Regulated Child Care Survey Method	Review documentation to determine compliance.

Title #	20
Category	Background Checks
Title	Out of state background checks
Child Care Regulation Text	<p>922 KAR 2:280. Section 5. Checks of Other States.</p> <p>(1) In accordance with 45 C.F.R. 98.43(b)(3), a prospective child care staff member who resides in or has resided in another state within the last five (5) years shall:</p> <p>(a) Request from each state of current or prior residency, in accordance with the state's laws, policies, and procedures, with a courtesy notice to the cabinet:</p> <ol style="list-style-type: none"> 1. An in-state criminal records check by: <ol style="list-style-type: none"> a. Means of fingerprints for the state of residence; or b. Any means accepted by a state of prior residency; 2. A check of the state's sex offender registry or repository; and 3. A check of the state-based child abuse and neglect registry and database; and <p>(b) Direct results of the checks required in paragraph (a) of this subsection to the Department for Community Based Services, Division of Child Care, 275 East Main Street, 3C-F, Frankfort, Kentucky 40621, or securely send results to CHFSDCCNBCP@ky.gov.</p>
Guideline (s) for Child Care Technical Assistance	<p>DCC maintains a list of contacts by state which is linked from the DCC website.</p> <p>https://chfs.ky.gov/agencies/dcbs/dcc/Documents/Child%20Care%20Subsidy%20CBC%20State%20Contacts%202-13.pdf</p> <p>Results of out of state background checks should be uploaded into the KARES system. Maintain on file for review documentation showing the out of state background checks were submitted for processing.</p>
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. Surveyors should review KARES prior to conducting an inspection.

Title #	25
Category	Background Checks
Title	Provider pay other state fee
Child Care Regulation Text	<p>922 KAR 2:280. Section 5. Checks of Other States.</p> <p>(2) If the prospective child care staff member's current or prior state of residency participates in the FBI's National Fingerprint File Program, a prospective child care staff member shall be exempt from the requirements of subsection (1)(a)1. of this section.</p> <p>(3) In accordance with KRS 336.220, a child care provider shall pay any fee charged by another state for a background check as permitted pursuant to 45 C.F.R. 98.43(f) for a prospective child care staff member.</p>
Guideline (s) for Child Care Technical Assistance	The National Fingerprint file listing is on the DCC website.
Regulated Child Care Survey Method	Review documentation to determine compliance. This is information that may be reviewed during a complaint investigation.

Title #	30
Category	Background Checks
Title	Disqualifying background check result
Child Care Regulation Text	<p>922 KAR 2:280. Section 6. Disqualifying Background Check Results.</p> <p>(1) Unless a rehabilitative review pursuant to Section 9 of the administrative regulation determines the individual is eligible to be hired, an individual shall be ineligible to:</p> <p>(a) Be hired or otherwise serve as a child care staff member if the individual:</p> <ol style="list-style-type: none"> 1. Meets a criterion specified in 45 C.F.R. 98.43(c); 2. Has been convicted of, or has entered an Alford plea, a plea of guilty, or a plea of nolo contendere to: <ol style="list-style-type: none"> a. A drug-related felony, and five (5) years has not elapsed since the person was fully discharged from imprisonment, probation, or parole; b. A sex or violent crime pursuant to KRS 17.165; c. A felony offense under: <ol style="list-style-type: none"> (i) KRS Chapter 209, protection of adults; (ii) KRS Chapter 506, inchoate offenses; (iii) KRS Chapter 511, burglary and related offenses; (iv) KRS Chapter 515, robbery; (v) KRS Chapter 520, escape and other offense related to custody; (vi) KRS Chapter 525, riot, disorderly conduct, and related offense; (vii) KRS Chapter 527, offenses relating to firearms and weapons; (viii) KRS Chapter 529, prostitution offenses; or (ix) KRS Chapter 530, family offenses, excluding KRS 530.050; or d. A misdemeanor offense under: <ol style="list-style-type: none"> (i) KRS 525.130, cruelty to animals in the second degree – exemptions – offense involving equines; or (ii) KRS 525.135, torture of dog or cat; 3. Is listed on: <ol style="list-style-type: none"> a. The central registry established in accordance with 922 KAR 1:470; or b. Another state's state-based child abuse and neglect registry or database; 4. Has been convicted of, or has entered an Alford plea, plea of guilty, or a plea of nolo contendere to, an offense under a criminal statute of the United States or of another state similar to an offense specified in this paragraph; 5. Has an open warrant for a disqualifying offense established in this paragraph; or 6. Has a pending charge for a criminal offense specified in this paragraph; or <p>(b) Serve as a child-care provider's applicant, licensee, administrative staff, or director if the individual has been convicted of, or has entered an Alford plea, a plea of guilty, or a plea of nolo contendere to, a felony offense involving fraud, embezzlement, theft, or forgery.</p> <p>(2) An individual who has received a pardon for a disqualifying offense, has had the record expunged, or has evidenced dismissal of a warrant or disqualifying charge may serve as a child care staff member.</p>

Guideline (s) for Child Care Technical Assistance	<p>When the background check process is completed, the child care provider will receive notification from the Cabinet whether or not a prospective employee is eligible for hire.</p> <p>The family child care provider will be notified by email when the background check is finalized, and the determination will be listed on the provider's NBCP portal.</p> <p>Information regarding this process is found on page 3 of the Waiver (DCC-500).</p>
Regulated Child Care Survey Method	<p>Review documentation and observe to determine compliance. The surveyor should review KARES prior to conducting an inspection and will verify an ineligible, potential child care staff member is not employed at the family child care home unless the potential staff member is under rehabilitative review.</p>

Title #	35
Category	Background Checks
Title	Disqualifying criteria/3 day notification
Child Care Regulation Text	<p>922 KAR 2:280. Section 7. Notice of A Disqualifying Background Check Result and Appeals.</p> <p>(2) In addition to the cabinet's notification in accordance with subsection (1) of this section, a child care provider that receives notice from the cabinet that a prospective or current child care staff member has been determined to have a disqualifying background check result in accordance with Section 6 of this administrative regulation shall notify the child care staff member of the cabinet's determination within three (3) business days of receipt of the notice.</p>
Guideline (s) for Child Care Technical Assistance	<p>The Cabinet will notify the child care provider if a prospective employee has been determined to be ineligible for hire. It is the responsibility of the child care provider to notify the prospective employee within three (3) days upon receipt of the notification of the Cabinet.</p> <p>If a prospective employee is not eligible for hire, an informal or rehabilitative review may be requested in writing by the prospective employee.</p> <p>The regulation does not indicate how notification should be made. Encourage the provider to maintain documentation.</p>
Regulated Child Care Survey Method	<p>Review documentation and interview to determine compliance. The surveyor should review KARES for a disqualifying background check. Determine the date that the family child care provider received notification in KARES and interview the family child care provider to determine when the staff member was notified.</p>

Title #	40
Category	Background Checks
Title	Termination of staff member
Child Care Regulation Text	<p>922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.</p> <p>(1) If a prospective or current child care staff member has not requested an informal review or a rehabilitative review in accordance with Section 9 of this administrative regulation, the child care provider shall:</p> <p>(a)1. Terminate the child care staff member no later than ten (10) calendar days after receipt of notice of the cabinet's determination, including the disqualifying background check result;</p>
Guideline (s) for Child Care Technical Assistance	<p>The Cabinet will notify the family child care provider if a prospective employee has been determined to be ineligible for hire. If the prospective employee would like to request an Informal Review, directions and timelines for this process are found on page 3 of the Waiver Agreement (DCC-500).</p> <p>If there is no request for an Informal Review, it is the responsibility of the child care provider to terminate employment of the prospective employee within ten (10) days from receipt of the notification of the Cabinet.</p> <p>Encourage the provider to maintain a written record for future reference of when the notification was received from the Cabinet and details on how and when employment was terminated.</p>
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. Review KARES to determine if there is an ineligible staff. If so, interview to determine if the staff member has requested an informal/rehabilitative review. Review documentation and KARES to determine the date of termination.

Title #	45
Category	Background Checks
Title	Relocation of family member
Child Care Regulation Text	<p>922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.</p> <p>(1) If a prospective or current child care staff member has not requested an informal review or a rehabilitative review in accordance with Section 9 of this administrative regulation, the child care provider shall:</p> <p>(a) 2. Change residence of an adult household member in the child care provider's home no later than fifteen (15) calendar days after receipt of notice of the cabinet's determination, including disqualifying background check result;</p>
Guideline (s) for Child Care Technical Assistance	<p>The Cabinet will notify the family child care provider if a staff/adult in the home has been determined to have a disqualifying background check result. It is the responsibility of the child care provider to ensure the adult household member with the disqualifying background check result changes residence no later than fifteen (15) calendar days after receipt of notice from the Cabinet.</p> <p>Maintain a written record for future reference of when the notification was received from the Cabinet and details on when the adult household member completed relocation. The adult in the home who has been determined to have a disqualifying background check result may request an Informal Review or Rehabilitative Review. Directions and timelines for this process are found on page 3 of the Waiver Agreement (DCC-500). Until the results of the review have been determined, the adult household member may reside in the home but must be under the direct supervision of the certified family child care provider and may not be alone with children.</p>
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Review KARES to determine if there is an ineligible staff/adult in the home. Interview to determine if the staff member has requested an informal/rehabilitative review. Review documentation/KARES to determine the date of notification to ensure relocation occurred within specified timeframes.

Title #	50
Category	Background Checks
Title	Electronic notification to cabinet if no review requested
Child Care Regulation Text	<p>922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.</p> <p>(1) If a prospective or current child care staff member has not requested an informal review or a rehabilitative review in accordance with Section 9 of this administrative regulation, the child care provider shall:</p> <p>(b) Use the NBCP to provide electronic notification to the cabinet affirming the child care staff member's dismissal or household member's change in residence within three (3) business days of termination or residence change.</p>
Guideline (s) for Child Care Technical Assistance	The child care provider is required to maintain records of staff employment on the NBCP system. When employment is terminated the provider must update the NBCP system within three (3) days. When an adult household member relocates, the provider must update the NBCP system within three (3) days.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Review KARES to determine if there is an ineligible staff/adult in the home. Interview to determine if the staff member has requested an informal/rehabilitative review. Review documentation/KARES to determine the date of notification to ensure relocation occurred within specified timeframes.

Title #	55
Category	Background Checks
Title	Direct contact during informal/rehabilitative review
Child Care Regulation Text	<p>922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.</p> <p>(2)(a) If a prospective or current child care staff member requests an informal review or a rehabilitative review in accordance with Section 9 of this administrative regulation, the child care provider:</p> <ol style="list-style-type: none"> 1. May retain the child care staff member pending resolution of the informal review or rehabilitative review; and 2. Shall ensure that the child care staff member: <ol style="list-style-type: none"> a. Is subject to direct, onsite supervision; or b. Does not have duties or proximity that involves one-on-one contact with a child in care.
Guideline (s) for Child Care Technical Assistance	<p>If the staff member with a disqualifying background check result wishes to challenge the findings, they must submit a request for an Informal Review or a Rehabilitative Review (see page 3 of the Waiver Agreement DCC-500). If a staff member has submitted written request for an Informal Review or Rehabilitative Review, he/she may continue to work at the certified family child care home pending results of the Informal Review. Until the results of the Review have been determined, the child care provider must provide direct supervision of the employee at all times and must ensure that the employee is never alone with a child.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. Review KARES to determine if there is an ineligible staff/adult in the home. Interview to determine if the staff member has requested an informal/rehabilitative review. Observe to determine if this person is alone with children and interview to determine the staff's responsibilities.</p>

Title #	60
Category	Background Checks
Title	Termination/Relocation after informal or rehabilitative appeal
Child Care Regulation Text	<p>922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.</p> <p>(2)(b) A child care provider shall terminate the child care staff member or relocate the adult household member if the:</p> <ol style="list-style-type: none"> 1. Informal review upholds the cabinet's determination of a disqualifying background check result, or the rehabilitative review committee does not grant a waiver; and 2. Child care staff member does not request an administrative hearing in accordance with Section 7(5) of this administrative regulation, in which the child care provider shall terminate the child care staff member or relocate the adult household member no later than the thirty-first calendar day following written notice of the results of the informal review or rehabilitative review.
Guideline (s) for Child Care Technical Assistance	When the Informal or Rehabilitative Review is complete, the child care provider will be notified of the results. If the original finding of a disqualifying background check result is upheld, the child care staff member may request an administrative hearing, see Section 7 (5). If the staff member is also an adult household member, they must relocate no later than the thirty-first (31 st) calendar day following notification of the results of the review.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Review KARES to determine if there is an ineligible staff/adult in the home. Interview to determine if the staff member has requested an informal/rehabilitative review. Review documentation/KARES to determine the date of notification to verify relocation occurred within specified timeframes.

Title #	65
Category	Background Checks
Title	Providing care during administrative hearing appeal
Child Care Regulation Text	<p>922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.</p> <p>(2)(c) If a child care staff member requests an administrative hearing in accordance with Section 7(5) of this administrative regulation to appeal the decision from an informal review or rehabilitative review, the child care provider:</p> <ol style="list-style-type: none"> 1. May retain the child care staff member pending the appeal's resolution if the child care staff member: <ol style="list-style-type: none"> a. Remains subject to direct, onsite supervision; or b. Does not have duties or proximity that involves one-on-one contact with a child in care;
Guideline (s) for Child Care Technical Assistance	The staff member may continue to work at the certified family child care home pending results of the hearing. Until the results of the appeal have been determined, the child care provider must provide direct supervision of the employee at all times and must ensure that the employee is never alone with a child.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Review KARES to determine if there is an ineligible staff/adult in the home and an administrative hearing is in process. Interview to determine if the staff member has requested an informal/rehabilitative review. Observe to determine if this person is alone with children and interview to determine the staff's responsibilities.

Title #	70
Category	Background Checks
Title	Termination/relocation after hearing
Child Care Regulation Text	<p>922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.</p> <p>(2)(c) If a child care staff member requests an administrative hearing in accordance with Section 7(5) of this administrative regulation to appeal the decision from an informal review or rehabilitative review, the child care provider:</p> <ol style="list-style-type: none"> 2. Shall terminate the child care staff member or relocate the adult household member no later than the thirty-first calendar day from the issuance of the final order if the child care staff member or adult household member does not prevail.
Guideline (s) for Child Care Technical Assistance	The child care staff/adult household member must be relocated or employment terminated no later than the thirty-first (31 st) calendar day following notification of the results of the review (final order).
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Review KARES to determine if there is an ineligible staff/adult in the home and an administrative hearing has concluded. Determine if this person is employed or still residing in the home.

Title #	75
Category	Background Checks
Title	Electronic notification to cabinet after hearing
Child Care Regulation Text	<p>922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.</p> <p>(2)(d) Using the NBCP, the child care provider shall provide electronic notification to the cabinet affirming the individual's dismissal or relocation within three (3) business days of the termination or relocation.</p>
Guideline (s) for Child Care Technical Assistance	The family child care provider is required to maintain records of staff employment on the NBCP system.
Regulated Child Care Survey Method	Review documentation to determine compliance. Review KARES to determine that the record is updated within three (3) business days.

Title #	80
Category	Background Checks
Title	Restrictions for rehabilitative review
Child Care Regulation Text	<p>922 KAR 2:280. Section 9. Rehabilitative Review.</p> <p>(2)(b) If a prospective or current child care staff member requests a rehabilitative review, the child care staff member:</p> <ol style="list-style-type: none"> 1. May be retained by the child care provider pending the rehabilitative review; and 2. Shall be subject to restrictions and termination or relocation in accordance with Section 8 of this administrative regulation.
Guideline (s) for Child Care Technical Assistance	The staff member may continue to work at the certified family child care home pending results of review and the child care provider must provide direct supervision of the employee at all times and must ensure that the employee is never alone with a child.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Review KARES to determine if there is an ineligible staff/adult in the home and a rehabilitative review is in process. Review documentation (schedule/time sheet, etc.), interview, and observe to determine if this person is unsupervised with children.

Title #	85
Category	Background Checks
Title	Employment Status
Child Care Regulation Text	<p>922 KAR 2:280. Section 11. Status of Employment.</p> <p>(1) A child care provider shall maintain the employment or residential status of each child care staff member who has submitted to a fingerprint-based criminal background check by reporting the status using the NBCP web-based system.</p>
Guideline (s) for Child Care Technical Assistance	The National Background Check Portal (NBCP) requires that the provider have access to the KARES system on the Kentucky Online Gateway. It is the responsibility of the family child care provider to maintain accurate records of staff who are employed in the home as well as adults who live in the household on their NBCP portal at all times.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Interview and observe to determine current staff/adults in the home. Review KARES to determine accuracy.

Title #	90
Category	Supervision
Title	Outdoor Supervision
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(14) Each child in an outdoor play area shall be under the direct supervision of the provider or assistant.</p>
Guideline (s) for Child Care Technical Assistance	<p>When children are playing outdoors the provider must have a clear view of them at all times. They must never be left unattended outdoors.</p> <p>Video monitors, baby monitors, and walkie-talkies may not be used as a substitute for direct supervision.</p>
Regulated Child Care Survey Method	Interview and observe to determine compliance. If children are not observed in the outdoor play area, interview the provider to determine if children will be under direct supervision when playing outdoors.

Title #	95
Category	Supervision
Title	General Supervision
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(11) A child who does not sleep shall be permitted to play quietly and be visually supervised.</p>
Guideline (s) for Child Care Technical Assistance	<p>When a child is not sleeping during nap time, supervised quiet play is acceptable while other children are sleeping. Quiet play does not have to be limited to playing on their cot.</p> <p>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.</p>
Regulated Child Care Survey Method	Interview and observe to determine compliance. The surveyor should interview the provider to determine if awake children are allowed to play quietly and are directly supervised at nap time, if not observed during the inspection.

Title #	100
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> <ul style="list-style-type: none"> (a) A completed OIG-DRCC-04, Certified Family Child-Care Home Renewal Form; (b) A nonrefundable renewal fee of ten (10) dollars every two (2) years pursuant to KRS 199.8982(1)(b); (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 (d) Proof that the family child-care home provider continues to meet the minimum requirements specified in Sections 2, 3, and 10 through 20 of this administrative regulation.
Guideline (s) for Child Care Technical Assistance	<p>The renewal of certification is completed every two (2) 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. Page 4 of the application contains a checklist to help you ensure you have gathered all required documentation.</p> <p>Here are some helpful hints:</p> <p>Section #1: Record the e-mail address. Be sure it is a valid address that can be used for a long period of time. 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.</p> <p>The days and hours of operation should be completed. Requests for changes in operation days and hours should be submitted in writing to DRCC. They cannot change the hours of operation by simply filling out this form or by notifying CCAP of the change.</p> <p>Section #2: Include the landlord's approval letter if they are renting their residence.</p> <p>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.</p> <p>Section #4: If an adult eighteen (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.</p> <p>Section #5: If the provider has an assistant or substitute, they would complete their information.</p> <p>Section #6: List all animals.</p> <p>Section #7: The provider should answer all questions completely. Include the certificate # if applicable.</p> <p>Sign and date the application.</p> <p>Make a copy of the application and the Physician's Statement and mail it along with the ten (\$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 needs assistance completing the application, they should contact the local Family Child Care Specialist for assistance. The cabinet will conduct an unannounced inspection to ensure that the minimum requirements are maintained.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. The application and fee are submitted to Central Office. Verify compliance with the requirements of this administrative regulation.

Title #	105
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> <ul style="list-style-type: none"> (a) A ten (10) calendar day notice; (b) A completed OIG-DRCC-03; (c) An inspection of the new home; and (d) Continued compliance with this administrative regulation.
Guideline (s) for Child Care Technical Assistance	If the provider plans to move to a new location, they should either 1) mail 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 2) fax (502) 564-9350. The request should be submitted at least 10 days prior to relocation. Once the request has been received, DRCC will contact the provider to conduct an inspection of the new home. The provider should have documentation for the following: a zoning certificate for the new location; verification of insurance for the new address; written landlord approval if applicable. 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.
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. 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.

Title #	110
Category	General Administration
Title	Written Plan of Correction
Child Care Regulation Text	<p>922 KAR 2:100. Section 4. 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 ten (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 Family Child Care Specialist or the Family Child Care Network – KY.</p>
Regulated Child Care Survey Method	Review documentation to determine compliance. The due date of the POC is noted in KICCS. Failure to return the POC timely results in an additional regulatory violation.

Title #	115
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 fifteen (15) calendar days of notification; or</p> <p>(b) Have its certification revoked or denied for failure to:</p> <ol style="list-style-type: none"> 1. Submit an acceptable amended plan; or 2. Implement corrective measures identified in the corrective action plan.
Guideline (s) for Child Care Technical Assistance	<p>If a Plan of Correction is incomplete or does not satisfy the regulatory requirements, the Division of Regulated Child Care will return the original Plan of Correction in the provider's portal. The family child care home shall make required corrections, print a copy and submit an amended Plan of Correction within (15) calendar days of the letter. The provider must implement the Plan of Correction. The provider must be mindful to write what she/he intends to do. Failure to submit and implement an acceptable corrective action plan will result in revocation or denial of certification. The Cabinet will not review or accept more than three corrective action plans in response to the same statement of deficiencies.</p> <p>If the provider submits the Plan of Correction in writing, it will be returned. The provider will make the required corrections, copy the document and return it to the DRCC Office.</p>
Regulated Child Care Survey Method	Review documentation to determine compliance. Check KICCS to determine if an amended POC has been submitted by the due date. If not, the family child care home should be cited for failure to submit an amended plan timely.

Title #	118
Category	General Administration
Title	Probationary Applicant Training.
Child Care Regulation Text	<p>922 KAR 2:100. Section 5. Denial of Application for Certification.</p> <p>(3) Effect of previous denial or revocation.</p> <p>(a) If an applicant has had a previous child care registration, certification, or license subject to denial, revocation, or voluntary relinquishment pending an investigation or adverse action, the cabinet shall grant the applicant a certificate to operate a family child-care home if:</p> <p>2. The applicant has:</p> <p>b. Completed, since the time of the prior denial or revocation, sixty (60) hours of cabinet-approved training in developmentally appropriate child care practice;</p>
Guideline (s) for Child Care Technical Assistance	If working with a potential provider who is applying for certification after previously being denied a certification, having a license or certification revoked, or voluntarily relinquishing their license or certification, the potential provider will need proof of 60 hours of cabinet-approved training in appropriate childcare practices. This should be reviewed in the ECE-TRIS system or verified through file review of Kentucky Credential Trainer certificates of completion. These sixty hours could be having earned the Commonwealth Child Care Credential course or college courses taken and input into the ECE-TRIS system since having been denied, revoked, or relinquishment of the license or certification. These hours could also be earned through employment working in a licensed child care center as a classroom teacher.
Regulated Child Care Survey Method	Review documentation to determine compliance. An application will remain with CO until verification that the additional required training has been completed.

Title #	120
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) A provider shall have an assistant present if the provider cares for more than:</p> <p>(a) Four (4) infants, including the provider's own or related infants; or</p> <p>(b) 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, stepchildren and siblings under the age of eighteen (18). All other children would be considered unrelated.</p> <p>If a provider cares for more than four (4) infants, there must be an assistant present whether or not the children are related to the provider.</p> <p>If a provider cares for more than six (6) children under the age of six (6) years, there must be an assistant present whether or not the children are related to the provider.</p>
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Observe the areas used for child care to determine the number of children receiving care during the visit. Review children's records to determine the age of the children if an assistant is required. Attendance records will determine if the provider cares for too many children at one time.

Title #	125
Category	General Administration
Title	Total Capacity
Child Care Regulation Text	<p>922 KAR 2:100. Section 10. Standards for the Provider.</p> <p>(4) 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 unrelated or children that are directly related (her own children, grandchildren, nieces, nephews, children in legal custody, stepchildren and siblings under the age of eighteen 18).</p> <p>Related children are only counted in the capacity of six (6) children if they are all under six (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 (6) unrelated children plus four (4) related children for a total of ten (10) children.</p> <p>Never would there be more than ten (10) children present at a family child care home.</p>
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Observe the areas used for child care to determine the number of children receiving care during the inspection. Review children's records to determine the age of the children if an assistant is required. Attendance records will determine if the provider cares for too many children at one time.

Title #	130
Category	General Administration
Title	Respite Requirement
Child Care Regulation Text	<p>922 KAR 2:100. Section 10. Standards for the Provider.</p> <p>(5) If a provider operates the in-home child care business for twenty-four (24) consecutive hours, the provider shall:</p> <ul style="list-style-type: none"> (a) Receive an eight (8) hour period of respite after working sixteen (16) consecutive hours during a twenty-four (24) hour period; and (b) Employ an assistant during the period of respite.
Guideline (s) for Child Care Technical Assistance	<p>Some family child care homes provide care twenty-four (24) hours each day. To ensure that the family child care home provider has a respite (break), there should be an assistant scheduled for at least an eight (8) hour shift each day. The assistant may be scheduled to work at any time during the twenty-four (24) hour period; i.e., the assistant could be scheduled 10pm-6am while the child care provider and children are sleeping. 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	Review documentation, interview, and observe to determine compliance. Review hours of operation and interview the provider to determine if an assistant is needed.

Title #	135
Category	General Administration
Title	Assistant required
Child Care Regulation Text	<p>922 KAR 2:100. Section 10. Standards for the Provider.</p> <p>(7) An assistant shall be:</p> <ul style="list-style-type: none"> (a) Eighteen (18) years of age or older; (b) Under supervision of a provider; (c) Used for providing care in a certified family child-care home; and (d) Used in the absence of the certified provider.
Guideline (s) for Child Care Technical Assistance	The provider should maintain verification that the assistant is at least eighteen (18) years old (i.e., a copy of their driver's license or birth certificate.) The assistant will work under the direct supervision of the provider. An assistant should be present to assist with care; i.e., if there are more than four (4) infants or more than six (6) children under the age of six (6). If the assistant is left alone at the family child care home, the assistant should be fully qualified, including background checks and certification in CPR and First Aid.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Interview to determine if an assistant is employed. Review the assistant's personnel file to determine the age requirement is met. Observe and/or interview the provider to determine when the assistant is present in the home.

Title #	136
Category	General Administration
Title	Contract Substitute Requirements
Child Care Regulation Text	<p>922 KAR 2:100. Section 11. Contract Substitute Staff Member Requirements.</p> <p>(1) A contract substitute staff member shall:</p> <ul style="list-style-type: none"> (a) Comply with the training requirements established in Section 10 of this administration regulation; (b) Be employed by an outside agency and provide the required documentation to verify the contractual agreement between the certified child-care home and the outside agency; (c) Provide a hard copy file containing all required staff records to be kept on-site at the certified child-care home and maintained at the home for five (5) years; (d) Be entered into the cabinet-designated database as a staff member of the outside organization in accordance with 922 KAR 2:240; (e) Be the responsibility of the certified child-care home while working on-site; and (f) Have supervisory authority over a child only if the requirements of 922 KAR 2:280 and this administrative regulation are met.
Guideline (s) for Child Care Technical Assistance	<p>The provider should comply with training requirements as indicated in Section 10. The provider should maintain the following documents:</p> <ul style="list-style-type: none"> • required documentation of the contractual agreement with the outside agency employing the substitute • have a hard copy of all required staff records in the home for five years • enter substitute into the cabinet-designated database as a staff member • be supervised by the certified family child care home while onsite, and • have supervisory authority over a child only if the substitute meets the requirements of 922 KAR2:280 and the certified regulations
Regulated Child Care Survey Method	Review documentation and interview to determine compliance.

Title #	138
Category	General Administration
Title	Contract Substitute Training
Child Care Regulation Text	<p>922 KAR 2:100. Section 11. Contract Substitute Staff Member Requirements.</p> <p>(2) Except for an employee of a child-care center program authorized by 42 U.S.C. 9831-9852, an owner or employee of a contract agency possessing a Kentucky Early Care and Education Trainer's Credential shall not train an employee of the same contract agency in order to meet the training requirements established in:</p> <p>(a) KRS 199.8982(1)(a) 6 and (2), 922 KAR 2:180, 922 KAR 2:240, 922 KAR 2:250, 922 KAR 2:270, or this administrative regulation; or</p> <p>(b) A child development associate credential.</p>
Guideline (s) for Child Care Technical Assistance	An owner or employee of a certified family child care home who is the owner or employee of a contract agency and is a Kentucky Credentialed Trainer, shall not train an employee of the same contract agency in order to meet their training requirements in the above listed regulations. This includes the Commonwealth Child Care Credential and/or the Child Development Associate Credential.
Regulated Child Care Survey Method	Review documentation to verify that a provider has used an approved training source.

Title #	140
Category	General Administration
Title	Child abuse/neglect investigation
Child Care Regulation Text	<p>922R 2:100. Section 10. Standards for the Provider.</p> <p>(9) 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 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.) 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). If the appeal results in an unsubstantiated finding, the person may resume their normal activities at the family child care home. To ensure 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>Review documentation, interview, and observe to determine compliance. 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. Ask for written notification of the DCBS finding.</p>

Title #	145
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>(10) During hours of operation, a provider and another person in the home shall:</p> <p>(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>(b) Prohibit smoking or vaping in the presence of children in care.</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 ensure 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 or vaping should only be allowed in outside designated areas. Smoking or vaping ordinances vary in each community. It is the responsibility of the family child care provider to know the laws regarding smoking or vaping in the community to ensure the family child care policy is in compliance. An assistant needs to be present to provide supervision of the children if the provider steps outdoors to smoke or vape. Note: it would be unacceptable for a provider to step outdoors to smoke or vape, leaving the children unattended even if every child is asleep.</p> <p>Smoking or vaping should never be allowed indoors. To help the provider meet the regulatory requirement, encourage them to ensure there is no lingering odor of smoke or vape in the family child care home or on the clothing of the provider or assistant. The provider should ensure that the “designated smoking or vaping area” cannot be viewed by the children in care.</p>
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. 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. Observe to ensure that smoking and vaping do not occur in the presence of the children.

Title #	150
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>(11) During a provider's absence, an assistant shall be physically present with a child in care 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 and observe to determine compliance. 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.

Title #	155
Category	General Administration
Title	Provider Has No Other Employment
Child Care Regulation Text	922 KAR 2:100. Section 10. Standards for the Provider. (12) A provider shall: (a) Not be employed outside of the home during regular hours of operation;
Guideline (s) for Child Care Technical Assistance	During the hours of operation, the family child care provider cannot have another job in or out of the home. 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	Interview to determine compliance. Interview the provider to determine if they have other employment. If they do, ensure that they do not work that job during the hours they indicated they provide child care.

Title #	160
Category	General Administration
Title	Health, safety and comfort
Child Care Regulation Text	922 KAR 2:100. Section 13. 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 protects the child's health and ensures they are safe and comfortable at all times.
Regulated Child Care Survey Method	Interview and observe to determine compliance. The certified family child care home provider is responsible for Health/Safety/Comfort of each child.

Title #	165
Category	General Administration
Title	Overnight Care
Child Care Regulation Text	922 KAR 2:100. Section 13. 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	Review documentation, interview, and observe to determine compliance. Note that this requirement is only for overnight care; refer to KICCS for the provider's approved hours. 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.

Title #	170
Category	General Administration
Title	Off Premises Requirements
Child Care Regulation Text	922 KAR 2:100. Section 13. Care Requirements for a Provider. (12) 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 may be allowed off premises if there is written permission from a parent. It is the responsibility of the provider to know the whereabouts of the school age child at all times.
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. Interview and review children's records to determine if school-age children receive care in 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 #	175
Category	General Administration
Title	Pick-Up Procedure
Child Care Regulation Text	922 KAR 2:100. Section 13. Care Requirements for a Provider. (16) 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, a person designated over the telephone by the parent.
Guideline (s) for Child Care Technical Assistance	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 and interview to determine compliance. 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 #	180
Category	General Administration
Title	Record Maintenance
Child Care Regulation Text	922 KAR 2:100. Section 19. 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 the records at the home for five (5) years. This includes all records, for example: fire drills, attendance records, training, menus, children's enrollment forms, insurance, etc.
Regulated Child Care Survey Method	Review documentation to determine compliance. 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. Electronic records are acceptable.

Title #	185
Category	General Administration
Title	Reports to Cabinet
Child Care Regulation Text	<p>922 KAR 2:100. Section 20. Certified Family Child-Care Home Program. The certified family child-care home provider shall:</p> <p>(10) Report:</p> <ol style="list-style-type: none"> (a) The following to the cabinet within twenty-four (24) hours from the time of discovery: <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, abuse, or criminal conviction related to 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 (iii) Member of the provider's household; (b) The death of a child to the cabinet within one (1) hour; (c) Temporary or permanent closure as soon as practicable to the cabinet and the parent of a child in the family child-care home; or (d) A child care staff member meeting a disqualifying criterion or background check result in accordance with 922 KAR 2:280.
Guideline (s) for Child Care Technical Assistance	<ul style="list-style-type: none"> • The family child care provider must report to the cabinet (DRCC) within twenty-four (24) hours. Reporting may be done by phone, fax or hand written note delivered to the regional DRCC Office in person. • A list of all local health departments and their contact information can be found on the Kentucky Department for Public Health webpage. https://chfs.ky.gov/agencies/dph/dafm/Pages/lhd.aspx • It is important to check with the local health department to verify which communicable diseases require reporting. • Medical care is care administered by a licensed or certified health care professional. If a child is injured at the home or if an injury is discovered while a child is in attendance, it must be reported. • 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, the provider, the assistant or a member of the household. If the provider loses any government assistant due to fraud or abuse of the program, the provider must report that. • In addition, the provider must report all of the following: An incident involving fire or other emergency is defined as any time the child care center needs to call 911 or similar emergency services. • If the provider is transporting children and an accident occurs a report must be filed. • If the provider decides to close the home (temporary or permanent) he/she must report the date (s) of the closure. • 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>(Remember, all of the above must be reported to the cabinet or the Division of Regulated Child Care within twenty-four (24) hours from the time of discovery.)</p>
Regulated Child Care Survey Method	Review documentation, including KICCS history notes, and interview to determine compliance. Verify that these incidents have been reported within twenty-four (24) hours of discovery.

Title #	190
Category	General Administration
Title	Revocation – Falsification
Child Care Regulation Text	<p>922 KAR 2:100. Section 8. Revocation.</p> <p>(1) A family child care home provider's certification shall be revoked if a provider:</p> <p>(a) Knowingly misrepresents or submits false information on the application or other form required by the cabinet or its designee;</p>
Guideline (s) for Child Care Technical Assistance	The provider must ensure that all documents and information presented to the Cabinet are true and honest. Two examples to further understanding: 1) All adults who reside in the home must be listed on the application. Omitting the name of an adult who resides in the home is an example of submitting false information. 2) The insurance document presented to verify liability coverage must be current and in effect. Presenting a document from a policy that expired would result in revocation of the certification.
Regulated Child Care Survey Method	Review documentation to determine compliance. When reviewing documentation any questionable documents should be verified.

Title #	195
Category	General Administration
Title	Revocation - Fraud and DPOC
Child Care Regulation Text	<p>922 KAR 2:100. Section 8. Revocation.</p> <p>(1) A family child care home provider's certification shall be revoked if a provider:</p> <p>(g) Is placed on a directed plan of correction more than two (2) times in a three (3) year period; or</p> <p>(h) Has been discontinued or disqualified from participation in:</p> <ol style="list-style-type: none"> 1. The Child Care Assistance Program established by 922 KAR 2:160, including an intentional program violation in accordance with 922 KAR 2:020; or 2. Another governmental assistance program due to fraud, abuse, or criminal conviction related to that program.
Guideline (s) for Child Care Technical Assistance	If the certified family child care provider is placed on a Directed Plan of Correction more than two (2) times in any three (3) year period, the certification will be automatically revoked. The Division of Regulated Child Care will be notified by the Cabinet and the child care certification will be revoked if the child care provider is disqualified from one of the government programs, i.e., CCAP or Food Program.
Regulated Child Care Survey Method	This is a function of central office in Frankfort.

Title #	200
Category	Provider Requirements
Title	Recognize symptoms of illness/provide first aid
Child Care Regulation Text	922 KAR 2:100. Section 16. Medication and First Aid. (8) A provider and an assistant shall: (a) Be able to recognize symptoms of childhood illnesses; (b) Be able to provide basic first aid;
Guideline (s) for Child Care Technical Assistance	Basic childhood symptoms of the common cold or an ear infection as well as more serious conditions such as asthma symptoms; allergic reactions. The provider should have knowledge of first aid and be able to apply the appropriate care in an emergency situation.
Regulated Child Care Survey Method	Review documentation to determine compliance. 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 #	205
Category	Provider Requirements
Title	Protect from abuse/neglect
Child Care Regulation Text	922 KAR 2:100. Section 16. Medication and First Aid. (8) A provider and an assistant shall: (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).
Guideline (s) for Child Care Technical Assistance	DCBS (Protection & Permanency) determines abuse and/or neglect thru investigation. Definitions of Physical Abuse: This is infliction of injury, other than by accidental means, on a child by another person. Forms of physical abuse may be: hitting, biting, beating, shoving, burning, pulling of hair, or other non-accidental methods of causing bodily harm to a child would be covered under this definition. Sexual abuse: Refers to sexual assault or exploitation of a minor by an adult, or between two (2) children when one (1) of the children is significantly older or there is a significant power differential between the children, or when coercion is used. Often included in this definition is touching of the breast, genitals, or buttocks of a child, penetration of the anus or vagina with an object, fellatio (oral sex on a male), cunnilingus (oral sex on a female), prostitution, exploitation or involvement of child in pornography. It is the job of the family child care provider to ensure that no child is subjected to any form of abuse or neglect.
Regulated Child Care Survey Method	Review documentation and interview to determine compliance.

Title #	210
Category	Provider Requirements
Title	Confidentiality of Children's Records
Child Care Regulation Text	922 KAR 2:100. Section 19. 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 ensure 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	Review documentation, interview, and observe to determine compliance. 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 certified family child-care home. 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 the provider or staff.

Title #	215
Category	Provider Requirements
Title	Reporting Abuse/Neglect
Child Care Regulation Text	922 KAR 2:100. Section 19. 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;
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	Review documentation and interview to determine compliance. 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 ensure this was done. Typically, this will be addressed during a complaint investigation.

Title #	220
Category	Provider Requirements
Title	Cabinet access
Child Care Regulation Text	922 KAR 2:100. Section 19. Records. (4) A certified family child care home provider shall: (b) Provide the cabinet access and information in the completion of the investigation pursuant to KRS 620.030.
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	Review documentation and interview to determine compliance. 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 Branch Manager for direction.

Title #	225
Category	Provider Requirements
Title	Information to Parents
Child Care Regulation Text	922 KAR 2:100. Section 20. Certified Family Child-Care Home Program. The certified family child care home provider shall: (2) Make available a copy of the certification standards to each parent; (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;
Guideline (s) for Child Care Technical Assistance	Provide documentation to each parent. Or the provider may place a copy (clearly labeled Family 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. In addition, the provider must provide each parent with the name, address and phone number of the cabinet. This may be included in the parent handbook or posted on a parent information board. 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 must be visible and accessible.
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. 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. Contact information for the cabinet must also be available to parents but does not have to be distributed to each individual parent. An electronic copy is acceptable.

Title #	230
Category	Provider Requirements
Title	Access to Home
Child Care Regulation Text	<p>922 KAR 2:100. Section 20. Certified Family Child-Care Home Program.</p> <p>The certified family child care home provider shall: (5) Allow a parent, the cabinet, the cabinet’s designee, or another agency with regulatory authority access to the family child-care home at any time a child is in care;</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 family child care 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 family 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 their 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	Interview and observe to determine compliance. If the provider is caring for children, they are required to allow these individuals access to the areas of the home used for child care.

Title #	235
Category	Provider Requirements
Title	Parent/Family Activity
Child Care Regulation Text	<p>922 R 2:100. Section 20. Certified Family Child-Care Home Program.</p> <p>The certified family child care home provider shall: (8) Coordinate at least one (1) annual activity involving parental or family participation;</p>
Guideline (s) for Child Care Technical Assistance	<p>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. 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 family 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>Review documentation to determine compliance. This documentation can include newsletters, family activities at the home or other locations, and any other activity that includes parental or family participation.</p>

Title #	240
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: (a) Cardiopulmonary resuscitation (CPR); and (b) First aid.</p>
Guideline (s) for Child Care Technical Assistance	<p>The family 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> <p><input type="checkbox"/> Infant and Child CPR certification and First Aid is required for all infant, toddlers and preschool children.</p> <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"> <input type="checkbox"/> American Red Cross <input type="checkbox"/> American Heart Association <input type="checkbox"/> American CPR Training, previously known as American Environmental Health and Safety <input type="checkbox"/> National Safety Council <input type="checkbox"/> American Safety and Health Institute <input type="checkbox"/> MEDIC First Aid <p>*No online courses are approved.</p>
Regulated Child Care Survey Method	<p>Review documentation to determine compliance. Review records in ECE-TRIS for cabinet approved CPR and First Aid certification.</p> <p>*ECE-TRIS will determine the acceptability of all CPR/FA courses to meet this requirement.</p>

Title #	245
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:</p> <p>(a) Complete background checks in accordance with 922 KAR 2:280;</p>
Guideline (s) for Child Care Technical Assistance	<p>The family child care home provider must ensure that each adult (eighteen 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 completed the background check process through the National Background Check Portal.</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	Review KARES documentation, interview, and observe to determine compliance. Verify current staff/adults in the home.

Title #	250
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:</p> <p>(b) Submit 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 family 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 ensure 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. A date must be included and the document is only good for two (2) 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 (2) years; then each must be renewed.</p>
Regulated Child Care Survey Method	<p>Review documentation and interview to determine compliance. A TB skin test or screening is required for all adults in the home. Adults are residents who are age eighteen (18) and over. This is also required for any assistant used in the home.</p> <p>Note: This title 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>

Title #	255
Category	Provider Records
Title	New Adult
Child Care Regulation Text	<p>922 KAR 2:100. Section 2. Certification Process.</p> <p>(6) If an adult other than an adult listed on the initial application begins living in the provider's home, present during the hours of operation or having unsupervised contact with a child in care, the adult shall submit to background and health checks within thirty (30) calendar days of residence within the household.</p>
Guideline (s) for Child Care Technical Assistance	<p>For any adult who moves into the home or a child in the home who has turned eighteen (18) years of age must complete a background check through KARES/NBCP and obtain a health professional's statement documenting that the adult is free of active tuberculosis.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. All adults living in the home and present with the children must comply.</p>

Title #	260
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> <ul style="list-style-type: none"> (a) Demonstrate completion of six (6) hours of cabinet-approved training in accordance with KRS 199.8982(1)(a)6; and (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.
Guideline (s) for Child Care Technical Assistance	<p>Orientation training, a six (6-hour) course, is required for all family child care staff working with children. Orientation training must be taken in the first three (3) months following the issuance of certification and may be taken online or in person. The online class may be taken at:</p> <p>http://www.kentuckypartnership.org/ecool.aspx</p> <p>If an assistant or provider has previously taken orientation training, check the ECE-TRIS record to ensure 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 six (6-hours) of training during the staff person’s first year of employment. In addition, the provider must put in writing their plan to complete the required nine (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 six (6) hours cabinet approved Orientation Training online within the first three months of employment.</p>
Regulated Child Care Survey Method	<p>Review documentation in ECE-TRIS to determine compliance. Check to verify that the provider has taken the training timely. 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 (3) months from the submission of the completed OIG-DRCC-03 to the cabinet. 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 are not required to take the new curriculum. 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>

Title #	265
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) Between July 1 and June 30 of the following calendar year, a provider shall complete at least nine (9) hours of cabinet-approved early care and education training beginning 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) to be completed:</p> <ol style="list-style-type: none"> 1. Within the second year of employment or operation in child care; and 2. Every subsequent five (5) years of employment or operation in child care. <p>(b) A provider or assistant's compliance with the training in accordance with paragraph (a) of this subsection or subsection (8) of this section shall be verified through the cabinet-designed database maintained pursuant to 922 KAR 2:240.</p>
Guideline (s) for Child Care Technical Assistance	<p>After the first year of operation, the provider must complete a total of nine (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:</p> <p>https://www.training.eku.edu/abusiveheadtraumacpWBT.</p> <p>The Pediatric Abusive Head Trauma Class must be taken once every five (5) 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>Review documentation in ECE-TRIS to determine compliance. During the first year of employment, the provider must have six (6) hours of orientation training only. Training hours are calculated during the second year of certification from July 1 to June 30 and annually thereafter. During the second (2nd) 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. After the second year, each provider must complete at least nine (9) hours of cabinet approved training. Cabinet approved trainings are listed in ECE-TRIS.</p> <p>Pediatric Abusive Head Trauma training is only counted in the training hours once every five (5) years. An ECE-TRIS report shall be used to calculate training hours.</p>

Title #	270
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>(6) Prior to being left alone with a child, an assistant shall be certified by a cabinet-approved agency in infant and child:</p> <ul style="list-style-type: none"> (a) CPR; and (b) First aid.
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"> <input type="checkbox"/> 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"> <input type="checkbox"/> American Red Cross <input type="checkbox"/> American Heart Association <input type="checkbox"/> American Environmental Health and Safety now known as American CPR <input type="checkbox"/> National Safety Council <input type="checkbox"/> American Safety and Health Institute <input type="checkbox"/> MEDIC First Aid <p>*No on-line courses are approved.</p>
Regulated Child Care Survey Method	<p>Review documentation in ECE-TRIS to determine compliance with cabinet approved CPR and First Aid certification.</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> <p>*ECE-TRIS will determine the acceptability of all CPR/FA courses to meet this requirement.</p>

Title #	275
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>(8) An assistant used 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 between July 1 and June 30 of the following calendar year beginning the second year of employment, including:</p> <ul style="list-style-type: none"> (a) Six (6) hours of cabinet-approved training in accordance with KRS 199.8982(2); and (b) Pediatric abusive head trauma training pursuant to KRS 199.8982(2), in accordance with subsection (1) of this section.
Guideline (s) for Child Care Technical Assistance	<p>An assistant who works more than fourteen (14) days in one year will be required to complete nine (9) hours of training each year. These nine (9) hours include 1.5 hours of Pediatric Abusive Head Trauma Class. This class may be taken in person and is offered online (online is free) at:</p> <p>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. 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. It is the provider's responsibility to keep a record of the dates the assistant worked at the family child care home.</p>
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. Interview the provider and/or the assistant to determine how many days a year the assistant worked. If the assistant has worked more than fourteen (14) days, then verify this training requirement is met.

Title #	280
Category	Programming
Title	Diagnosed Special Needs
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(2)(a) 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 child with a special need. 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	Review documentation and observe to determine compliance. Observe the care provided to a child with a special need and review the child's file to determine compliance with a health professional's recommendations.

Title #	285
Category	Programming
Title	Television/Video Viewing
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(3) Television or video viewing by a child shall be limited to:</p> <ul style="list-style-type: none"> (a) Two (2) hours daily; (b) The planned program activities; and (c) Developmentally appropriate child-related content, as designated by standardized content guidelines.
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 two (2) hours each day.</p> <p>The viewing activity must be designed as an educational tool. This should be reflected on the planned program activities (lesson plan). Leaving the television on during the day in the background or for non-educational purposes is not acceptable.</p> <p>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>Review documentation and observe to determine compliance. Check the viewing material to determine appropriateness, timeframes, and educational usage. Review the planned program of activity to verify the television or video is used as part of the child's programming.</p> <p>Note: A home may have non-child video but unless it is mentioned on the planned program or the children are observed viewing or listening to it, the regulation is not violated.</p>

Title #	290
Category	Programming
Title	Infant sleep position
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(7) 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.</p>
Guideline (s) for Child Care Technical Assistance	<p>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.</p> <p>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.</p> <p>Older infants who can roll over on their own should be allowed to do so.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. 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 title 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.</p>

Title #	295
Category	Programming
Title	Rest time
Child Care Regulation Text	922 KAR 2:100. Section 13. Care Requirements for a Provider. (8) 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 four (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	Review documentation, interview, and observe to determine compliance. Interview the provider and/or review children's files to determine the ages of the children in care. Interview the provider as well as review the daily schedule and the children's attendance sheet to determine rest period compliance, if not observed.

Title #	300
Category	Programming
Title	Rest Period
Child Care Regulation Text	922 KAR 2:100. Section 13. Care Requirements for a Provider. (10) 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 two (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 ensure that the scheduled rest time for preschool children is indicated on the written daily schedule.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Preschoolers should rest no more than two (2) hours during traditional hours. Observe nap time and/or review the daily schedule to determine the scheduled nap time for compliance.

Title #	305
Category	Programming
Title	Curriculum Areas
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(13) A certified family child care home shall provide a daily planned program:</p> <ul style="list-style-type: none"> (a) That is available to a parent of a child in care or the cabinet upon request; (b) Of activities that are developmentally appropriate for each child served; (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and (d) That offers a variety of creative activities, such as: <ul style="list-style-type: none"> 1. Art or music; 2. Math or numbers; 3. Dramatic play; 4. Stories and books; 5. Science or nature; 6. Block building or stacking; 7. Tactile or sensory activity; 8. Multi-cultural exposure;
Guideline (s) for Child Care Technical Assistance	<p>Activities need to be available to the children throughout the day. Examples include:</p> <p>*Art - paint, brushes, markers, chalk, crayons, colored pencils scissors, paper of various colors, play dough clay, and glue sticks</p> <p>*Music – recorded music, musical instruments and singing/dancing</p> <p>*Math or numbers – counting, sequencing, comparison, sorting and written numbers</p> <p>*Dramatic play – pretend play; i.e., housekeeping area with a kitchen set complete with pretend food, pots, pans, table, chairs and dishes; a nursery set where the children can care for their baby dolls; a puppet theatre; store; dress up; doctor's office; restaurant or veterinarian's office</p> <p>Stories and books - selection of developmentally appropriate books; felt boards books on tape; interactive story telling</p> <p>Science or nature – activities and materials used to encourage exploration, experimentation, and observation. Learning areas typically include magnets, scales, magnifying glasses, living objects</p> <p>Block building or stacking – this includes wooden blocks, foam blocks, cardboard hollow blocks</p> <p>Tactile or sensory – sand and water table, different textures, discovery box</p> <p>Multi-cultural exposure - dolls with a variety of skin tones, songs and dances from another country, count to ten (10) in a new language, menus that features foods from another country.</p>

<p>Regulated Child Care Survey Method</p>	<p>Review documentation, interview, and observe to determine compliance. 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>
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Title #	310
Category	Programming
Title	Activities
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(13) A certified family child care home shall provide a daily planned program:</p> <p>(d) That offers a variety of creative activities, such as:</p> <ol style="list-style-type: none"> 9. Indoor or outdoor play in which a child makes use of both small and large muscles; 10. A balance of active and quiet play, including group and individual activity; and 11. An opportunity for a child to: <ol style="list-style-type: none"> a. Have some free choice of activities; b. If desired, play apart from the group at times;
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 (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>Children should be allowed to choose to have time away from the rest of the group, i.e., reading quietly or playing with blocks.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. Review the daily planned program 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.</p>

Title #	315
Category	Programming
Title	Self-help procedures
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(13) A certified family child care home shall provide a daily planned program:</p> <p>(d) That offers a variety of creative activities, such as:</p> <p>11. An opportunity for a child to:</p> <p>c. Practice developmentally appropriate self-help procedures in respect to:</p> <p>(i) Clothing;</p> <p>(ii) Toileting;</p> <p>(iii) Hand-washing; and</p> <p>(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	Review documentation and observe to determine compliance. Review the planned program and observe the materials, toys, and equipment in the area to determine that self-help procedures are practiced.

Title #	320
Category	Programming
Title	Corporal Discipline
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(15) 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 provider must ensure 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 documentation and observe to determine compliance. Review the written discipline policy and observe staff to determine compliance. 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/Branch Manager before citing corporal physical discipline.</p>

Title #	325
Category	Programming
Title	Parent Communication
Child Care Regulation Text	<p>922 KAR 2:100. Section 20. 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> <ul style="list-style-type: none"> (a) Development; (b) Activities; (c) Likes; and (d) Dislikes.
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, toilet training or recognizing shapes. Parents need to know what activities are planned or have been implemented to ensure their child has a successful experience. For example: if parents know the words to the songs children sing during the day, they can sing along with their child on the way home. Or perhaps share the name of the book that is 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, and the activities they participated in during the day.</p>
Regulated Child Care Survey Method	Interview to determine compliance. The provider does not have to keep any documentation regarding this. Typically, this is cited as part of a complaint investigation.

Title #	330
Category	Premises
Title	Free from risk of harm
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. 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;">(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 ensure 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; ensure 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 crawls 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 ensure that it is safe for the children.</p>
Regulated Child Care Survey Method	<p>Review documentation and observe to determine compliance. At each annual and renewal survey, a diagram is 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 an outdoor 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>

Title #	335
Category	Premises
Title	Heat/Cool/Light/Ventilation
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. 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>(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>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. If the provider must keep the windows or doors open to the outdoors, ensure there are screens in place to prevent bugs and vermin from entering the home.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. Review the diagram to verify areas used for child care and observe to determine adequate heating, cooling, light, and ventilation.</p> <p>Interview the provider about heating and cooling if they are not in use at the time of the survey to determine compliance.</p>

Title #	340
Category	Premises
Title	Floor Level Requirements
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. 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> <ul 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: <ul 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, i.e., basements, upper floors, etc.</p> <p>There should be 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>Example: If the only bathroom is located on the second (2nd) floor of the home, there must be at least one exit to the outdoors. Children and the provider 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. Smoke detectors must be on each floor of the home and must be checked frequently to ensure they are in working order. The fire extinguisher must be kept in a place that is easily accessible on each floor of the home in case of an emergency. If the home has gas appliances (water heater, dryer, stove, etc.) or if there is an attached garage, carbon monoxide detectors must be installed on each level of the home.</p>
Regulated Child Care Survey Method	<p>Interview and observe to determine compliance. Observe to ensure that these required items are on each floor level used for child care.</p> <p>Fuel burning appliances include wood stoves and fireplaces.</p>

Title #	345
Category	Premises
Title	Harmful Items Inaccessible
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(3) 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) Plastic bags; and (f) 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. 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. For a preschool child or school age child, inaccessible means a locked cabinet or closet.</p> <p>Read all product labels to determine if they should be stored “out of the reach of children.” The provider should inspect the kitchen area and child care areas to ensure that all sharp objects are locked away from children.</p> <p>All lawn mowers, tools, etc. must be removed from the outdoor play area. If the provider has a storage building, they should put a lock on it to ensure children cannot access the area.</p>
Regulated Child Care Survey Method	<p>Observe all areas that the children use to determine compliance. Harmful objects and supplies listed in this title shall be inaccessible to a child.</p> <p>Inaccessible is determined by the age and abilities of the children in care at any time.</p>

Title #	350
Category	Premises
Title	Guns/Ammunition
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(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:</p> <p>(a) Key; or</p> <p>(b) Combination.</p>
Guideline (s) for Child Care Technical Assistance	<p>Firearms include guns, stun guns, bb guns and air rifles.</p> <p>When storing the items, the firearms should be locked in one (1) 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.</p> <p>During each inspection of provider's home the surveyor will ask to see how these items are stored to ensure they are not in the child care space.</p>
Regulated Child Care Survey Method	<p>Interview and observe to determine compliance. Guns and ammunition must be stored separately in a locked area that is not part of the child care area.</p> <p>Interview the provider to determine if these items are in the home. If they are, observe how they are stored.</p>

Title #	355
Category	Premises
Title	Covered Outlets
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(6) Electrical outlets not in use shall be covered.</p>
Guideline (s) for Child Care Technical Assistance	<p>Plastic caps/covers should be placed in the outlets that are not being used to prevent access. The outlets in the bathroom, hallways and kitchen should be covered.</p>
Regulated Child Care Survey Method	<p>Observe to determine compliance. Observe the electrical outlets throughout the area used for child care, including the kitchen and bathrooms, to determine if the unused outlets are accessible to children.</p>

Title #	360
Category	Premises
Title	Fan/Furnace/Heater/Fireplace
Child Care Regulation Text	922 KAR 2:100. Section 12. 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 ensure the home is comfortable. Caution must be taken to ensure 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	Interview and observe to determine compliance. Observe the areas used for child care to determine that the items listed are not within reach of children. If these items are accessible, observe and/or interview the provider to determine that proper measures have been taken to prevent injury of a child. If a safety guard is used on heating equipment, verify the guard is not hot to the touch while in use.

Title #	365
Category	Premises
Title	Telephone
Child Care Regulation Text	922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment. (8) A certified family child care home shall have: (a) At least one (1) accessible and working telephone on each level used for child care while a child in care is present on that level;
Guideline (s) for Child Care Technical Assistance	Magic Jack phones, cell phones and phones that are part of a fax machine system may meet the regulatory requirement.
Regulated Child Care Survey Method	Observe to determine compliance. There must be a working telephone in the home and on each level used by the children in care. Verify that the phone is working.

Title #	370
Category	Premises
Title	Emergency numbers
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(8) A certified family child care home shall have:</p> <p>(b) A list of emergency numbers posted on each level used for child care or maintained in the contacts of each telephone, including numbers for the:</p> <ol style="list-style-type: none"> 1. Police; 2. Fire station; 3. Emergency medical care and rescue squad; and 4. Poison control center.
Guideline (s) for Child Care Technical Assistance	<p>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. 911 meets this regulation. Record the local non-emergency number as well as the local emergency number.</p> <p>Update the telephone numbers as needed to ensure they are current.</p>
Regulated Child Care Survey Method	Observe the child care area to determine compliance. Verify that the emergency numbers are posted or maintained in the telephone contacts.

Title #	375
Category	Premises
Title	Stairs/Steps
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(10) Stairs and steps used for children in care shall be:</p> <ol style="list-style-type: none"> (a) Solid; (b) Safe; and (c) Railed.
Guideline (s) for Child Care Technical Assistance	<p>The provider should check the stairs and steps often to ensure there are no safety hazards, i.e., no rotting or loose boards, protruding nails, or raveled carpet, etc.</p> <p>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.</p>
Regulated Child Care Survey Method	Observe to determine compliance. If steps are used by children in the child care area, observe and walk the stairs to determine if there are safety hazards. Check the handrail to verify it does not wobble or shift.

Title #	380
Category	Premises
Title	Stairs Blocked, if applicable
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. 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 thirty-six (36) months of age), then the stairs that contain more than two (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	Interview and observe to determine compliance. 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 verify that <u>more</u> than two (2) steps are blocked and inaccessible.

Title #	385
Category	Premises
Title	35 Square Feet
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. 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 thirty-five (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. The number of children shall not be rounded up.</p> <p>The child care provider should measure the available space for the child care program to ensure 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>Observe to determine compliance. Each room used by the children should be measured during an initial inspection to determine the maximum number of children. 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>When determining the area of the room, do not round up for the number of children.</p>

Title #	390
Category	Premises
Title	Condition of Home
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(21) A family child care home shall:</p> <ul style="list-style-type: none"> (a) Be clean; (b) Be uncluttered; (c) Be free of insects and rodents;
Guideline (s) for Child Care Technical Assistance	<p>There should not be an accumulation of dirt, grime, papers, toys and clothing stored in the area that is used for child care. The provider should take measures to ensure 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>The provider will 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 in care.</p>
Regulated Child Care Survey Method	Observe to determine compliance. During a tour of the child care space, observe to determine that 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 verify rodents and/or evidence of rodents are not present in the home.

Title #	395
Category	Premises
Title	Water supply
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(21) A family child care home shall:</p> <ul style="list-style-type: none"> (d) Have a water supply that is: <ul 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 the provider obtains water from a water company and it is in good working order (no current restrictions/warnings and the flow is adequate), then the water would be suitable for use.</p> <p>If a cistern or well water is used, the provider needs 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	Review documentation and interview to determine compliance. Interview to determine the water supply/source. 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 reviewed to verify the water supply is acceptable. Review the documentation to determine if this is a one-time approval or if the water supply must be approved periodically.

Title #	400
Category	Premises
Title	Bathroom sanitary
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(21) A family child care home shall:</p> <p>(e) Have bathrooms, including toilets, sinks, and potty chairs that are:</p> <ol style="list-style-type: none"> 1. Sanitary; and 2. In good working condition.
Guideline (s) for Child Care Technical Assistance	<p>There should be no accumulation of dirt and grime, the toilet and area surrounding the toilet should be clean and without odor, and the sink should be clean. The toilet and sink must work properly.</p> <p>If training chairs are used they must be used according to the manufacturer's guidelines and be sanitary.</p>
Regulated Child Care Survey Method	<p>Observe the bathroom to determine compliance. Check that 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.</p> <p>Consideration should be taken if a child just used the restroom and the provider did not have the opportunity to check the restroom.</p>

Title #	405
Category	Premises
Title	Openings Screened
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(22) Windows, doors, and outer openings shall be screened to prevent the entrance of vermin.</p>
Guideline (s) for Child Care Technical Assistance	<p>Vermin include wild mammals or birds that are believed to be harmful to animals and humans or that carry disease such as foxes, rodents, insects and other pests.</p>
Regulated Child Care Survey Method	<p>Observe each window, door, and outer opening to determine if a screen is required.</p>

Title #	410
Category	Premises
Title	Garbage Stored Appropriately
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(23) Indoor and outdoor garbage shall be stored in a waterproof container with a tight-fitting cover.</p>
Guideline (s) for Child Care Technical Assistance	Check the trash containers regularly and replace immediately if they become cracked.
Regulated Child Care Survey Method	Observe all trash containers to determine if the container is waterproof and has a tight-fitting lid/cover.

Title #	415
Category	Premises
Title	Toilet Room
Child Care Regulation Text	<p>922 KAR 2:100. Section 14. Toilet and Diapering Requirements.</p> <p>(1) A toilet room shall:</p> <ul style="list-style-type: none"> (a) Have an adequate supply of toilet paper; and (b) Be cleaned and sanitized daily.
Guideline (s) for Child Care Technical Assistance	Check the room daily for adequate supply of toilet paper. Follow product manufacturer's guidelines.
Regulated Child Care Survey Method	Interview and observe to determine compliance. Interview the provider to determine when this is done. If the toilet room is dirty, titles 400/425 may be the more appropriate place to cite if the provider indicates the room is cleaned and disinfected each evening.

Title #	420
Category	Premises
Title	Sink
Child Care Regulation Text	<p>922 KAR 2:100. Section 14. Toilet and Diapering Requirements.</p> <p>(2) A sink shall be:</p> <ul style="list-style-type: none"> (a) Located near or in close proximity to toilets; (b) Equipped with hot and cold running water that allows for hand washing; (c) Equipped with hot water at a minimum temperature of ninety (90) degrees Fahrenheit and a maximum of 120 degrees Fahrenheit; (d) Equipped with liquid soap and single use, disposable hand drying material; (e) Equipped with an easily cleanable, covered waste receptacle; and (f) Near or in close proximity to a changing area used for infants and toddlers.
Guideline (s) for Child Care Technical Assistance	<p>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. Use a thermometer to test the hot and cold water to ensure that it is a minimum of 90 degrees Fahrenheit and maximum of 120 degrees Fahrenheit. Liquid soap is required. Bar soap is not acceptable. A hand drying blower or single use paper towel must be provided for use. A trash can must be available for disposal of paper towels or diapers. Staff may use wipes to clean the hands of children enrolled in an infant room (up to twelve (12) months) instead of washing with liquid soap and running water.</p>
Regulated Child Care Survey Method	<p>Observe the location of a handwashing sink. Close proximity does not have a measurement but implies that the two (2) items are near each other. Observe to determine if contamination of other areas will occur as the child/staff leaves the toilet room and before reaching the sink. Measure water temperature and check that liquid soap, paper towels, and a covered waste receptable are available.</p>

Title #	425
Category	Premises
Title	Toilet
Child Care Regulation Text	<p>922 KAR 2:100. Section 14. Toilet and Diapering Requirements.</p> <p>(3) Each toilet shall:</p> <ul style="list-style-type: none"> (a) Be kept in clean condition; (b) Be kept in good repair; (c) Be in a lighted room; and (d) Have ventilation.
Guideline (s) for Child Care Technical Assistance	<p>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.</p>
Regulated Child Care Survey Method	<p>Observe to determine compliance. Be reasonable in assessing cleanliness. If a child has just used the toilet and made a mess or did not flush, observe to see that staff check the cleanliness in a timely fashion.</p> <p>A screened window can be considered as ventilation.</p>

Title #	430
Category	Premises
Title	Sick Child Area
Child Care Regulation Text	922 KAR 2:100. Section 16. Medication and First Aid. (7) A quiet, separate area that is easily supervised shall be provided for a child too sick to remain with other children.
Guideline (s) for Child Care Technical Assistance	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. 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.
Regulated Child Care Survey Method	Interview and/or observe to determine compliance. Interview to determine sick child protocol and observe during inspection if applicable. Observe sick child area to determine the provider can easily supervise an ill child while caring for the remaining children.

Title #	432
Category	Premises
Title	Alcohol Consumption
Child Care Regulation Text	922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment. (4) Alcohol shall: (a) Not be consumed by any person on the certified family child-care home's premises during hours of operation;
Guideline (s) for Child Care Technical Assistance	There is a very strict rule about alcohol consumption on the premises of the family child care home. Alcohol may NOT be consumed by ANY person in the home or on the premises during the hours of operation.
Regulated Child Care Survey Method	Interview and/or observe to determine compliance.

Title #	433
Category	Premises
Title	Alcohol Accessible to Children
Child Care Regulation Text	922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.. (4) Alcohol shall: (b) Be kept out of reach and sight of a child in care.
Guideline (s) for Child Care Technical Assistance	Any alcohol that is in the home for personal use after the hours of operation MUST be kept out of sight and out of reach of children in care. It is recommended that any alcohol be kept in a secured location, such as a locked cabinet, to ensure it is out of reach and out of sight.
Regulated Child Care Survey Method	Interview and/or observe to determine compliance.

Title #	435
Category	Hygienic Practices
Title	Child Handwashing / Hand Sanitizer
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(4) A child shall:</p> <p>(a) Wash hands with liquid soap and warm running water:</p> <ol style="list-style-type: none"> 1. Before and after eating or handling food; 2. After toileting or diaper change; 3. After handling animals; 4. After touching an item or an area of the body soiled with body fluids or waste; and 5. After outdoor and indoor play time; or <p>(b) Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available in accordance with paragraph (a) of this subsection. The child shall wash the child's hands as soon as practicable once liquid soap and warm running water are available.</p>
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 twelve (12) months instead of the use of liquid soap and running water. Other than infants under twelve (12) months of age, baby wipes and hand disinfectant would substitute for washing hands with liquid soap and running water when warm running water and liquid soap are not readily available. Example may include: assisting a child who wipes his nose while playing outdoors. Hand sanitizer may be used while on the playground. As soon as the provider and child re-enter the home, both should wash their hands with liquid soap and warm running water.</p>
Regulated Child Care Survey Method	<p>Interview and observe to determine compliance. An infant's hands may be cleaned with an individual wipe rather than under running water. Once children's hands have been washed prior to a meal, make sure that they are not touching the floor, etc., prior to eating. Hand sanitizer or hand-sanitizing wipes are only used when warm running water and liquid soap are not available.</p>

Title #	440
Category	Hygienic Practices
Title	Adult hand washing
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. 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; 7. After wiping or blowing a child's or own nose; and 8. After smoking or vaping; or <p>(b) Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available in accordance with paragraph (a) of this subsection. The provider or assistant shall wash the provider or assistant's hands as soon as practicable once liquid soap and warm running water are available.</p>
Guideline (s) for Child Care Technical Assistance	<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 sanitizer are not a substitute for washing hands with liquid soap and running water. Hand sanitizer may be used in certain situations when warm running water and liquid soap are not immediately available. An example: after assisting a child who is playing outdoors wipe his/her nose. The use of hand sanitizer immediately may satisfy this regulation until the provider and child return indoors where they both can wash their hands with warm running water and liquid soap.</p>
Regulated Child Care Survey Method	Observe to determine hand washing practices are met.

Title #	445
Category	Hygienic Practices
Title	Items not shared
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(6) A provider shall assure that a child does not share:</p> <ol style="list-style-type: none"> (a) Cups; (b) Eating utensils; (c) Wash cloths; (d) Towels; and (e) Toiletry items.
Guideline (s) for Child Care Technical Assistance	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 ensure that utensils are used for one child at a time and cleaned appropriately before being used to feed another child. 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.
Regulated Child Care Survey Method	Interview the provider for the procedure implemented that ensures children are provided individual personal items. Observe provider practices to determine if individual personal items are shared.

Title #	450
Category	Hygienic Practices
Title	Toilet Training
Child Care Regulation Text	922 KAR 2:100. Section 14. Toilet and Diapering Requirements. (4) Toilet training shall be coordinated with the child's parent.
Guideline (s) for Child Care Technical Assistance	To ensure successful 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 ensure success.
Regulated Child Care Survey Method	Interview to determine compliance. A child's parent shall be in agreement with the provider toilet training the child.

Title #	455
Category	Hygienic Practices
Title	Clean Diapers/Clothing
Child Care Regulation Text	922 KAR 2:100. Section 14. 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	Interview and observe the clothing supply to determine compliance. 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 the item(s).

Title #	460
Category	Hygienic Practices
Title	Soiled Diapers/Clothing
Child Care Regulation Text	922 KAR 2:100. Section 14. Toilet and Diapering Requirements. (7) Diapers or clothing shall be: <ul style="list-style-type: none"> (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	The clothing should be changed immediately when a child becomes wet. 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	Interview and observe to determine compliance. Verify that diapers and clothing are changed and stored appropriately. Determine if diapers are disposed of as required.

Title #	465
Category	Hygienic Practices
Title	Diapering not left unattended
Child Care Regulation Text	922 KAR 2:100. Section 14. Toilet and Diapering Requirements. (9) If a child is being diapered, the child shall: <ul style="list-style-type: none"> (a) Not be left unattended;
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, if applicable. Ensure that the staff supervises the child and does not step away from the child.

Title #	470
Category	Hygienic Practices
Title	Diapering Space
Child Care Regulation Text	<p>922 KAR 2:100. Section 14. Toilet and Diapering Requirements.</p> <p>(9) If a child is being diapered, the child shall:</p> <p>(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>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. 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 contaminates the item. In addition, many of the items are dangerous for a child who is lying on the diaper change table. 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>Observe the diapering surface to determine that it is clean, padded, not damaged, and does not allow absorption. The surface should be cleanable. There should not be items on the diapering surface that are not needed for diapering (example: radios, etc.). If items are observed on the changing area when a child is not being diapered, this may be cited under title 160 (health, safety, and comfort) if the items may be contaminated and used by the children.</p>

Title #	475
Category	Hygienic Practices
Title	Individual Disposable Cloths
Child Care Regulation Text	<p>922R 2:100. Section 14. Toilet and Diapering Requirements.</p> <p>(10) Unless another cleaning method is authorized by the child's parent or prescribed by a physician, individual disposable washcloths shall be used to thoroughly clean the affected area of a child.</p>
Guideline (s) for Child Care Technical Assistance	<p>Some children may be allergic or sensitive to the individual disposable washcloths (i.e., baby wipes). If needed, a wet wash cloth may be used to clean a child during diapering. The provider must 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. Written documentation from the child's parent or physician is required if the child requires a wash cloth or another cleaning method instead of a disposable washcloth or wipe.</p>
Regulated Child Care Survey Method	<p>Observe and/or interview to determine compliance. Observe a diaper change if at all possible. Disposable wipes should be used unless another cleaning method is authorized.</p>

Title #	480
Category	Hygienic Practices
Title	Diapering Practice
Child Care Regulation Text	<p>922 KAR 2:100. Section 14. Toilet and Diapering Requirements.</p> <p>(11) A provider or an assistant shall disinfect the diapering surface after each child is diapered.</p> <p>(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>Disinfecting is the process of destroying or inactivating germs on an inanimate object. Bleach and water (diluted 1/4 - 3/4 C of bleach to one gallon of cool water) is a popular disinfectant for child care providers. The provider needs to follow the directions for disinfecting found on the label for whatever product is selected for use. 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>Review documentation, interview, and observe to determine compliance. If at all possible, observe a diaper change. The diapering surface must be disinfected after each diaper change. If staff uses disposable gloves, they must be changed and thrown away after each child is diapered. The regulations do not require a specific disinfectant to be used. A bleach/water solution is acceptable. Review a product label of the disinfectant used for the changing area because it should note that it disinfects surfaces.</p>

Title #	485
Category	First Aid/Medication
Title	Medication Locked/First Aid/Diaper cream/Sunscreen/Toothpaste
Child Care Regulation Text	<p>922 KAR 2:100. Section 16. 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 unless the medication is:</p> <ul style="list-style-type: none"> (a) A first aid supply. A first aid supply shall be maintained in accordance with subsection (4) of this section; (b) Diaper cream, sunscreen, or toothpaste. Diaper cream, sunscreen, or toothpaste shall be inaccessible to a child in care;
Guideline (s) for Child Care Technical Assistance	<p>All medications shall be locked including medications intended for the provider and other household members.</p> <p>Diaper cream, sunscreen and toothpaste all contain drug facts; however, they do not have to be locked. The provider may be able to find a way to store diaper cream, sunscreen and toothpaste so they are not accessible to the children without locking these items. Consider the age and ability of the children in care when determining accessibility.</p>
Regulated Child Care Survey Method	<p>Interview and observe to determine compliance. Observe to determine how medications are stored. Consider the age and ability of the children in care when determining accessibility.</p>

Title #	490
Category	First Aid/Medication
Title	Medication Locked/Epi Pen
Child Care Regulation Text	<p>922 KAR 2:100. Section 16. 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 unless the medication is:</p> <p>(c) An epinephrine auto-injector. A family child-care home shall comply with KRS 199.8951, including:</p> <ol style="list-style-type: none"> 1. An epinephrine auto-injector shall be inaccessible to a child in care; 2. A certified family child-care home provider shall have training on the administration of an epinephrine auto-injector if the provider maintains an epinephrine auto-injector for a child; 3. A certified family child-care home shall seek emergency medical care for a child if an auto-injector is administered to a child; and 4. A certified family child-care home shall report to the child's parent and the cabinet in accordance with subsection (6) of this section and Section 20(10) of this administrative regulation if an epinephrine auto-injector is administered to a child; or
Guideline (s) for Child Care Technical Assistance	<p>This training is only relevant to providers who purchase an Epinephrine Auto-Injector (EPI Pen) to use at the family child care home in case of emergency. The provider must have training on the administration of the EPI Pen. Anaphylaxis and Epinephrine Auto-Injector Training is available online for a fee at:</p> <p>https://www.redcross.org/take-a-class/classes/anaphylaxis-and-epinephrine-auto-injector--online-course/0251208.html.</p> <p>If the EPI Pen is administered to a child, the center is required to seek medical care by dialing 911.</p> <p>Notification of the Cabinet can be made by calling the local DRCC Office. Notification of the parent or emergency contact should not delay the center from obtaining medical treatment for the child.</p> <p>Once a rescue medication is administered the provider should record the date, time, name of person 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>Review documentation, interview and/or observe to determine compliance. Interview to determine if the facility has an auto-injector. If so, observe to see how the device is stored. Interview and review records to determine if the device has been used and if emergency medical care was sought immediately thereafter. Additionally, determine that the Cabinet and the child's parents were notified of the administration.</p>

Title #	495
Category	First Aid/Medication
Title	Medication Locked / Emergency or Rescue Meds
Child Care Regulation Text	<p>922 KAR 2:100. Section 16. 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 unless the medication is:</p> <p>(d) An emergency or rescue medication for a child in care, such as medication to respond to diabetic or asthmatic condition, as prescribed by the child's physician. Emergency or rescue medication shall be inaccessible to a child in care.</p>
Guideline (s) for Child Care Technical Assistance	There are some rescue medications that may have to be stored at the child care home that should be stored in a way that is easy for the provider to access but not accessible to the children in care, i.e., inhalers, diabetic or seizure medications. These are lifesaving medications that will need to be administered at a moment's notice.
Regulated Child Care Survey Method	Interview and observe to determine compliance.

Title #	500
Category	First Aid/Medication
Title	Medication administration
Child Care Regulation Text	<p>922 KAR 2:100. Section 16. Medication and First Aid.</p> <p>(2) Prescription and nonprescription medication shall be administered to a child in care:</p> <p>(a) With a written request of the child's parent or the child's prescribing health professional; or</p> <p>(b) In accordance with KRS 311.646.</p> <p>(3) Prescription and nonprescription medications shall be:</p> <p>(a) Labeled; and</p> <p>(b) Administered according to directions or instructions on the label.</p>
Guideline (s) for Child Care Technical Assistance	Prior to administering medication, the provider must obtain written permission from the parent or the child's physician. The provider should check the medication label to ensure the written request for medication matches the instructions on the medication bottle. The medication shall be in the original container and labeled with the child's name and medication.
Regulated Child Care Survey Method	Review documentation and observe to determine compliance. Verify that written permission was obtained. Observe to ensure all medications are labeled with the child's name. Determine that the dosage given matches the prescription or recommended dosage on the label.

Title #	505
Category	First Aid/Medication
Title	First Aid supplies accessible
Child Care Regulation Text	922 KAR 2:100. Section 16. Medication and First Aid. (4) A provider shall: (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;
Guideline (s) for Child Care Technical Assistance	Complete first aid supplies must be maintained in clean condition and 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. The provider should make a list of required items and inventory the supplies periodically (i.e., as often as needed) to ensure they are well stocked and complete and ready for use. For providers that transport children, a complete first aid supply must be stored on the vehicle;
Regulated Child Care Survey Method	Interview and observe to determine compliance. Interview the provider to determine if first aid supplies are inventoried/replenished, and if so, how often. Having the required first aid supplies indicates compliance with this regulation.

Title #	510
Category	First Aid/Medication
Title	First Aid
Child Care Regulation Text	922 KAR 2:100. Section 16. Medication and First Aid. (4) A provider shall: (b) Wash superficial wounds with soap and water before bandaging.
Guideline (s) for Child Care Technical Assistance	If a child has a cut or abrasion, the provider should wash the wound with liquid soap and running water before applying the bandage.
Regulated Child Care Survey Method	Interview the provider to determine how minor injuries are treated. Typically, this is addressed during a complaint investigation

Title #	515
Category	First Aid/Medication
Title	First Aid Supplies
Child Care Regulation Text	<p>922 KAR 2:100. Section 16. Medication and First Aid.</p> <p>(5) First aid supplies shall include a fully-equipped first aid kit containing the following non-expired items:</p> <ul style="list-style-type: none"> (a) Adhesive bandages; (b) Sterile gauze; (c) Medical tape; (d) Scissors; (e) Thermometer; (f) Disposable gloves; and (g) CPR mouthpiece.
Guideline (s) for Child Care Technical Assistance	If the provider leaves the premises to go on a field trip, the first aid kit should be taken along.
Regulated Child Care Survey Method	Observe the first aid kit to determine compliance.

Title #	520
Category	First Aid/Medication
Title	Parent Notification
Child Care Regulation Text	<p>922 KAR 2:100. Section 16. 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) Emergency contact, if the parent is unavailable.
Guideline (s) for Child Care Technical Assistance	"Medical emergency" refers to an injury or illness that requires care administered by a licensed or certified health care professional. The provider must ensure 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. Notification of the parent or emergency contact should not delay the provider from obtaining medical treatment for the child
Regulated Child Care Survey Method	Interview to determine compliance. Medical treatment of a child is treatment or assessment by a health care professional, not first aid administered by staff.

Title #	525
Category	Outdoor Play Area
Title	Outdoor Play Area Safe
Child Care Regulation Text	922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment. (13) An outdoor play area shall be free of unavoidable danger or risk.
Guideline (s) for Child Care Technical Assistance	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 ensure that hazards are removed prior to children using the area. The outdoor play area must be well drained with no standing pools of water. In addition, the area should be maintained; i.e., grass cut, appropriate ground cover not full of sharp rocks, bugs sprayed as needed. The playground must be in good repair at all times. If anything is broken, it should be repaired immediately. If there are hills or buildings that block the view of the entire play area, the staff should position themselves to ensure that all children can be viewed at all times.
Regulated Child Care Survey Method	Interview and observe to determine compliance. Interview the provider to determine in which area the children play outside. Observe the outdoor play area to determine there are no safety concerns.

Title #	530
Category	Outdoor Play Area
Title	Outdoor stationary equipment
Child Care Regulation Text	922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment. (15) Outdoor stationary play equipment shall be: (a) Securely anchored; (b) Developmentally appropriate; and (c) Safe.
Guideline (s) for Child Care Technical Assistance	All equipment used in the play area needs to be securely fastened in the ground to ensure children's safety when in use. 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. Children must have an adequate amount of developmentally appropriate materials, toys and equipment for children to use on a daily basis.
Regulated Child Care Survey Method	Observe the outdoor play equipment to determine compliance. Check all stationary equipment to verify each piece is anchored securely to the ground, developmentally appropriate, and safe for children being served.

Title #	535
Category	Equipment
Title	Toys
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. 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. Equipment should be appropriate for the age group using it. Check the manufacturer's guidelines to ensure all items are being used appropriately by children of the correct age/development level. A variety of items should be provided. Check equipment to ensure 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. 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	<p>Interview and observe the equipment to determine compliance. Determine all toys are being used according to the manufacturer's specifications (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.</p>

Title #	540
Category	Equipment
Title	Trampoline
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(16) A trampoline shall not be accessible to a child in the care of a provider.</p>
Guideline (s) for Child Care Technical Assistance	<p>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.</p>
Regulated Child Care Survey Method	<p>Observe the indoor child care area and the outdoor play area to verify all trampolines (including exercise trampolines) are inaccessible to children. If a trampoline is available on the premises, determine proper measures have been taken to ensure it is inaccessible to children in care.</p>

Title #	545
Category	Equipment
Title	Swimming Pool
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(17) A swimming pool on the premises shall:</p> <ul style="list-style-type: none"> (a) Be maintained and free of debris and body waste; (b) Have a water filtering system or be emptied daily; (c) Be supervised when in use; and (d) Be inaccessible to a child when not in use. <p>(18) An above-ground pool shall have:</p> <ul style="list-style-type: none"> (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	<p>Small child size swimming pools are allowed if they are maintained according to regulation.</p> <p>If an in-ground swimming pool is present on the premises, a fence can be installed to ensure it is not accessible.</p> <p>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. All pools must not be accessible to a child when not in use. Pools should only be accessible when the provider is supervising a swimming activity for the children.</p>
Regulated Child Care Survey Method	<p>Interview and observe to determine compliance. If a swimming pool is on the premises, interview the provider to determine procedures for supervision while a pool is in use. Check the pool to determine there is an operating filter system (this may be reviewed through the operator's manual if available). If there is no filtration system, observe/interview to determine the water is emptied daily. Check the walls of an above ground pool to ensure stability and height requirements. Determine children do not have access to the pool when it is not in use.</p> <p>Note: Also check to determine 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.</p>

Title #	550
Category	Equipment
Title	Playpens
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(24) Playpens and play yards shall:</p> <ul style="list-style-type: none"> (a) Meet the federal standards as issued by the Consumer Product Safety Commission, including 16 C.F.R. 1221; (b) Be manufactured for commercial use; and (c) Not be used for sleeping or napping.
Guideline (s) for Child Care Technical Assistance	<p>Playpens and play yards may provide more flexibility with some programs although 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.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. Observe the playpens and play yards to determine compliance with C.F.R. 1221. Remember that playpens and play yards are for play and not sleep.</p>

Title #	555
Category	Equipment
Title	Infant rest time
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(9) 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 loose bedding, such as a bumper or a blanket; and 4. No toys or other items except for the infant's pacifier;
Guideline (s) for Child Care Technical Assistance	<p>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 family child care provider must provide the written verification for each crib to the surveyor upon request. A provider should have enough cribs available for the number of infants present on any given shift. Infants in attendance at the same time may not share a crib. All cribs must be equipped with a firm mattress that is in good repair (no rips, holes, or tears) as well as a tight-fitting sheet (cannot be loose). Kentucky family child care regulations do not allow any loose bedding, objects, or materials in the crib; this includes blankets. The only object that can be in the crib is a pacifier, but that must NOT be attached to a clip. No type of blanket, bumper pads, and pillows may be used in a crib. 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> <p>Note: 16 CFR 1219-1220. Beginning 6/28/2011, all cribs manufactured and sold (including resale) must comply with new and improved federal safety standards. Prior to the 2011 verify manufacturer's compliance guidelines.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. Observe the area used for napping to determine if each infant sleeps in a crib that meets 16 C.F.R. 1219-1220. There should be a certificate of compliance to show that each crib meets the federal requirement. There must be enough cribs available for the number of infants present on any given shift. Determine the number of infants present each shift by interviewing the provider.</p> <p>Pacifier clips are not allowed. Blankets, 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 12 months). If a crib is used for an older child, it must meet federal safety standards set forth in 16 C.F.R. 1219-1220; however, this would be cited under title 535.</p>

Title #	560
Category	Equipment
Title	Toddler/preschool rest time
Child Care Regulation Text	<p>922 KAR 2:100. Section 13. Care Requirements for a Provider.</p> <p>(9) 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>Equipment and furnishings must be size appropriate for the child and safe. If any of the sleeping equipment has a tear, rip, hole, or it is no longer waterproof it has to be replaced. Bedding always has to be in good condition (no holes, rips, or tears). There is no requirement for a mat, cot, or bedding for a school age child as a rest time is not required by the regulations. Appropriate furnishings (cot or mat) and supplies (bedding) available to a school age child who wants or needs to rest. The requirement is for bedding which may be a sheet or blanket, a sheet and blanket, or a sleeping bag.</p>
Regulated Child Care Survey Method	<p>Interview and observe to determine compliance. Observe to determine if toddlers and preschoolers have an individual bed, cot, or 2" thick waterproof mat in good repair. A toddler can sleep in a crib if it is developmentally appropriate (based on the size of the child, developmental capabilities). If a crib is used for a toddler or preschool-age child, it must meet federal safety standards set forth in 16 C.F.R. 1219-1220; however, this would be cited under title 535.</p> <p>Rest time is not required for school age children.</p>

Title #	565
Category	Equipment
Title	Toilet Training Chair
Child Care Regulation Text	<p>922 KAR 2:100. Section 14. 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>The toilet training chair should be placed on a surface that is water proof, smooth and easily cleaned, do not place the toilet training chair on a carpeted surface. When a child has finished sitting on a toilet training chair, it must be emptied, cleaned (if needed) and disinfected immediately.</p> <p>Disinfected means the cleaning of something, especially with a chemical, in order to destroy bacteria.</p>
Regulated Child Care Survey Method	<p>Interview and observe to determine compliance. Observe to see if training chairs are being used and if they are emptied. Interview to determine the sanitation process.</p>

Title #	570
Category	Transportation
Title	Written permission from parents
Child Care Regulation Text	922 KAR 2:100. Section 18. Transportation. (1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall: (a) Have written permission from a parent to transport his or her child;
Guideline (s) for Child Care Technical Assistance	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, for example, to drop off and pick up other children from school, or to the park or the library;
Regulated Child Care Survey Method	Review documentation to determine compliance. Any trip off the premises requires a permission slip signed by the child's parent. Note: Title 740 addresses specific trips away from the family child care home.

Title #	575
Category	Transportation
Title	Seat belts
Child Care Regulation Text	922 KAR 2:100. Section 18. Transportation. (1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall: (b) Have a car or van equipped with seat belts;
Guideline (s) for Child Care Technical Assistance	The provider may use her/his own personal vehicle for transportation of the children. The provider must ensure that there are seat belts in working condition available for use.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Interview the 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.

Title #	580
Category	Transportation
Title	Car seats/seated/back seat
Child Care Regulation Text	<p>922 KAR 2:100. Section 18. 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, ensure that the product is in good condition and approved for use. 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 ensure it is the proper restraint and that it is installed and used properly. The provider must ensure that each child remains seated while the vehicle is moving.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. 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 forty (40) inches in height or less must ride properly restrained in a federally approved child restraint.</p> <p>Every child between forty and fifty-seven (40-57) inches tall and less than eight (8) years of age must be in a booster seat with a lap/shoulder belt. (If lap/shoulder belts are not available in the vehicle, DO NOT use a booster seat; check for car seat.) Everyone over age eight must be using the vehicle's seat belt.</p>

Title #	585
Category	Transportation
Title	Emergency/identifying info
Child Care Regulation Text	<p>922 KAR 2:100. Section 18. 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 emergency and identification information about each child in the vehicle if children are being transported;</p>
Guideline (s) for Child Care Technical Assistance	The provider who transports children must have a valid driver's license.
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. If applicable, interview to determine who drives the vehicle(s). Review the files for these individuals to determine compliance.

Title #	590
Category	Transportation
Title	Laws for driver's license/insurance
Child Care Regulation Text	<p>922 KAR 2:100. Section 18. Transportation.</p> <p>(1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall:</p> <p>(e) 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	Review documentation and interview to determine compliance. KRS Chapter 186 pertains to the vehicle having a current license plate and registration. If the provider transports children, the surveyor should ensure that all drivers have a current driver's license and all vehicles have a current license plate, insurance, and inspection, if required.

Title #	595
Category	Transportation
Title	Child Not Left Unattended
Child Care Regulation Text	922 KAR 2:100. Section 18. Transportation. (2) A child shall not be left unattended: (a) At the site of aftercare delivery; or (b) In a vehicle.
Guideline (s) for Child Care Technical Assistance	The provider must ensure 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. Confirm the children are left in the care of a person who is authorized in writing by the parent. The provider should check the vehicle to ensure every child has departed the vehicle.
Regulated Child Care Survey Method	Interview to determine compliance. Children may not be dropped off unless a responsible person is present to receive them. Interview staff to determine the drop off procedures.

Title #	600
Category	Transportation
Title	Child Not in Vehicle During Repairs
Child Care Regulation Text	922 KAR 2:100. Section 18. 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	Interview to determine compliance.

Title #	605
Category	Transportation
Title	Pick-Up Truck
Child Care Regulation Text	922 KAR 2:100. Section 18. 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 ensure that children are never transported in the bed of a pick-up truck.
Regulated Child Care Survey Method	Interview to determine compliance.

Title #	610
Category	Transportation
Title	Hazardous Items
Child Care Regulation Text	922 KAR 2:100. Section 18. Transportation. (5) Firearms, ammunition, alcohol, or illegal substances shall not be transported in a vehicle transporting children.
Guideline (s) for Child Care Technical Assistance	Examples are guns and drugs, which may not be in the possession of any person riding in a vehicle with the children.
Regulated Child Care Survey Method	Interview and observe to determine compliance. 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.

Title #	615
Category	Transportation
Title	No Hazardous Materials
Child Care Regulation Text	922 KAR 2:100. Section 18. Transportation. (6) A vehicle shall not transport children and hazardous materials at the same time.
Guideline (s) for Child Care Technical Assistance	If the provider is unsure if something is hazardous, refer to the product label.
Regulated Child Care Survey Method	Interview and observe to determine compliance. 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.

Title #	620
Category	Transportation
Title	Vehicle Headlamps
Child Care Regulation Text	922 KAR 2:100. Section 18. Transportation. (7) A vehicle transporting a child shall have the headlamps on.
Guideline (s) for Child Care Technical Assistance	Headlamps are the same as headlights.
Regulated Child Care Survey Method	Interview and/or observe to determine compliance.

Title #	625
Category	Transportation
Title	Driver Not in Seat
Child Care Regulation Text	<p>922 KAR 2:100. Section 18. Transportation.</p> <p>(8) If the driver is not in the driver's seat, the:</p> <ul style="list-style-type: none"> (a) Engine shall be turned off; (b) Keys shall be removed; and (c) Emergency brake shall be set.
Guideline (s) for Child Care Technical Assistance	This applies every time the driver exits the seat; even when another adult is present in the vehicle
Regulated Child Care Survey Method	Interview to determine compliance.

Title #	630
Category	Transportation
Title	Driver Requirements
Child Care Regulation Text	<p>922 KAR 2:100. Section 18. Transportation.</p> <p>(9) A driver of a vehicle transporting a child for a certified provider shall:</p> <ul style="list-style-type: none"> (a) Be at least twenty-one (21) years old; (b) Complete: <ul 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: <ul 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; (c) Hold a current driver's license that has not been suspended or revoked during the last five (5) years; and (d) Not caused an accident which resulted in the death of a person.
Guideline (s) for Child Care Technical Assistance	<p>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 through KARES/NBCP.</p> <p>The driver's record can be found online at: 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>
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. Interview the provider to determine who drives the vehicle when children are transported. Review documentation of the driver(s) to determine the requirements are met.

Title #	635
Category	Food Service / Food Program
Title	Milk requirements
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(1) A provider and an assistant shall:</p> <p>(c) Serve:</p> <ol style="list-style-type: none"> 1. Breast milk or iron-fortified formula to a child: <ol style="list-style-type: none"> a. Age birth to twelve (12) months; or b. Beyond twelve (12) months of age as documented by the parent or the child's physician; 2. Pasteurized whole milk to a child age twelve (12) months to twenty-four (24) months; or 3. Pasteurized skim or low fat one (1) percent milk to a child age twenty-four (24) months to school-age.
Guideline (s) for Child Care Technical Assistance	<p>A provider or assistant will ensure 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 (including breast milk), then the change should be documented in writing with a parent signature or from a physician 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 certified home provider to determine if they will provide the substitution or require the parents to provide the item.</p> <p>The provider or assistant must be aware of the required substitutions to ensure that each child is served the appropriate item.</p>
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. Check the ages of the children who attend the family child-care home and determine that the appropriate type of milk is available. Parents may request an alternate type of milk for their child, which must be documented.

Title #	640
Category	Food Service / Food Program
Title	Breakfast
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(7) Breakfast shall include:</p> <ol style="list-style-type: none"> (a) Milk; (b) A whole grain or an enriched grain bread; and (c) Fruit, vegetable, or 100 percent juice.
Guideline (s) for Child Care Technical Assistance	<p>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.</p> <p>Milk is a fluid. A dairy product may not be substituted in the place of milk. Check product labels to ensure the product is a whole grain or enriched grain product.</p>
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Observe the meal and review the menu to determine compliance. Milk is required to be fluid milk and not a milk product.

Title #	645
Category	Food Service / Food Program
Title	Snack
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(8) A snack shall include two (2) of the following:</p> <ul style="list-style-type: none"> (a) Milk; (b) Protein source; (c) Fruit, vegetable, or 100 percent juice; or (d) A whole grain or an enriched grain bread.
Guideline (s) for Child Care Technical Assistance	<p>Snacks are often served mid-morning or during afternoon hours. Snacks must have two (2) components.</p> <p>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.</p> <p>Milk is a fluid. Also, the bread must be a whole grain or enriched grain product.</p>
Regulated Child Care Survey Method	Review documentation and observe to determine compliance. Observe the meal and/or review the menu. Milk is required to be fluid milk and not a milk product.

Title #	650
Category	Food Service / Food Program
Title	Lunch/Dinner
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(9) Lunch and dinner shall include:</p> <ul style="list-style-type: none"> (a) Milk; (b) Protein source; (c) 1. Two (2) vegetables; 2. Two (2) fruits; or 3. One (1) fruit and one (1) vegetable; and (d) A whole grain or an enriched grain bread.
Guideline (s) for Child Care Technical Assistance	<p>Providers who serve lunch and/or dinner must provide five components.</p> <p>Children are to be served milk. Milk is a fluid. Substitution of a dairy product or other milk product is not acceptable. 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. 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 documentation and observe to determine compliance. Observe the meal and/or review the menu. 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>

Title #	655
Category	Food Service
Title	Sanitary Preparation/Storage of Food
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(1) A provider and an assistant shall:</p> <ul style="list-style-type: none"> (a) Use sanitary procedures when preparing and serving food; (b) Refrigerate perishable food and beverages;
Guideline (s) for Child Care Technical Assistance	The provider must ensure the 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 ensure that correct temperatures are maintained.
Regulated Child Care Survey Method	Observe to determine compliance. If food preparation or food service occurs during the inspection, check that sanitary procedures are implemented. Also, observe to determine if perishable foods/beverages are refrigerated.

Title #	660
Category	Food Service
Title	Water requirements
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(2) Water shall be:</p> <ul style="list-style-type: none"> (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 ensure 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 or 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	Interview and observe to determine compliance. If a child asks for water, it should be given. This does not require that water be served periodically throughout the day.

Title #	665
Category	Food Service
Title	Same food
Child Care Regulation Text	922 KAR 2:100. Section 15. 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 allowed by the child care home, parents may still provide meals and snacks for their child. 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	Review documentation, interview, and observe to determine that the same foods are being served to all children by the provider. If a child is served a different food, review documentation in the child's file.

Title #	670
Category	Food Service
Title	Second Servings
Child Care Regulation Text	922 KAR 2:100. Section 15. 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. The provider shall have plenty of food prepared and ready to be served so that each child receives the appropriate serving size and there is enough food available to offer seconds to those who may want more. It is not necessary for a child to clean their plate prior to receiving seconds of a requested food. A good source to determine the proper child serving portion is found at the CACFP web-site.
Regulated Child Care Survey Method	Interview and observe to determine compliance. Children are to be given second servings upon request. Consider the ages of the children when determining if an appropriate amount of food is available to provide seconds.

Title #	675
Category	Food Service
Title	Food not used as Reward/Punishment
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(5) Food shall not be:</p> <p>(a) Used for:</p> <ol style="list-style-type: none"> 1. Reward; or 2. Discipline; or <p>(b) Withheld until all other food items are consumed.</p>
Guideline (s) for Child Care Technical Assistance	Meals are a time to focus on good nutrition with opportunity to learn feeding skills, table manners and good choices. Food may not be used as a reward for desirable behaviors including classroom skills or toilet training. Withholding food may not be used as a punishment for not eating other portions of a meal;
Regulated Child Care Survey Method	Interview and observe to determine compliance. Food shall not be used to modify a child's behavior (both positive and negative reinforcement). Food items cannot be withheld during a meal or snacks until other foods have been eaten.

Title #	680
Category	Food Service
Title	Food in appropriate amount and type
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. 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 ensure that children are served foods appropriate for their age and developmental levels.</p> <p>For example: popcorn, hot dogs, whole grapes, pretzels, marshmallows and fresh carrots would not be appropriate foods for toddlers.</p> <p>If the provider needs additional information suitable for each age group, contact your Child Care Health Consultant. To find the consultant in your county, call 1 (877) 281-5277. A good source to determine the proper child serving portion is found at the CACFP web-site.</p>
Regulated Child Care Survey Method	Interview and observe to determine compliance. Observe that the children are given an adequate portion and type of food in accordance with their age.

Title #	685
Category	Food Service
Title	Meals not served during TV viewing
Child Care Regulation Text	922 KAR 2:100. Section 15. Food Requirements. (6) Meals shall: (c) Not be served during television or video viewing;
Guideline (s) for Child Care Technical Assistance	Electronic devices should not be played during mealtimes. For example: The television must be turned off while children are eating breakfast.
Regulated Child Care Survey Method	Interview and observe to determine compliance.

Title #	690
Category	Food Service
Title	Meal Frequency/Tableware
Child Care Regulation Text	922 KAR 2:100. Section 15. Food Requirements. (6) Meals shall: (d) Be served every two (2) to three (3) hours; and (e) Be served to a child: 1. Seated with sufficient room to manage food and tableware; and 2. Supplied with individual eating utensils designed for use by a child.
Guideline (s) for Child Care Technical Assistance	The child care provider must have a schedule that reflects when meals are regularly served to the children. There must be no more than three (3) hours between the completion of one (1) meal and the start of the next meal. If breakfast is served from 8:30 am- 9:00 am, then lunch must begin by 12:00 p.m. to stay within the three (3) hour requirement. To ensure that children are receiving meals in a timely manner, the provider should have an assigned time for meals and implement the schedule. Scheduling breakfast from 6:00 a.m. – 9:00 a.m. makes it impossible to determine when each child was served. This type of schedule would require a morning snack to be served around 9:00 a.m. to ensure that children served at 6:00 a.m. do not have to wait five-six (5-6) hours until lunch is served. It is important that a child is seated in an appropriate high chair or seat at a table to reduce the risk of choking and ensure comfort while eating. Eliminate crowding around a table or feeding area. Eating utensils should be durable and a suitable size for children.
Regulated Child Care Survey Method	Review documentation and observe to determine compliance. The time between meals/snacks is calculated from the end of one meal to the beginning of the next. Review the daily schedule to determine when meals are served. Observe food service to ensure that meals are provided in accordance with the regulations. Children are required to be seated while eating and have room to manage food and tableware if applicable. Observe the children’s eating utensils to assure they can be safely managed by a child.

Title #	695
Category	Food Service
Title	Weekly Menu
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(10) A weekly menu shall be:</p> <ul style="list-style-type: none"> (a) Prepared; (b) Dated; (c) Available to a parent of a child in care or the cabinet upon request; and (d) Kept on file for thirty (30) calendar days.
Guideline (s) for Child Care Technical Assistance	Each family child care home must plan a menu that contains the foods served during each meal during that particular week. The menu will be reviewed to ensure a variety of foods meet the required components was served at each meal.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine if the menu is available and easily accessible to parents.

Title #	700
Category	Food Service
Title	Substitutions Noted on Menu
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(11) Substitutions to a weekly menu shall be noted on the day the meal is served.</p>
Guideline (s) for Child Care Technical Assistance	If a food substitution was made to the planned 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 menu accurately reflects the food a child was served.
Regulated Child Care Survey Method	Review documentation and interview to determine compliance. Substitutions to the menu may be changed at any time during the day the substitution is made.

Title #	705
Category	Food Service
Title	Bottle Preparation By Parent, if applicable
Child Care Regulation Text	922 R 2:100. Section 15. Food Requirements. (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.
Guideline (s) for Child Care Technical Assistance	There are a several options that will meet this requirement: 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 family child care home. The provider would be able to mix the pre-measured water and formula as needed at the provider's home.
Regulated Child Care Survey Method	Interview and observe to determine compliance. If the family child-care home provides formula as part of the Food Program, then the provider may prepare the formula. If the parent pre-measures the formula and the water, then the provider may mix the two (2) components before feeding the child.

Title #	710
Category	Food Service
Title	Bottles
Child Care Regulation Text	922 KAR 2:100. Section 15. Food Requirements. (13) Each child's bottle shall be: (a) Labeled; (b) Covered; and (c) Refrigerated.
Guideline (s) for Child Care Technical Assistance	To avoid serving the wrong bottle to the wrong child, ensure that each child's bottles are labeled with their name (first and last is needed if multiple children share a name). Have a system in place to receive bottles each day and ensure they are promptly refrigerated. They should not be left in diaper bags for extended periods during morning drop off times. When a bottle is not in use, it must have a cover to prevent cross contamination. Once removed from the refrigerator and/or heated, a bottle must be consumed within one (1) hour or the contents thrown away. It may not be returned to the refrigerator for future use.
Regulated Child Care Survey Method	Interview and observe to determine compliance. Each bottle should be labeled with a child's name or some method to determine what child is to be fed the bottle's contents. Bottles are to be promptly refrigerated and covered when not in use. 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.

Title #	715
Category	Food Service
Title	Refrigerator
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(14) The refrigerator shall:</p> <ul style="list-style-type: none"> (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 to check the temperature to ensure compliance. The temperature in the refrigerator should be no more than 45 degrees Fahrenheit.
Regulated Child Care Survey Method	Observe to determine if the temperature of the refrigerator(s) is maintained at forty-five (45) degrees Fahrenheit or below. A refrigerator may have an indicating thermometer. Some refrigerators have built in thermometers and this is acceptable.

Title #	720
Category	Food Service
Title	Freezer At Zero Degrees Fahrenheit
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(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.</p>
Guideline (s) for Child Care Technical Assistance	The provider should have a working thermometer in each freezer in the home to ensure the temperature of zero degrees Fahrenheit is maintained.
Regulated Child Care Survey Method	Observe to determine the temperature of the freezer does not exceed zero degrees Fahrenheit. A thermometer must be either built in or placed in the freezer.

Title #	725
Category	Food Service
Title	Bottle-Feeding
Child Care Regulation Text	<p>922 KAR 2:100. Section 15. Food Requirements.</p> <p>(16) While bottle-feeding an infant, the:</p> <ul style="list-style-type: none"> (a) Child shall be held; and (b) Bottle shall not be: <ul 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 twelve (12) months of age. If the baby falls asleep while drinking the bottle, the bottle should be removed immediately. If the infant is able to hold and control their own bottle 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>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. The warming device should be in a secure location, out of the reach of the children.</p> <p>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	Observe to determine compliance. An infant is defined as a child from birth to 12 months. An infant who can hold his/her bottle may be allowed to hold it while seated in a fully upright seat.

Title #	730
Category	Children's Records
Title	Immunization
Child Care Regulation Text	<p>922 KAR 2:100. Section 19. 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 family 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 thirty (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 family child care home, would not be allowed to attend. Approved sources of immunization certificates include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commonwealth of Kentucky Immunization Certificate <input type="checkbox"/> Commonwealth of Kentucky Provisional Immunization Certificate <input type="checkbox"/> Commonwealth of Kentucky Certificate of Medical Exemption <input type="checkbox"/> 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"> <input type="checkbox"/> Be a hard copy or electronically produced <input type="checkbox"/> The name of the child <input type="checkbox"/> The birthdate of the child <input type="checkbox"/> The name of the parent or guardian of the child <input type="checkbox"/> The address of the child, including street, city, state, zip code <input type="checkbox"/> The types of vaccines administered to the child <input type="checkbox"/> The date that each dose of each vaccine was administered <input type="checkbox"/> 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 <input type="checkbox"/> 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 documentation to determine compliance. Review children's files to determine if each child has a current immunization certificate. Parents who object to the immunizations may provide a written sworn statement as to the objection, and their children are not required to be vaccinated. Physicians may also indicate that immunizations should not be administered. Surveyors should review an immunization certification with a current expiration date, or an official exemption notice from a parent.</p> <p>Before citing this title, determine that the child who does not have the required documentation has been enrolled for more than thirty (30) days.</p>

Title #	735
Category	Children's Records
Title	Children's information
Child Care Regulation Text	<p>922 KAR 2:100. Section 19. 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 a 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;
Guideline (s) for Child Care Technical Assistance	<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>Review documentation, interview, and observe to determine compliance. Each child must have this information on file. Review at least three (3) children's files during a survey. Siblings' forms may be placed in the same file; however, each child is required to have an individual enrollment form. A third-party professional service is any professional that comes into the certified home 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>

Title #	740
Category	Children's Records
Title	Permission for trips off premises
Child Care Regulation Text	<p>922 KAR 2:100. Section 19. Records.</p> <p>(1) A provider shall maintain:</p> <p>(b) A written record for each child:</p> <p>3. To contain:</p> <p>g. A permission form for each trip away from the family child-care home signed by the child's parent in accordance with Section 18(1) of this administrative regulation;</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. 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. Prior to walking or driving off the property for any reason – a written permission is needed from the parent.</p>
Regulated Child Care Survey Method	<p>Review documentation and interview the provider to determine if trips are taken off the premises. 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 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>

Title #	745
Category	Children's Records
Title	Written child care agreement
Child Care Regulation Text	<p>922 KAR 2:100. Section 20. Certified Family Child-Care Home Program.</p> <p>The certified family child care home provider shall:</p> <p>(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;</p>
Guideline (s) for Child Care Technical Assistance	<p>Providers must have a list of the people who are authorized to pick a child up from care.</p>
Regulated Child Care Survey Method	<p>Review the children's files to determine if the required information is maintained on file for each child. Review at least three (3) children's files during a survey to determine compliance.</p>

Title #	750
Category	Written Documentation
Title	Liability insurance
Child Care Regulation Text	<p>922 KAR 2:100. Section 2. Certification Process.</p> <p>(2) An applicant for certification shall: (b) Obtain commercial liability insurance of at least \$50,000 per occurrence;</p>
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 this is not home owner’s insurance. This is a commercial liability policy that verifies the provider is insured up to fifty thousand (\$50,000) per occurrence.
Regulated Child Care Survey Method	Review written documentation to verify commercial liability insurance is current and includes at least \$50,000 per occurrence.

Title #	755
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: (c) Submit within ninety (90) days of initiation of the application process: 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 or initial survey to verify the family child-care home provider has met requirements.

Title #	760
Category	Written Documentation
Title	Attendance Records Standards
Child Care Regulation Text	<p>922 KAR 2:100. Section 10. Standards for the Provider.</p> <p>(12) 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 14, if a child receives services from the provider through the Child Care Assistance Program.</p>
Guideline (s) for Child Care Technical Assistance	<p>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 family child care provider to ensure 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. 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> <p>Note: Children who leave the program during the day and return must be reflected on the attendance sheets which includes school, appointments, etc.</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 certified home utilizes CCAP, each participating child's arrival and departure time 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 #	765
Category	Written Documentation
Title	Fire Drill Requirements
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(19) A fire drill shall be: (a) Conducted during hours of operation at least monthly; and (b) Documented.</p>
Guideline (s) for Child Care Technical Assistance	<p>The monthly fire drills must be documented. Review documentation to determine compliance.</p> <p>Refer to Title Number 785.</p>
Regulated Child Care Survey Method	<p>Review documentation and interview the provider to determine compliance.</p> <p>Additional documentation is required under Title Number 785.</p>

Title #	770
Category	Written Documentation
Title	Earthquake Drill and Tornado Drill Requirements
Child Care Regulation Text	<p>922 KAR 2:100. Section 12. The General Requirements of the Family Child-Care Home Environment.</p> <p>(20) An earthquake drill and a tornado drill shall be: (a) Conducted during hours of operation at least quarterly; and (b) Documented.</p>
Guideline (s) for Child Care Technical Assistance	<p>Earthquake drills and tornado drills require different actions. They may be conducted on the same day but should be noted as two (2) separate drills and times. They can be conducted at any time during each quarter and do not have to be spaced three (3) months apart.</p> <p>Refer to Title Number 780.</p>
Regulated Child Care Survey Method	<p>Review documentation and interview the provider to determine compliance. Earthquake drills and tornado drills require different actions. They may be conducted on the same day but should be noted as two (2) separate drills and times. They can be conducted at any time during each quarter and do not have to be spaced three (3) months apart.</p> <p>Additional documentation is required under Title Number 780.</p>

Title #	775
Category	Written Documentation
Title	Attendance Records
Child Care Regulation Text	<p>922 KAR 2:100. Section 19. Records.</p> <p>(1) A provider shall maintain:</p> <p>(c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 14, if a child receives services from the provider through the Child Care Assistance Program.</p>
Guideline (s) for Child Care Technical Assistance	<p>Maintain completed forms on file for review and submit to Cabinet upon request. If a family receives Child Care Assistance Program funding the DCC-94E must be used.</p> <p>Refer to Title Number: 760</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 certified home utilizes CCAP, each participating child's arrival and departure time 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 #	780
Category	Written Documentation
Title	Documentation of Earthquake Drills and Tornado Drills
Child Care Regulation Text	<p>922 KAR 2:100. Section 19. 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 12(20) of this administrative regulation;</p>
Guideline (s) for Child Care Technical Assistance	<p>Must be recorded and kept on file for review for five years.</p> <p>Refer to Title Number: 180</p>
Regulated Child Care Survey Method	<p>Review documentation and interview the provider to determine compliance. 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>

Title #	785
Category	Written Documentation
Title	Fire Drills
Child Care Regulation Text	<p>922 KAR 2:100. Section 19. 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 12(19) of this administrative regulation;</p>
Guideline (s) for Child Care Technical Assistance	<p>Must be recorded and kept on file for five (5) years.</p> <p>Refer to Title Number: 180</p>
Regulated Child Care Survey Method	<p>Review documentation and interview to determine compliance. 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>

Title #	790
Category	Written Documentation
Title	Reports to Cabinet
Child Care Regulation Text	<p>922 KAR 2:100. Section 19. 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 are required in accordance with Section 20(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	<p>Review documentation and interview to determine compliance. Refer to Title 185 to determine what needs to be reported and a written record maintained.</p>

Title #	795
Category	Written Documentation
Title	Evacuation Plan Records
Child Care Regulation Text	<p>922 KAR 2:100. Section 19. 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 their own plan that contains the required components. When updating the form/plan annually if there are NO CHANGES, the provider should:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mark through the date and record the new date <input type="checkbox"/> Write "No changes" <input type="checkbox"/> The provider signs his/her name <input type="checkbox"/> Make a copy of the plan before you send it in and always record the date the plan was submitted to emergency management. <p>If the Division of Child Care Emergency/Disaster Preparedness Plan Form is used, the first and last page of the document should be re-dated and re-signed. When completing the form/plan annually, a new form/plan must be completed and submitted if there ARE ANY CHANGES. Do not mark through items on the original form/plan and do not attach a sheet that contains multiple changes.</p>
Regulated Child Care Survey Method	Review documentation to determine compliance. The written plan should describe, in detail, how children will be kept safe during any disaster (man-made or natural) and must include specific information listed in KRS 199.895.

Title #	800
Category	Written Documentation
Title	Policies
Child Care Regulation Text	<p>922 KAR 2:100. Section 20. Certified Family Child-Care Home Program.</p> <p>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>These policies and procedures must be in writing and should be reviewed and updated as needed. The policies and procedures are available for review for DRCC.</p> <p>Additional written policies might include: maintaining confidentiality, how to administer medication, orientation training policy, reporting child abuse and neglect, toilet training, discipline, sanitation policies including hand washing, and use of a cell phone while on duty.</p>
Regulated Child Care Survey Method	Review documentation to determine compliance.

Title #	805
Category	Posted / Available Documentation
Title	Certificate
Child Care Regulation Text	<p>922 R 2:100. Section 2. Certification Process.</p> <p>(10)(a) A family child-care home certificate shall:</p> <ul style="list-style-type: none"> 1. Be displayed in a prominent place, as required by KRS 199.8982(1)(c);
Guideline (s) for Child Care Technical Assistance	The Division of Regulated Child Care issues a paper certificate that authorizes the provider to operate a child care home.
Regulated Child Care Survey Method	Interview and observe to determine compliance.

Title #	810
Category	Posted / Available Documentation
Title	Provider's Address
Child Care Regulation Text	<p>922 R 2:100. Section 2. Certification Process.</p> <p>(10)(a) A family child care home certificate shall:</p> <ol style="list-style-type: none"> 3. Be valid for only the: <ol style="list-style-type: none"> a. Name of the individual authorized on the certificate to operate a family child-care home; and b. Residential address printed on the certificate.
Guideline (s) for Child Care Technical Assistance	The provider may operate only at the address on the certificate. If the provider relocates, refer to Title Number 105.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance. Observe and interview to verify residency.

Title #	820
Category	Posted / Available Documentation
Title	Diapering/Handwashing Procedures
Child Care Regulation Text	<p>922 KAR 2:100. Section 14. Toilet and Diapering Requirements.</p> <p>(8) The proper methods of diapering and hand-washing shall be available at each diaper changing area.</p>
Guideline (s) for Child Care Technical Assistance	<p>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. You may also reach out to the Family Child Care Network of KY 1-800-621-5908.</p> <p>http://www.kentuckycchc.org/posters-handouts/</p>
Regulated Child Care Survey Method	Review documentation to determine compliance.

Title #	825
Category	Available Documentation
Title	Parent Documentation
Child Care Regulation Text	<p>922 KAR 2:100. Section 20. Certified Family Child-Care Home Program.</p> <p>The certified family child care home provider shall:</p> <p>(7) Make available to a parent upon request:</p> <ul style="list-style-type: none"> (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	Required documentation could be maintained on a parent board or in a binder. The planned program of activities is sometimes called a lesson plan.
Regulated Child Care Survey Method	<p>Review documentation and interview to determine compliance.</p> <p>Reminder: The certification period is two (2) years.</p>

Title #	830
Category	Animals
Title	Animals
Child Care Regulation Text	<p>922 KAR 2:100. Section 17. 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>The family child care provider must ensure 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 ensure 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>Having each parent sign a blanket release form that contains the type of animal and classroom location is suggested. This will ensure that regardless of which room a child may visit; the parent is aware of the animals/pets that a child may contact.</p> <p>Family 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 vaccine documentation is not required for regulatory compliance.</p>
Regulated Child Care Survey Method	<p>Review documentation, interview, and observe to determine compliance. Written parental consent must be obtained for any child to be in the presence of animals. 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 certified home provider must notify a parent in writing if a child is bitten by an animal. Undomesticated, wild or exotic animals can only be allowed at a certified home 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 certified home with parental consent.</p>

Title #	835
Category	Posted Requirements
Title	Children/Parent Rights
Child Care Regulation Text	<p>922 KAR 2:100. Section 20. Certified Family Child-Care Home Program.</p> <p>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	A copy of these rights is to be provided to the parent or guardian of the child at the time of the child's enrollment.
Regulated Child Care Survey Method	Review documentation, interview, and observe to determine compliance.