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GOVERNOR

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**Inspection Report**

<b>Provider Name:</b> Hatfield, Donna	<b>Provider Information</b>	<b>Certificate No:</b> C0846
<b>Provider Address:</b> 106 Old Ridge Road, Middlesboro, KY, 40965	<b>Provider Type:</b> CERTIFIED	<b>Capacity:</b> 6

<b>Inspection Type:</b> Annual Inspection	<b>Inspection Information</b>	<b>Inspection No:</b> 10515
<b>Visit Start Date:</b> 07/06/2012 10:40 AM	<b>Visit End Date:</b> 07/06/2012 12:45 PM	
<b>No. of Children Enrolled:</b> 20	<b>No. of Children Present:</b> 10	

**Inspection Report**

**Supervision**

<b>68 - Outdoor Supervision</b>	<b>In Compliance</b>
<b>922 KAR 2:100 - Section 10</b>	
<b>(15) Each child in an outdoor play area shall be under the direct supervision of the provider or assistant.</b>	

<b>89 - General Supervision</b>	<b>In Compliance</b>
<b>922 KAR 2:100 - Section 10</b>	
<b>(36) A child who is not asleep shall be visually supervised.</b>	

**General Administration**

<b>39 - Conditions for Revocation</b>	
<b>922 KAR 2:100 - Section 7</b>	
<b>(1) A family child-care home provider's certification shall be revoked if the provider:</b>	
<b>(a) Knowingly misrepresents or submits false information on the application or other form required by the cabinet or its designee;</b>	
<b>(b) Interferes with a cabinet representative's ability to perform an official duty;</b>	
<b>(c) Refuses, during the hours of operation, access by a parent or cabinet representative to:</b>	
<b>1. A child; or</b>	
<b>2. Space in the home used for child care;</b>	
<b>(d) Is convicted of a criminal charge that threatens the health, safety, or welfare of a child in care;</b>	
<b>(e) Is unable to operate a family child-care home due to a medical condition; or</b>	
<b>(f) Is unable to continue to meet the requirements of KRS 199.8982(1) or Sections 2, 3, and Sections 9 through 17 of this administrative regulation.</b>	
<b>1) Knowingly misrepresents/false information</b>	<b>In Compliance</b>
<b>2) Interference with Cabinet</b>	<b>In Compliance</b>
<b>3) Refuses access to child</b>	<b>In Compliance</b>
<b>4) Refuses access to space</b>	<b>In Compliance</b>
<b>5) Criminal conviction</b>	<b>In Compliance</b>
<b>6) Medical condition</b>	<b>In Compliance</b>
<b>7) Unable to meet requirements of regulation</b>	<b>In Compliance</b>
<b>46 - Unrelated Children</b>	<b>In Compliance</b>



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922 KAR 2:100 - Section 9

(2) A provider shall not provide care for more unrelated children than the number authorized on the certificate of operation.

**47 - Assistant Required For More Than 4 Infants**

**Not Applicable**

922 KAR 2:100 - Section 9

(3) If the provider cares for more than four (4) infants, including the provider's own or related infants, the provider shall have an assistant present.

**48 - Maximum of 6 Children Under 6 Years of Age**

**In Compliance**

922 KAR 2:100 - Section 9

(4) A provider shall not care for more than six (6) children under the age of six (6) years old, including the provider's own or related children.

**49 - Total Capacity**

**In Compliance**

922 KAR 2:100 - Section 9

(5) The maximum number of unrelated children in the care of a certified family child-care home provider shall not exceed six (6) at any one (1) time. A provider may care for four (4) related children in addition to six (6) unrelated children for a maximum child care capacity of ten (10) at any one (1) time.

**50 - Respite Requirement**

**In Compliance**

922 KAR 2:100 - Section 9

(6) If a provider operates the in-home child care business for twenty-four (24) consecutive hours, the provider shall:

- (a) Receive an eight (8) hour period of respite after working sixteen (16) consecutive hours; and
- (b) Employ an assistant during the period of respite.

**52 - Assistant Requirements**

**Not Applicable**

922 KAR 2:100 - Section 9

(8) An assistant shall be:

- (a) Eighteen (18) years of age or older;
- (b) Under direct supervision of a provider;
- (c) Used for providing care in a certified child-care home; and
- (d) Used in the absence of the certified provider.

1) 18 years or older

**Not Applicable**

2) Direct supervision

**Not Applicable**

3) Provides care in the home

**Not Applicable**

4) Used in the absence of the provider

**Not Applicable**

**75 - Alcohol/Controlled Substance/Smoking**

922 KAR 2:100 - Section 10

(22) During hours of operation, the provider and other persons in the home shall:

- (a) Be free of the influence of alcohol or a controlled substance, except for use of a controlled substance prescribed by a physician; and
- (b) Prohibit smoking in the presence of children in care.

1) Free of the influence of alcohol or controlled substance

**In Compliance**

2) Smoking prohibited in the presence of children in care

**In Compliance**

**76 - Assistant Present in Provider's Absence**

**Not Applicable**

922 KAR 2:100 - Section 10

(23) During a provider's absence, an assistant shall be physically present at the home during hours of operation.

**77 - Provider Has No Other Employment**

**In Compliance**

922 KAR 2:100 - Section 10

(24) A provider shall not be employed outside of the home during regular hours of operation.

**87 - Overnight Care**

**Not Applicable**

922 KAR 2:100 - Section 10

(34) If overnight care is provided, the caregiver 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.

1) Remains awake until every child is sleep

**Not Applicable**

2) Sleeps on same floor as infant/toddler

**Not Applicable**

**90 - Off Premises Requirements**

**In Compliance**

922 KAR 2:100 - Section 10

(37) 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 without the caregiver.

**92 - Pick-Up Procedure**

**In Compliance**

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**922 KAR 2:100 - Section 10**

- (39) A child shall be released from the 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.**

**134 - Record Maintenance**

**In Compliance**

**922 KAR 2:100 - Section 16**

- (5) A certified family child-care home provider shall keep all records for five (5) years.**

**Provider Requirements**

**94 - Medical Emergency Notification**

**In Compliance**

**922 KAR 2:100 - Section 10**

- (41) A provider shall provide immediate notification of a medical emergency to the:**
- (a) Parent;**
  - (b) Person exercising custodial control; or**
  - (c) Family physician, if the parent or person exercising custodial control is unavailable.**

**96 - Provider Requirements**

**922 KAR 2:100 - Section 10**

- (43) The provider shall:**
- (a) Be able to recognize symptoms of childhood illnesses;**
  - (b) Be able to provide basic first aid;**
  - (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); and**
  - (d) Maintain daily attendance records documenting the arrival and departure time of each child.**

**1) Able to recognize symptoms of childhood illnesses**

**In Compliance**

**2) Able to provide basic first aid**

**In Compliance**

**3) Abuse and neglect protocol**

**In Compliance**

**4) Maintains daily attendance records**

**In Compliance**

**130 - Confidentiality of Children's Records**

**In Compliance**

**922 KAR 2:100 - Section 16**

- (1) A certified family child-care home provider shall maintain the confidentiality of a child's records.**

**132 - Reporting Abuse and Neglect/Cabinet Access**

**922 KAR 2:100 - Section 16**

- (3) The provider shall:**
- (a) Report an incident of suspected child abuse or neglect pursuant to KRS 620.030(1); and**
  - (b) Provide the cabinet access and information in the completion of the investigation pursuant to KRS 620.030(3).**

**1) Reports incident of suspected abuse or neglect**

**In Compliance**

**2) Provides Cabinet access and information during an investigation**

**In Compliance**

**136 - Copy of Certification Standards for Parents**

**In Compliance**

**922 KAR 2:100 - Section 17**

- (2) Make available a copy of the certification standards to each parent;**

**137 - Cabinet Information Made Available to Parents**

**In Compliance**

**922 KAR 2:100 - Section 17**

- (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;**

**138 - Children/Parent Rights**

**922 KAR 2:100 - Section 17**

- (4) Post and provide to each parent a copy of children and parent rights, as required by KRS 199.898;**

**1) Posted**

**In Compliance**

**2) Copy provided to each parent**

**In Compliance**

**139 - Access to Home**

**922 KAR 2:100 - Section 17**

- (5) Allow a parent and the cabinet or its designee access to the family child-care home at any time a child is in care;**

**1) Parent allowed access**

**In Compliance**

**2) Cabinet/designee allowed access**

**In Compliance**

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**142 - Parent/Family Activity**

**Not In Compliance**

**922 KAR 2:100 - Section 17**

**(8) Coordinate at least one (1) annual activity involving parental or family participation; and**

**Findings:**

General: Based on review of documentation, the director did not have verification of Parent/Family Activity.

**Provider Records**

**19 - Provider CPR/First Aid**

**922 KAR 2:100 - Section 2**

**(4) An applicant shall be currently certified by a agency approved in accordance with 922 KAR 2:240, Section 15 in infant and child;**

**(a) Cardiopulmonary resuscitation (CPR); and**

**(b) First aid.**

**1) CPR**

**In Compliance**

**2) First Aid**

**In Compliance**

**20 - Adult Living in Home/Assistant**

**922 KAR 2:100 - Section 2**

**(5) An adult living in the home of the applicant and the applicant's assistant shall submit:**

**(a) To a criminal records check required by KRS 17.165 within a year prior to application by the Justice Cabinet or Administrative Office of the Courts;**

**1) Adult in Home CRC**

**In Compliance**

**2) Adult in Home CAN**

**In Compliance**

**3) Adult in Home TB**

**In Compliance**

**20 - Adult Living in Home/Assistant**

**922 KAR 2:100 - Section 2**

**(5) An adult living in the home of the applicant and the applicant's assistant shall submit:**

**(a) To a criminal records check required by KRS 17.165 within a year prior to application by the Justice Cabinet or Administrative Office of the Courts;**

**4) Assistant CRC**

**Not Applicable**

**5) Assistant CAN**

**Not Applicable**

**6) Assistant TB**

**Not Applicable**

**24 - Provider Training Requirements**

**922 KAR 2:100 - Section 2**

**(9) Within three (3) months of submission to the cabinet of a complete OIG-RCC-4, an applicant shall:**

**(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 9(1) of this administrative regulation.**

**1) Orientation**

**In Compliance**

**2) Develop/implement Written Plan**

**In Compliance**

**45 - Provider Annual Training**

**In Compliance**

**922 KAR 2:100 - Section 9**

**(1) The provider shall complete annually at least nine (9) hours of cabinet-approved child development training beginning with the second year of operation.**

**51 - Assistant CPR/FA, if applicable**

**Not Applicable**

**922 KAR 2:100 - Section 9**

**(7) Prior to being left alone with a child, an assistant shall be certified by a cabinet-approved agency in infant and child:**

**(a) CPR; and**

**(b) First aid.**

**1) CPR**

**Not Applicable**

**2) First Aid**

**Not Applicable**

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53 - Assistant Training Requirements, if applicable

Not Applicable

922 KAR 2:100 - Section 9

(9) An assistant used in the absence of the family child-care home provider in excess of fourteen (14) calendar days during a one (1) year period shall demonstrate completion of at least nine (9) hours of cabinet-approved training in:

- (a) Basic health, safety, and sanitation;
- (b) Recognizing and reporting child abuse;
- (c) Developmentally-appropriate child care practice; and
- (d) Early care and education.

1) Nine hours

Not Applicable

2) Training from approved list

Not Applicable

Programming

63 - Television/Video Viewing

922 KAR 2:100 - Section 10

(10) Television or video viewing by a child shall be limited to:

- (a) Two (2) hours daily;
- (b) The planned program activities; and
- (c) Developmentally-appropriate child-related content, as designated by standardized content guidelines.

1) 2-hour limit daily

In Compliance

2) Planned program

In Compliance

3) Developmentally-appropriate content

In Compliance

91 - Corporal Discipline

In Compliance

922 KAR 2:100 - Section 10

(38) Use of corporal physical discipline shall be prohibited, pursuant to KRS 199.896(18).

140 - Parent Communication

922 KAR 2:100 - Section 17

(6) Communicate with each child's parent about the child's:

- (a) Development;
- (b) Activities;
- (c) Likes; and
- (d) Dislikes;

1) Child's development

In Compliance

2) Child's activities

In Compliance

3) Child's likes

In Compliance

4) Child's dislikes

In Compliance

Premises

54 - Home/Play Area Requirements

922 KAR 2:100 - Section 10

(1) The provider's home and each play area used for child care shall:

- (a) Be free from risk of harm in accordance with the requirements of this administrative regulation; and
- (b) Have adequate:
  - 1. Heating and cooling;
  - 2. Light; and
  - 3. Ventilation.

1) Free from risk of harm

In Compliance

2) Adequate heating

In Compliance

3) Adequate cooling

In Compliance

4) Adequate light

In Compliance

5) Adequate ventilation

In Compliance

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55 - Floor Level Requirements

922 KAR 2:100 - Section 10

(2) Each floor level used for child care shall have at least one (1):

- (a) Unblocked exit to the outside;
- (b) Smoke detector;
- (c) Fire extinguisher; and
- (d) Carbon monoxide detector if the home:
  - 1. Uses fuel burning appliances; or
  - 2. Has an attached garage.

- 1) Unblocked exit In Compliance
- 2) Smoke detector In Compliance
- 3) Fire extinguisher In Compliance
- 4) Carbon monoxide detector In Compliance

56 - 2 Unblocked Exits

922 KAR 2:100 - Section 10

(3) A new applicant or a provider who changes location shall have at least two (2) unblocked exits to the outside on each floor level used for child care.

In Compliance

57 - Harmful Items Inaccessible

922 KAR 2:100 - Section 10

(4) The areas of the home that are accessible to children in care shall be free from items harmful to children including the following items:

- (a) Cleaning supplies, poisons, paints, and insecticides;
- (b) Knives, scissors, and sharp objects;

- 1) Cleaning supplies In Compliance
- 2) Knives, scissors, sharp objects In Compliance
- 4) Matches, cigarettes, lighters, combustibles, flammable liquids In Compliance
- 5) Alcoholic beverages In Compliance
- 6) Plastic bags In Compliance
- 7) Litter, rubbish In Compliance

57 - Harmful Items Inaccessible

922 KAR 2:100 - Section 10

(4) The areas of the home that are accessible to children in care shall be free from items harmful to children including the following items:

- (a) Cleaning supplies, poisons, paints, and insecticides;
- (b) Knives, scissors, and sharp objects;

- 3) Power tools, lawn mowers, hand tools, nails, other equipment Not In Compliance

Findings:

Based on observation, the surveyor found a screw driver and a hammer in a drawer accessible to the children.

58 - Guns/Ammunition

922 KAR 2:100 - Section 10

(5) Guns and ammunition shall be stored away from the presence of children, in separate locked containers, which, in order to be opened, require a:

- (a) Key; or
- (b) Combination.

- 1) Stored away from the presence of children In Compliance
- 2) Stored in separate, locked containers In Compliance
- 3) Gun container requires key or combination In Compliance
- 4) Ammunition container requires key or combination In Compliance

59 - Covered Outlets

922 KAR 2:100 - Section 10

(6) Electrical outlets not in use shall be covered.

In Compliance

60 - Fan/Furnace/Heater/Fireplace

922 KAR 2:100 - Section 10

(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.

- 1) Electric fan In Compliance
- 2) Floor furnace In Compliance

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3) Freestanding heater

**In Compliance**

4) Fireplace

**In Compliance**

**61 - Telephone/Emergency Numbers Posted**

922 KAR 2:100 - Section 10

(8) The home shall have:

(a) At least one (1) working land-line, unless the cabinet has been notified that the telephone is temporarily out of service telephone on each level used for child care with a residential or commercial line; and

(b) A list of emergency numbers posted by each telephone, including numbers for the:

1. Police;
2. Fire station;
3. Emergency medical care and rescue squad; and
4. Poison control center.

1) Land-line telephone

**In Compliance**

2) Police number posted

**In Compliance**

3) Fire Station number posted

**In Compliance**

4) EMS number posted

**In Compliance**

5) Poison Control number posted

**In Compliance**

**64 - Stairs/Steps**

922 KAR 2:100 - Section 10

(11) Stairs and steps used for children in care shall be:

- (a) Solid;
- (b) Safe; and
- (c) Railed.

1) Solid

**In Compliance**

2) Safe

**In Compliance**

3) Railed

**In Compliance**

**65 - Stairs Blocked, if applicable**

**Not Applicable**

922 KAR 2:100 - Section 10

(12) If an infant or toddler is in the care of a provider, indoor stairs with more than two (2) steps shall be blocked.

**66 - 35 Square Feet**

922 KAR 2:100 - Section 10

(13) 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:

- (a) Play; and
- (b) Activities that meet the developmental needs of the children in care.

1) For play

**In Compliance**

2) For developmentally appropriate activities

**In Compliance**

**78 - Condition of Home**

922 KAR 2:100 - Section 10

(25) The home shall:

- (a) Be clean;
- (b) Be uncluttered;
- (c) Be free of insects and rodents;
- (d) Have a water supply that is:
  1. Potable;
  2. Adequate; and
  3. From an approved public water supply; and
- (e) Have bathrooms, including toilets, sinks, and potty chairs that are:
  1. Sanitary; and
  2. In good working condition.

1) Clean

**In Compliance**

2) Uncluttered

**In Compliance**

3) Free of insects/rodents

**In Compliance**

4) Water supply is potable

**In Compliance**

5) Water supply is adequate

**In Compliance**

6) Water supply is from approved source

**In Compliance**

7) Bathrooms, toilets, sinks, potty chairs are sanitary

**In Compliance**

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**8) Bathrooms, toilets, sinks, potty chairs are in good working condition**

**In Compliance**

**84 - Openings Screened**

**922 KAR 2:100 - Section 10**

**(31) Windows, doors, and outer openings shall be screened to prevent the entrance of vermin.**

**1) Windows**

**In Compliance**

**2) Doors**

**In Compliance**

**3) Outer openings**

**In Compliance**

**85 - Garbage Stored Appropriately**

**922 KAR 2:100 - Section 10**

**(32) Indoor and outdoor garbage shall be stored in a waterproof container with a tight-fitting cover.**

**1) Indoor/waterproof container/tight-fitting cover**

**In Compliance**

**2) Outdoor/waterproof container/tight-fitting cover**

**In Compliance**

**95 - Sick Child Area**

**In Compliance**

**922 KAR 2:100 - Section 10**

**(42) A quiet, separate area that is easily supervised shall be provided for a child too sick to remain with other children.**

**97 - Toilet Room**

**922 KAR 2:100 - Section 11**

**(1) A toilet room shall:**

**(a) Have an adequate supply of toilet paper; and**

**(b) Be cleaned and sanitized daily.**

**1) Adequate supply of toilet paper**

**In Compliance**

**2) Cleaned and sanitized daily**

**In Compliance**

**98 - Sink**

**922 KAR 2:100 - Section 11**

**(2) A sink shall be;**

**(a) Located in or immediately adjacent to toilets;**

**(b) Equipped with hot and cold running water that allows for hand washing;**

**(c) Equipped with hot water no more than 110 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) Immediately adjacent to a changing area used for infants and toddlers.**

**1) In or immediately adjacent to toilets**

**In Compliance**

**2) Equipped with hot and cold running water**

**In Compliance**

**4) Equipped with liquid soap and paper towels**

**In Compliance**

**5) Equipped with an easily cleanable, covered waste can**

**In Compliance**

**6) Immediately adjacent to changing area used for infants and toddlers**

**In Compliance**

**98 - Sink**

**922 KAR 2:100 - Section 11**

**(2) A sink shall be;**

**(a) Located in or immediately adjacent to toilets;**

**(b) Equipped with hot and cold running water that allows for hand washing;**

**(c) Equipped with hot water no more than 110 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) Immediately adjacent to a changing area used for infants and toddlers.**

**3) Hot water is no more than 110 degrees Fahrenheit**

**Not In Compliance**

**Findings:**

General: Based on observation, the water temperature at the sink in the bathroom was measured with a calibrated thermometer and found to be 118 degrees Fahrenheit.

**99 - Toilet**

**922 KAR 2:100 - Section 11**

**(3) Each toilet shall:**

**(a) Be kept in clean condition;**

**(b) Be kept in good repair;**

**(c) Be in a lighted room; and**

**(d) Have ventilation.**

**1) Clean**

**In Compliance**

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- |                      |               |
|----------------------|---------------|
| 2) Good repair       | In Compliance |
| 3) Well lighted room | In Compliance |
| 4) Ventilation       | In Compliance |

**Hygienic Practices**

**79 - Child Handwashing**

922 KAR 2:100 - Section 10  
(26) A child shall wash hands with liquid soap and warm running water:  
(a) Before and after eating or handling food;  
(b) After toileting or diaper change;  
(c) After handling animals;  
(d) After wiping or blowing nose;  
(e) After touching items soiled with body fluids or waste; and  
(f) After outdoor and indoor play time.

- |  |               |
|--|---------------|
| 1) Before and after eating or handling food              | In Compliance |
| 2) After toileting or diaper change                      | In Compliance |
| 3) After handling animals                                | In Compliance |
| 4) After wiping or blowing nose                          | In Compliance |
| 5) After touching items soiled with body fluids or waste | In Compliance |
| 6) After outdoor and indoor play time                    | In Compliance |

**80 - Adult Handwashing/Items not Shared**

922 KAR 2:100 - Section 10  
(27) The provider and an assistant shall:  
(a) Wash hands with liquid soap and warm running water:  
1. Before and after diapering a child;  
2. Before and after feeding a child;  
3. After toileting or assisting a child with toileting;  
4. After handling animals;  
5. Before dispensing medication;  
6. After caring for a sick child; and  
7. After wiping or blowing a child's or own nose.  
(b) Assure that a child shall not share:  
1. Cups;  
2. Eating utensils;  
3. Wash cloths;  
4. Towels; and  
5. Toiletry items.

- |  |               |
|--|---------------|
| 1) Before and after diapering a child                  | In Compliance |
| 2) Before and after feeding a child                    | In Compliance |
| 3) After toileting or assisting a child with toileting | In Compliance |
| 4) After handling animals                              | In Compliance |
| 5) Before dispensing medication                        | In Compliance |
| 6) After caring for a sick child                       | In Compliance |
| 7) After wiping or blowing a child's or own nose       | In Compliance |
| 8) Children do not share cups                          | In Compliance |
| 9) Children do not share eating utensils               | In Compliance |
| 10) Children do not share wash cloths                  | In Compliance |
| 11) Children do not share towels                       | In Compliance |
| 12) Children do not share toiletry items               | In Compliance |

**100 - Toilet Training**

922 KAR 2:100 - Section 11  
(4) Toilet training shall be coordinated with the child's parent.

**101 - Clean Diapers/Clothing**

922 KAR 2:100 - Section 11  
(5) An adequate quantity of freshly laundered or disposable diapers and clean clothing shall be available.

- |                   |               |
|-------------------|---------------|
| 1) Extra Diapers  | In Compliance |
| 2) Clean Clothing | In Compliance |

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103 - Soiled Diapers/Clothing

922 KAR 2:100 - Section 11  
(7) Diapers or clothing shall be:  
(a) Changed when soiled or wet;  
(b) Stored in a covered leak proof container temporarily; and  
(c) Washed or disposed of at least once a day.

- 1) Changed when soiled or wet In Compliance
- 2) Temporarily stored in a covered container In Compliance
- 3) Washed or disposed of at least once daily In Compliance

105 - Diapering/Handwashing Procedure

922 KAR 2:100 - Section 11  
(9) If a child is being diapered the child shall:  
(a) Not be left unattended; and  
(b) Be placed on a surface that is:  
1. Clean;  
2. Padded;  
3. Free of holes, rips, tears, or other damage;  
4. Nonabsorbent;  
5. Easily cleaned; and  
6. Free of items not used for diaper changing.

- 1) Child is not left unattended In Compliance
- 2) Surface is clean In Compliance
- 3) Surface is padded In Compliance
- 4) Surface is free of holes, tears, rips or other damage In Compliance
- 5) Surface is nonabsorbent In Compliance
- 6) Surface is easily cleaned In Compliance
- 7) Surface is free of items not used for diapering In Compliance

106 - Individual Disposable Cloths

922 KAR 2:100 - Section 11  
(10) Unless prescribed by a physician, individual disposable washcloths shall be used to thoroughly clean the affected area of the child.

In Compliance

107 - Diapering Surface Disinfected

922 KAR 2:100 - Section 11  
(11) Staff shall disinfect the diapering surface after each child is diapered.

In Compliance

108 - Use of Gloves

922 KAR 2:100 - Section 11  
(12) If staff wear disposable gloves, the gloves shall be changed and disposed of after each child is diapered.

In Compliance

First Aid/Medication

118 - Medication Locked

922 KAR 2:100 - Section 13  
(1) Medication, including medicine that requires refrigeration, shall be stored in a locked container or area with a lock.

In Compliance

119 - Prescription Medication Administration

922 KAR 2:100 - Section 13  
(2) Prescription medication shall not be administered to a child in care, without a daily written request of the parent.

In Compliance

120 - Nonprescription Medication Administration

922 KAR 2:100 - Section 13  
(3) Nonprescription medication:  
(a) May be given to a child only with the written daily request of the:  
1. Parent; or  
2. Person exercising custodial control of the child; and  
(b) Shall be administered according to the instructions on the label.

Not Applicable

- 1) Written daily permission Not Applicable
- 2) Administered according to instructions on the label Not Applicable



**Inspection Report**

**121 - Medication**

**Not Applicable**

**922 KAR 2:100 - Section 13**

- (4) Medications shall be:**  
**(a) Labeled; and**  
**(b) Administered according to directions.**

- 1) Labeled**  
**2) Administered according to directions**

**Not Applicable**  
**Not Applicable**

**122 - First Aid**

**922 KAR 2:100 - Section 13**

- (5) The 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; and**  
**(b) Wash superficial wounds with soap and water before bandaging.**

- 1) Supplies are maintained**  
**2) Supplies are easily accessible for use**  
**3) Supplies are inaccessible to children**  
**4) Superficial wounds are washed with soap and water before bandaging**

**In Compliance**  
**In Compliance**  
**In Compliance**  
**In Compliance**

**123 - First Aid Supplies**

**922 KAR 2:100 - Section 13**

- (6) First aid supplies shall include a fully-equipped first aid kit containing the following nonexpired items:**  
**(a) Liquid soap;**  
**(b) Adhesive bandages;**  
**(c) Sterile gauze;**  
**(d) Medical tape;**  
**(e) Scissors;**  
**(f) Thermometer;**  
**(g) Flashlight;**  
**(h) Cold pack;**  
**(i) First-aid book;**  
**(j) Disposable gloves; and**  
**(k) CPR mouthpiece.**

- 1) Nonexpired items**  
**2) Liquid soap**  
**3) Adhesive bandages**  
**4) Sterile gauze**  
**5) Medical tape**  
**6) Scissors**  
**7) Thermometer**  
**8) Flashlight**  
**9) Cold pack**  
**10) First-aid book**  
**11) Disposable gloves**  
**12) CPR mouthpiece**

**In Compliance**  
**In Compliance**  
**In Compliance**  
**In Compliance**  
**In Compliance**  
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**In Compliance**  
**In Compliance**  
**In Compliance**

**Outdoor Play Area**

**67 - Outdoor Area Safe**

**Not In Compliance**

**922 KAR 2:100 - Section 10**

- (14) An outdoor play area shall be free of unavoidable danger or risk.**

**Findings:**

General: Based on observation, several pieces of glass were found on the playground.

**Inspection Report**

**69 - Stationary Play Equipment**

**922 KAR 2:100 - Section 10**  
**(16) Outdoor stationary play equipment shall be:**  
**(a) Securely anchored;**  
**(b) Developmentally appropriate;**  
**(c) Age appropriate; and**  
**(d) Safe.**

- 1) Securely anchored** **In Compliance**
- 2) Developmentally appropriate** **In Compliance**
- 3) Age appropriate** **In Compliance**
- 4) Safe** **In Compliance**

**71 - Swimming Pool**

**922 KAR 2:100 - Section 10**  
**(18) A swimming pool on the premises shall:**  
**(a) Be maintained;**  
**(b) Have a water filtering system;**  
**(c) Be supervised when in use; and**  
**(d) Be inaccessible to children when not in use.**

- 1) Maintained** **Not Applicable**
- 2) Has a water filtering system** **Not Applicable**
- 3) Supervised when in use** **Not Applicable**
- 4) Inaccessible to children when not in use** **Not Applicable**

**72 - Above-Ground Pool**

**922 KAR 2:100 - Section 10**  
**(19) An above-ground pool shall have:**  
**(a) A stationary wall no less than four (4) feet tall; and**  
**(b) Hand holds or foot holds that are inaccessible when the pool is not in use.**

- 1) Stationary wall is at least 4 feet tall** **In Compliance**
- 2) Hand/foot holds are inaccessible when not in use** **In Compliance**

**Equipment**

**62 - Equipment and Toys**

**922 KAR 2:100 - Section 10**  
**(9) Equipment and toys shall be:**  
**(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.**

- 1) Developmentally appropriate** **In Compliance**
- 2) Sufficient quantity** **In Compliance**
- 3) Safe, sound, clean, and in good repair** **In Compliance**

**70 - Trampoline**

**922 KAR 2:100 - Section 10**  
**(17) A trampoline shall not be accessible to a child in the care of a provider.**

**Not Applicable**

**86 - Rest Time Requirements**

**922 KAR 2:100 - Section 10**  
**(33) Adequate space shall be provided at rest-time for each child in care more than four (4) hours:**  
**(a) Rest-time area shall be comfortable, clean, safe, and in good repair.**  
**(b) An individual bed, crib, play pen, two (2) inch thick waterproof mat, or cot with comfortable, clean, safe bedding shall be provided for each child.**  
**(c) A crib or play pen shall meet the Consumer Products Safety Commission Standards established in 16 C.F.R. 1508-1509.**  
**(d) Individual linens shall be:**  
**1. Provided for each child; and**  
**2. Changed:**  
**a. At least weekly; or**  
**b. If soiled or wet, immediately.**

- 1) Adequate space** **In Compliance**
- 2) Area is comfortable, clean, safe, and in good repair** **In Compliance**
- 3) Individual bed, crib, play pen, 2-inch thick mat, or cot is provided** **In Compliance**



**Inspection Report**

- 4) Comfortable, clean, safe bedding **In Compliance**
- 5) Crib/play pen meets CPSC standards **In Compliance**
- 6) Individual linens are provided **In Compliance**
- 7) Linens changed weekly/immediately, if soiled or wet **In Compliance**

**102 - Toilet Training Chair Not Applicable**

922 KAR 2:100 - Section 11  
(6) If a toilet training chair is used, the chair shall be:  
(a) Emptied promptly; and  
(b) Sanitized after each use.

- 1) Emptied promptly **Not Applicable**
- 2) Sanitized after each use **Not Applicable**

**Transportation**

**127 - Policies and Procedures Not Applicable**

922 KAR 2:100 - Section 15  
(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;  
(b) Have a car or van equipped with seat belts;  
(c) Require that a child:  
1. Be restrained in an appropriate safety seat meeting federal motor vehicle safety standards in 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;  
(d) Have a valid driver's license issued by the Division of Motor Vehicles;  
(e) Have emergency and identification information about each child in the vehicle if children are being transported; and  
(f) Conform to state laws pertaining to vehicles, drivers license, and insurance pursuant to KRS 186.020.

- 1) Parent permission **Not Applicable**
- 2) Vehicle equipped with seat belts **Not Applicable**
- 3) Appropriate car safety seats **Not Applicable**
- 4) Children remain seated **Not Applicable**
- 5) Children under 13 ride in the back seat **Not Applicable**
- 6) Valid driver's license **Not Applicable**
- 7) Emergency/identifying information for each child in vehicle **Not Applicable**
- 8) Registration and insurance **Not Applicable**

**128 - Child Not Left Unattended Not Applicable**

922 KAR 2:100 - Section 15  
(2) A child shall not be left unattended in a vehicle.

**129 - Pick-Up Truck Not Applicable**

922 KAR 2:100 - Section 15  
(3) The back of a pickup truck shall not be used to transport a child.

**Food Service**

**81 - Refrigerator**

922 KAR 2:100 - Section 10  
(28) The refrigerator shall:  
(a) Be in working order; and  
(b) Maintain product temperature at or below forty-five (45) degrees Fahrenheit.

- 1) Working **In Compliance**
- 2) Temp is 45 degrees F or below **In Compliance**

**82 - Freezer At Zero Degrees Fahrenheit In Compliance**

922 KAR 2:100 - Section 10  
(29) 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.



Inspection Report

83 - Bottle-Feeding

922 KAR 2:100 - Section 10

(30) While bottle-feeding an infant, the:

- (a) Child shall be held; and
- (b) Bottle shall not be:
  - 1. Propped;
  - 2. Left in the mouth of a sleeping infant; or
  - 3. Heated in a microwave.

- 1) Child is held In Compliance
- 2) Bottle is not propped In Compliance
- 3) Bottle is not left in the mouth of a sleeping infant In Compliance
- 4) Bottle is not heated in microwave In Compliance

109 - Sanitary Preparation/Storage of Food

922 KAR 2:100 - Section 12

(1) The provider and assistant shall:

- (a) Use sanitary procedures when preparing and serving food;
- (b) Refrigerate perishable food and beverages; and
- (c) Serve milk or milk products that are pasteurized.

- 1) Sanitary procedures used when serving/preparing food In Compliance
- 2) Perishable food/beverages are refrigerated In Compliance
- 3) Pasteurized milk/milk products are served In Compliance

110 - Meal Quantity and Types

922 KAR 2:100 - Section 12

(2) Meals shall:

- (a) Be served in an amount appropriate to the age of the child; and
- (b) Include appropriate types of food according to the age of the child.

- 1) Age appropriate amounts In Compliance
- 2) Age appropriate types In Compliance

111 - Breakfast

922 KAR 2:100 - Section 12

(3) Breakfast shall include:

- (a) Milk;
- (b) Bread; and
- (c) Fruit, vegetable, or 100 percent juice.

- 1) Milk In Compliance
- 2) Bread In Compliance
- 3) Fruit, vegetable, or 100% juice In Compliance

112 - Snack (2 of 4 components: milk; protein; fruit, vegetable, or 100% juice; bread)

In Compliance

922 KAR 2:100 - Section 12

(4) A snack shall include two (2) of the following:

- (a) Milk;
- (b) Protein source;
- (c) Fruit, vegetable, or 100 percent juice; or
- (d) Bread.

113 - Lunch/Dinner

922 KAR 2:100 - Section 12

(5) Lunch and dinner shall include:

- (a) Milk;
- (b) Protein source;
- (c) Two (2) vegetables or one (1) fruit and one (1) vegetable; and
- (d) Bread.

- 1) Milk In Compliance
- 2) Protein In Compliance
- 3) Two vegetables or one fruit and one vegetable In Compliance
- 4) Bread In Compliance

**Inspection Report**

**114 - Weekly Menu**

**922 KAR 2:100 - Section 12**

**(6) A weekly menu shall be:**

- (a) Prepared;**
- (b) Dated;**
- (c) Posted in a conspicuous place;**
- (d) Kept on file for thirty (30) calendar days.**

- 1) Prepared** **In Compliance**
- 2) Dated** **In Compliance**
- 3) Posted** **In Compliance**
- 4) Kept on File for 30 days** **In Compliance**

**115 - Substitutions Noted on Menu**

**922 KAR 2:100 - Section 12**

**(7) Substitutions to a posted weekly menu shall be noted on the day the meal is served.**

**In Compliance**

**116 - Bottle Preparation By Parent, if applicable**

**922 KAR 2:100 - Section 12**

**(8) 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.**

- (a) Prepared;**
- (b) Labeled; and**
- (c) Provided by the parent.**

- 1) Prepared** **In Compliance**
- 2) Labeled** **In Compliance**
- 3) Provided by parent** **In Compliance**

**117 - Bottles**

**922 KAR 2:100 - Section 12**

**(9) Each child's bottle shall be:**

- (a) Labeled;**
- (b) Covered; and**
- (c) Refrigerated.**

- 1) Labeled** **In Compliance**
- 2) Covered** **In Compliance**
- 3) Refrigerated** **In Compliance**

**Children's Records**

**93 - Record Requirement**

**922 KAR 2:100 - Section 10**

**(40) To assure a healthy environment, the provider shall maintain a:**

**(a) Current immunization certificate for each child within thirty (30) days of enrollment, unless an attending physician or parent objects to the immunization of a child pursuant to KRS 214.036;**

**(b) Written record:**

- 1. Completed and signed by the child's parent; and**
- 2. Retained on file on the first day the child attends, to include:**
  - a. The child's name, address, and date of birth;**
  - b. The name of each individual to whom the child may be released;**
  - c. The general status of the child's health;**
  - d. Allergies or restrictions on the child's participation in activities, with specific instructions from the child's parent or physician;**
  - e. The name and phone number of each person to be contacted in an emergency situation;**
  - f. The name and phone number of the child's physician and preferred hospital; and**
  - g. Authorization by the parent for the provider to seek emergency medical care in the parent's absence.**

- 1) Current immunization certificate** **In Compliance**
- 2) Record completed and signed by parent** **In Compliance**
- 3) Record retained on file on child's first day of attendance** **In Compliance**
- 4) Record includes child's name, address, date of birth** **In Compliance**
- 5) Record includes name of individual to whom child may be released** **In Compliance**
- 6) Record includes general status of child's health** **In Compliance**
- 7) Record includes allergies or restrictions of activities** **In Compliance**
- 8) Record includes emergency contacts** **In Compliance**

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9) Record includes name and phone number of the child's physician/preferred hospital **In Compliance**

10) Record includes authorization for emergency medical care **In Compliance**

143 - Written Child Care Agreement/Approved Pick-Up List **In Compliance**

**922 KAR 2:100 - Section 17**

(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.

**Written Documentation**

17 - Application Requirements

**922 KAR 2:100 - Section 2**

(2) An applicant for certification shall:

- (a) Be at least eighteen (18) years of age;
- (b) Submit within ninety (90) days of initiation of the application process:
  - 1. A completed OIG-RCC-4, Application for Certified Family Child Care Home;
  - 2. A completed OIG-RCC-6, Self-Check List;
  - 3. A nonrefundable certification fee pursuant to KRS 199.8982(1)(b);
  - 4. Written documentation from the local authority showing the child-care home is in compliance with local zoning requirements;
  - 5. Documentation of the requirements of KRS 199.8982(1)(a)1 through 3 and 5;
  - 6. A OIG-RCC-5, Central Registry Check, to complete a child abuse or neglect check in accordance with 922 KAR 1:470; and
  - 7. A completed criminal records check for the previous state of residence if the applicant has resided outside the state of Kentucky in the last five (5) years; and
- (c) Obtain commercial liability insurance of at least \$50,000 per occurrence.

1) Zoning **In Compliance**

2) Out of state background **In Compliance**

3) Liability insurance **In Compliance**

73 - Fire/Tornado Drills

**922 KAR 2:100 - Section 10**

(20) A fire and tornado drill shall be conducted during hours of operation:

- (a) At least monthly; and
- (b) Documented.

1) Conducted during hours of operation **In Compliance**

2) Monthly fire drills **In Compliance**

3) Fire drills documented **In Compliance**

4) Monthly tornado drills **In Compliance**

5) Tornado drills documented **In Compliance**

74 - Earthquake Drills

**922 KAR 2:100 - Section 10**

(21) An earthquake drill shall be conducted during hours of operation:

- (a) At least quarterly; and
- (b) Documented.

1) Conducted during hours of operation **In Compliance**

2) Quarterly drills **In Compliance**

3) Documented **In Compliance**

133 - Attendance Records

**922 KAR 2:100 - Section 16**

(4) A certified family child-care home provider shall keep a written daily record of the times a child arrives and departs.

1) Arrival times documented **In Compliance**

2) Departure times documented **In Compliance**

Inspection Report

135 - Policies

922 KAR 2:100 - Section 17

The certified family child-care home provider shall:

- (1) Develop written information that specifies the:
  - (a) Rate for child care;
  - (b) Expected frequency of payment for the program;
  - (c) Hours of operation; and
  - (d) Policy regarding:
    - 1. Late fees;
    - 2. Holidays;
    - 3. Vacation;
    - 4. Illness; and
    - 5. Emergency pick up;

- 1) Rate for child care In Compliance
- 2) Expected frequency of payment In Compliance
- 3) Hours of operation In Compliance
- 4) Late fees In Compliance
- 5) Holidays In Compliance
- 6) Vacation In Compliance
- 7) Illness In Compliance
- 8) Emergency pick-up In Compliance

Posted Documentation

25 - Certificate Posted

In Compliance

922 KAR 2:100 - Section 2

(10) The family child-care home certificate shall:

- (a) Be displayed in a prominent place, as required by KRS 199.8982(1)(c);
- (b) Contain the:
  - 1. Name and address of the child care provider;
  - 2. Maximum number of unrelated children who may be served;
  - 3. Identification number; and
  - 4. Effective and expiration date; and
- (c) Be valid for only the:
  - 1. Name of the individual authorized on the certificate to operate a family child child-care; and
  - 2. Residential address printed on the certificate.

88 - Daily Routine Plan

922 KAR 2:100 - Section 10

(35) A written and posted routine plan shall be established for daily:

- (a) Activity;
- (b) Opportunity for outdoor play; and
- (c) Reading.

- 1) Written and posted In Compliance
- 2) Includes activity In Compliance
- 3) Includes opportunity for outdoor play In Compliance
- 4) Includes reading In Compliance

104 - Diapering/Handwashing Procedures

In Compliance

922 KAR 2:100 - Section 11

(8) The proper methods of diapering and hand-washing shall be posted at each diaper changing area.

141 - Posting Requirements

922 KAR 2:100 - Section 17

(7) Post in a prominent area in the home:

- (a) The staff to child ratios described in Section 9 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;

- 1) Staff to child ratios In Compliance
- 2) Planned program of activities In Compliance
- 3) SOD In Compliance



**Inspection Report**

4) POC

**In Compliance**

5) Daily schedule

**In Compliance**

**Animals**

**124 - Supervised/Vaccinated**

922 KAR 2:100 - Section 14

(1) Animals shall be:

- (a) Supervised by an adult if in the presence of children in care; and
- (b) Certified as properly vaccinated against rabies.

1) Supervised

**In Compliance**

2) Vaccinated

**In Compliance**

**125 - Parent Notification**

**In Compliance**

922 KAR 2:100 - Section 14

(2) A parent shall be notified in writing if a child has been bitten or scratched by an animal.

**126 - Prohibited Animals**

**In Compliance**

922 KAR 2:100 - Section 14

(3) Animals that are considered undomesticated, wild, or exotic shall not be allowed in a family child-care home.

Signature of  
Provider/Representative

Title

Date