



**Andy Beshear**  
GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES**  
**OFFICE OF INSPECTOR GENERAL**

**Eric Friedlander**  
SECRETARY

**Melissa A. Moore, Director**  
Division of Regulated Child Care  
Eastern Branch  
455 Park Place, Suite 120A  
Lexington, KY 40511

**Adam Mather**  
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Riddle, Vanessa	<b>Provider Information</b>	<b>Certificate No:</b> C3352
<b>Provider Address:</b> 230 Falmouth Street, Williamstown, KY, 41097	<b>Provider Type:</b> CERTIFIED	<b>Capacity:</b> 6

<b>Inspection Type:</b> Annual Inspection	<b>Inspection Information</b>	<b>Inspection No:</b> 51902
<b>Visit Start Date:</b> 10/15/2013 1:00 PM	<b>Visit End Date:</b> 10/15/2013 2:00 PM	
<b>No. of Children Enrolled:</b> 4	<b>No. of Children Present:</b> 2	

Inspection Report	
Supervision	
<b>5 - Outdoor Supervision</b>	<b>In Compliance</b>
922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment. (14) Each child in an outdoor play area shall be under the direct supervision of the provider or assistant.	
<b>10 - General Supervision</b>	<b>In Compliance</b>
922 KAR 2:100 - Section 12. Care Requirements for a Provider. (10) A child who does not sleep shall be permitted to play quietly and be visually supervised.	
General Administration	
<b>25 - Number of Children</b>	<b>In Compliance</b>
922 KAR 2:100 - Section 10. Standards for the Provider. (2) A provider shall not provide care for more unrelated children than the number authorized on the certificate of operation. (3) If a provider cares for more than four (4) infants, including the provider's own or related infants, the provider shall have an assistant present. (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.	
<b>30 - Total Capacity</b>	<b>In Compliance</b>
922 KAR 2:100 - Section 10. Standards for the Provider. (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.	
<b>35 - Respite Requirement</b>	<b>In Compliance</b>
922 KAR 2:100 - Section 10. Standards for the Provider. (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.	
<b>40 - Assistant required</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 10. Standards for the Provider. (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 family child-care home; and (d) Used in the absence of the certified provider.	



## Inspection Report

**50 - Alcohol/Controlled Substance/Smoking** **In Compliance**

922 KAR 2:100 - Section 10. Standards for the Provider.

(11) During hours of operation, a provider and another person in the home shall:

- (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
- (b) Prohibit smoking in the presence of children in care.

**55 - Assistant Present in Provider's Absence** **Not Applicable**

922 KAR 2:100 - Section 10. Standards for the Provider.

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

**60 - Provider Has No Other Employment** **In Compliance**

922 KAR 2:100 - Section 10. Standards for the Provider.

(13) A provider shall:

- (a) Not be employed outside of the home during regular hours of operation; and

**65 - Health, safety and comfort** **In Compliance**

922 KAR 2:100 - Section 12. Care Requirements for a Provider.

(1) A provider shall ensure the health, safety, and comfort of each child.

**70 - Overnight Care** **Not Applicable**

922 KAR 2:100 - Section 12. Care Requirements for a Provider.

(11) If overnight care is provided, a provider or an assistant shall:

- (a) Remain awake until every child in care is asleep; and
- (b) Sleep on the same floor level of the home as an infant or toddler.

**75 - Off Premises Requirements** **In Compliance**

922 KAR 2:100 - Section 12. Care Requirements for a Provider.

(13) Except for a school-aged child whose parent has given written permission and whose whereabouts are known, a child shall not be permitted off the premises of a family child-care home without a caregiver.

**80 - Pick-Up Procedure** **In Compliance**

922 KAR 2:100 - Section 12. Care Requirements for a Provider.

(15) A child shall be released from a family child-care home to:

- (a) The child's custodial parent;
- (b) The person designated in writing by the parent to receive the child; or
- (c) In an emergency, a person designated over the telephone by the parent.

**85 - Record Maintenance** **In Compliance**

922 KAR 2:100 - Section 18. Records.

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

**90 - Reports to Cabinet** **In Compliance**

922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.

The certified family child-care home provider shall: (10) Report:

(a) The following to the cabinet within twenty-four (24) hours from the time of discovery:

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 affects:
  - a. A child in care;
  - b. The provider;
  - c. An assistant; or
  - d. A member of the provider's household;
4. An incident involving fire or other emergency; or
5. A report of child abuse or neglect that:
  - a. Has been accepted by the cabinet in accordance with 922 KAR 1:330; and
  - b. Names the alleged perpetrator as the:
    - (i) Provider;
    - (ii) Provider's assistant; or
    - (ii) Member of the provider's household;

(b) The death of a child to the cabinet within one (1) hour; or

(c) Temporary or permanent closure as soon as practicable to the cabinet and the parent of a child in the family child-care home.

### Provider Requirements

**95 - Recognize symptoms of illness/provide first aid** **In Compliance**

922 KAR 2:100 - Section 15. 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; and

**100 - Protect from abuse/neglect** **In Compliance**

**Inspection Report**

**922 KAR 2:100 - Section 15. 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).**

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

**In Compliance**

**922 KAR 2:100 - Section 18. Records.**

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

**110 - Reporting Abuse/Neglect**

**In Compliance**

**922 KAR 2:100 - Section 18. Records.**

**(4) A certified family child-care home provider shall:**

**(a) Report an incident of suspected child abuse or neglect pursuant to KRS 620.030(1);**

**115 - Cabinet access**

**In Compliance**

**922 KAR 2:100 - Section 18. 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(4)**

**120 - Information to Parents**

**In Compliance**

**922 KAR 2:100 - Section 19. 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;**

**125 - Access to Home**

**In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**

**The certified family child-care home provider shall: (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;**

**130 - Parent/Family Activity**

**In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**

**The certified family child-care home provider shall: (8) Coordinate at least one (1) annual activity involving parental or family participation;**

**Provider Records**

**135 - Provider CPR/First Aid**

**In Compliance**

**922 KAR 2:100 - Section 2. Certification Process.**

**(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.**

**140 - Adult in home/Assistant**

**In Compliance**

**922 KAR 2:100 - Section 2. Certification Process.**

**(5) An adult living in the home of the applicant present during the hours of operation, or having unsupervised contact with a child in care, and the applicant's assistant shall submit to the cabinet:**

**(a) A criminal records check pursuant to KRS 17.165(5) by the Kentucky State Police or the Administrative Office of the Courts within a year prior to application;**

**(b) A OIG-DRCC-04 to complete:**

**1. A child abuse or neglect check using the central registry in accordance with 922 KAR 1:470; and**

**2. An address check of Sex Offender Registry;**

**(c) A criminal records check completed once for any previous state of residence if:**

**1. The adult resided outside the state of Kentucky in the last five (5) years; and**

**2. No criminal records check has been completed for the adult's previous state of residence; and**

**145 - Adult in home/Assistant TB**

**In Compliance**

**922 KAR 2:100 - Section 2. Certification Process.**

**(5) An adult living in the home of the applicant present during the hours of operation, or having unsupervised contact with a child in care, and the applicant's assistant shall submit to the cabinet:**

**(d) A copy of negative tuberculin results or a health professional's statement documenting that the adult is free of active tuberculosis.**

**150 - Orientation/training plan**

**In Compliance**

**922 KAR 2:100 - Section 2. Certification Process.**

**(9) Within three (3) months of submission to the cabinet of a complete OIG-DRCC-03, 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 10(1) of this administrative regulation.**

**155 - Provider Training Requirements**

**In Compliance**

**Inspection Report**

**922 KAR 2:100 - Section 10. Standards for the Provider.**

- (1)(a) A provider shall complete annually at least nine (9) hours of cabinet-approved early care and education training beginning with the second year of operation, including one and one-half (1½) hours of cabinet-approved pediatric abusive head trauma training in accordance with KRS 199.8982(2):
- a. Within the second year of employment or operation in child care; and
  - b. Every subsequent five (5) years of employment or operation in child care.

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

**Not Applicable**

**922 KAR 2:100 - Section 10. Standards for the Provider.**

- (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.

**165 - Assistant Training Requirements, if applicable**

**Not Applicable**

**922 KAR 2:100 - Section 10. Standards for the Provider.**

- (9) An assistant used in the absence of the family child-care home provider in excess of fourteen (14) calendar days during a one (1) year period shall demonstrate completion of at least nine (9) hours of cabinet-approved training, including pediatric abusive head trauma training pursuant to KRS 199.8982(2), in accordance with subsection (1) of this section.

**Programming**

**170 - Diagnosed Special Needs**

**Not Applicable**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (2) Care for a child with a special need shall be consistent with the nature of the need as documented by the child's health professional.

**175 - Television/Video Viewing**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (3) 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.

**180 - Infant sleep position**

**Not Applicable**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (6) An infant shall sleep and nap on the infant's back unless the infant's health professional signs a waiver that states the infant requires an alternate sleeping position.

**185 - Rest time**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (7) Rest time shall be provided for each child who is not school-age and who is in care for more than four (4) hours.

**190 - Rest Period**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (9) Rest time shall not exceed two (2) hours for a preschool-age child unless the child is attending nontraditional hours or is sick.

**195 - Curriculum Areas**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (12) A certified family child care home shall provide a daily planned program:
- (d) That offers a variety of creative activities including:
    - 1. Art;
    - 2. Music;
    - 3. Dramatic play;
    - 4. Stories and books;
    - 5. Science;
    - 6. Block building;
    - 7. Tactile activity;
    - 8. Culture;

**200 - Activities**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (12) A certified family child care home shall provide a daily planned program:
- (d) That offers a variety of creative activities including:
    - 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:
      - a. Have some free choice of activities;
      - b. If desired, play apart from the group at times; and

**205 - Self-help procedures**

**In Compliance**

**Inspection Report**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**  
**(12) A certified family child care home shall provide a daily planned program:**  
**(d) That offers a variety of creative activities including:**  
**11. An opportunity for a child to:**  
**c. Practice developmentally appropriate self-help procedures in respect to:**  
**(i) Clothing;**  
**(ii) Toileting;**  
**(iii) Hand-washing; and**  
**(iv) Eating.**

**210 - Corporal Discipline**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**  
**(14) Use of corporal physical discipline shall be prohibited pursuant to KRS 199.896(18).**

**215 - Parent Communication**

**In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**  
**The certified family child-care home provider shall: (6) Communicate with each child's parent about the child's:**  
**(a) Development;**  
**(b) Activities;**  
**(c) Likes; and**  
**(d) Dislikes;**

**Premises**

**220 - Free from risk of harm**

**In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**  
**(1) A 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;**

**225 - Heat/Cool/Light/Ventilation**

**In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**  
**(1) A provider's home and each play area used for child care shall:**  
**(b) Have adequate:**  
**1. Heating and cooling;**  
**2. Light; and**  
**3. Ventilation.**

**230 - Floor Level Requirements**

**In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**  
**(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.**

**235 - 2 Unblocked Exits**

**In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**  
**(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.**

**240 - Harmful Items Inaccessible**

**In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**  
**(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;**  
**(c) Power tools, lawn mowers, hand tools, nails, and other equipment;**  
**(d) Matches, cigarettes, lighters, combustibles, and flammable liquids;**  
**(e) Alcoholic beverages;**  
**(f) Plastic bags; and**  
**(g) Litter and rubbish.**

**245 - Guns/Ammunition**

**Not Applicable**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**  
**(5) In accordance with KRS 527.070(1), firearms and ammunition shall be stored away from the presence of children, in separate locked containers, which, in order to be opened, require a:**  
**(a) Key; or**  
**(b) Combination.**

**250 - Covered Outlets**

**In Compliance**

**Inspection Report**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(6) Electrical outlets not in use shall be covered.

**255 - Fan/Furnace/Heater/Fireplace**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(7) An electric fan, floor furnace, or freestanding heater or fireplace shall:  
(a) Be out of the reach of a child; or  
(b) Have a safety guard to protect a child from injury.

**260 - Land line Telephone**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(8) A certified family child-care home shall have:  
(a) At least one (1) working land-line telephone on each level used for child care unless the cabinet has been notified that the telephone is temporarily out of service; and

**265 - Emergency numbers**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(8) A certified family child-care home shall have:  
(b) A list of emergency numbers posted by each telephone, including numbers for the:  
1. Police;  
2. Fire station;  
3. Emergency medical care and rescue squad; and  
4. Poison control center.

**270 - Stairs/Steps**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(10) Stairs and steps used for children in care shall be:  
(a) Solid;  
(b) Safe; and  
(c) Railed.

**275 - Stairs Blocked, if applicable**

**Not Applicable**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(11) If an infant or toddler is in the care of a provider, indoor stairs with more than two (2) steps shall be blocked.

**280 - 35 Square Feet**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(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:  
(a) Play; and  
(b) Activities that meet the developmental needs of the children in care.

**285 - Condition of Home**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(21) A family child-care home shall:  
(a) Be clean;  
(b) Be uncluttered;  
(c) Be free of insects and rodents;

**290 - Water supply**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(21) A family child-care home shall:  
(d) Have a water supply that is:  
1. Potable;  
2. Adequate; and  
3. From an approved public water supply;

**295 - Bathroom sanitary**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(21) A family child-care home shall:  
(e) Have bathrooms, including toilets, sinks, and potty chairs that are:  
1. Sanitary; and  
2. In good working condition.

**300 - Openings Screened**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(22) Windows, doors, and outer openings shall be screened to prevent the entrance of vermin.

**305 - Garbage Stored Appropriately**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(23) Indoor and outdoor garbage shall be stored in a waterproof container with a tight-fitting cover.

**Inspection Report**

**310 - Toilet Room**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

- (1) A toilet room shall:
  - (a) Have an adequate supply of toilet paper; and
  - (b) Be cleaned and sanitized daily.

**315 - Sink**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

- (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 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) Immediately adjacent to a changing area used for infants and toddlers.

**320 - Toilet**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

- (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.

**325 - Sick Child Area**

**In Compliance**

**922 KAR 2:100 - Section 15. 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.

**Hygienic Practices**

**330 - Child Handwashing**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (4) 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.

**335 - Adult hand washing**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (5) A 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; and

**340 - Items not shared**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

- (5) A provider and an assistant shall:
  - (b) Assure that a child does not share:
    1. Cups;
    2. Eating utensils;
    3. Wash cloths;
    4. Towels; and
    5. Toiletry items.

**345 - Toilet Training**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

- (4) Toilet training shall be coordinated with the child's parent.

**350 - Clean Diapers/Clothing**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

- (5) An adequate quantity of freshly laundered or disposable diapers and clean clothing shall be available.

**355 - Soiled Diapers/Clothing**

**In Compliance**

**Inspection Report**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

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

**360 - Diapering not left unattended**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

- (9) If a child is being diapered, the child shall:**  
**(a) Not be left unattended; and**

**365 - Diapering Space**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

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

**370 - Individual Disposable Cloths**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

- (10) Unless prescribed by a physician, individual disposable washcloths shall be used to thoroughly clean the affected area of the child.**

**375 - Diapering Practice**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

- (11) A provider or an assistant shall disinfect the diapering surface after each child is diapered.**  
**(12) If a provider or an assistant wear disposable gloves, the gloves shall be changed and disposed of after each child is diapered.**

**First Aid/Medication**

**380 - Medication Locked**

**In Compliance**

**922 KAR 2:100 - Section 15. Medication and First Aid.**

- (1) Medication, including medicine that requires refrigeration, shall be stored in a locked container or area with a lock.**

**385 - Medication administration**

**Not Applicable**

**922 KAR 2:100 - Section 15. Medication and First Aid.**

- (2) Prescription and nonprescription medication shall be administered to a child in care with a daily written request of the child's parent.**  
**(3) Prescription and nonprescription medications shall be:**  
**(a) Labeled; and**  
**(b) Administered according to directions or instructions on the label.**

**390 - First Aid supplies accessible**

**In Compliance**

**922 KAR 2:100 - Section 15. 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;**  
**and**

**400 - First Aid Supplies**

**In Compliance**

**922 KAR 2:100 - Section 15. Medication and First Aid.**

- (5) 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.**

**405 - Parent Notification**

**In Compliance**

**922 KAR 2:100 - Section 15. Medication and First Aid.**

- (6) A provider shall provide immediate notification of a medical emergency to a child's:**  
**(a) Parent; or**  
**(b) Family physician, if the parent is unavailable.**

**Inspection Report**

**Outdoor Play Area**

**410 - Outdoor Play Area Safe**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(13) An outdoor play area shall be free of unavoidable danger or risk.

**415 - Outdoor stationary equipment**

**In Compliance**

922 KAR 2:100 - Section 11. 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.

**Equipment**

**420 - Toys**

**In Compliance**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(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.

**425 - Trampoline**

**Not Applicable**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(16) A trampoline shall not be accessible to a child in the care of a provider.

**430 - Swimming Pool**

**Not Applicable**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(17) A swimming pool on the premises shall:  
(a) Be maintained;  
(b) Have a water filtering system;  
(c) Be supervised when in use; and  
(d) Be inaccessible to children when not in use.  
(18) An above-ground pool shall have:  
(a) A stationary wall no less than four (4) feet tall; and  
(b) Hand holds or foot holds that are inaccessible when the pool is not in use.

**435 - Playpens**

**Not Applicable**

922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.  
(24) Playpens and play yards shall:  
(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.

**440 - Infant rest time**

**Not Applicable**

922 KAR 2:100 - Section 12. Care Requirements for a Provider.  
(8) Rest time shall include adequate space specified by the child's age as follows:  
(a) For an infant:  
1. An individual non-tiered crib that meets Consumer Product Safety Commission standards established in 16 C.F.R. 1219-1220;  
2. A firm crib mattress in good repair with a clean tight-fitted sheet that is changed:  
a. Weekly; or  
b. Immediately if it is soiled or wet;  
3. No positioning device or monitor unless the device or monitor is required by the infant's health professional;  
4. No loose bedding; and  
5. No toys or other items except for the infant's pacifier; or

**445 - Toddler/preschool rest time**

**In Compliance**

922 KAR 2:100 - Section 12. Care Requirements for a Provider.  
(8) Rest time shall include adequate space specified by the child's age as follows:  
(b) For a toddler or preschool-age child:  
1. An individual bed, a two (2) inch thick waterproof mat, or cot in good repair; and  
2. Bedding that is in good repair and is changed:  
a. Weekly; or  
b. Immediately if it is soiled or wet.

**450 - Toilet Training Chair**

**Not Applicable**

922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.  
(6) If a toilet training chair is used, the chair shall be:  
(a) Emptied promptly; and  
(b) Sanitized after each use.

**Inspection Report**

**Transportation**

<b>455 - Written permission from parents</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 17. 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;	
<b>460 - Seat belts</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 17. 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;	
<b>465 - Car seats/seated/back seat</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 17. Transportation. (1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall: (c) Require that a child: 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;	
<b>470 - Valid driver's license</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 17. Transportation. (1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall: (d) Have a valid driver's license issued by the Division of Motor Vehicles;	
<b>475 - Emergency/identifying info</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 17. Transportation. (1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall: (e) Have emergency and identification information about each child in the vehicle if children are being transported; and	
<b>480 - Laws for driver's license/insurance</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 17. Transportation. (1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall: (f) Conform to state laws pertaining to vehicles, driver's license, and insurance pursuant to KRS 186.020.	
<b>485 - Child Not Left Unattended</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 17. Transportation. (2) A child shall not be left unattended in a vehicle.	
<b>490 - Pick-Up Truck</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 17. Transportation. (3) The back of a pickup truck shall not be used to transport a child.	
<b>495 - Prohibited items</b>	<b>Not Applicable</b>
922 KAR 2:100 - Section 17. Transportation. (4) Firearms, ammunition, alcohol, or illegal substances shall not be transported in a vehicle transporting children.	

**Food Service**

<b>500 - Sanitary Preparation/Storage of Food</b>	<b>In Compliance</b>
922 KAR 2:100 - Section 14. Food Requirements. (1) A provider and an assistant shall: (a) Use sanitary procedures when preparing and serving food; (b) Refrigerate perishable food and beverages; and	
<b>505 - Milk requirements</b>	<b>In Compliance</b>
922 KAR 2:100 - Section 14. Food Requirements. (1) A provider and an assistant shall: (c) Serve: 1. Breast milk or iron-fortified formula to a child age birth to twelve (12) months; 2. Pasteurized whole milk to a child age twelve (12) months to twenty-four (24) months; or 3. Pasteurized skim or low fat 1% milk to a child age twenty-four (24) months to school-age.	
<b>510 - Water requirements</b>	<b>In Compliance</b>
922 KAR 2:100 - Section 14. Food Requirements. (2) Water shall be: (a) Available to a child in care; and (b) Served in addition to meal requirements if a child requests throughout the day.	
<b>515 - Same food</b>	<b>In Compliance</b>

**Inspection Report**

**922 KAR 2:100 - Section 14 Food Requirements.**

**(3) A certified family child-care home shall offer each child the same food items unless the child's parent or health professional documents a dietary restriction that necessitates an alternative food item for the child.**

**520 - Second servings**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(4) Second servings shall be available to a child.**

**525 - Food not used as reward/punishment**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(5) Food shall not be used for:**

- 1. Reward;**
- 2. Punishment; or**
- 3. Withheld until all other food items are consumed.**

**530 - Food in appropriate amount and type**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(6) Meals shall:**

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

**535 - Meals not served during TV viewing**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(6) Meals shall:**

- (c) Not be served during television or video viewing.**

**540 - Breakfast**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(7) Breakfast shall include:**

- (a) Milk;**
- (b) Whole grain or enriched bread; and**
- (c) Fruit, vegetable, or 100 percent juice.**

**545 - Snack**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

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

- (a) Milk;**
- (b) Protein source;**
- (c) Fruit, vegetable, or 100 percent juice; or**
- (d) Whole grain or enriched bread.**

**550 - Lunch/Dinner**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(9) Lunch and dinner shall include:**

- (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) Whole grain or enriched bread.**

**555 - Weekly Menu**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

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

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

**560 - Substitutions Noted on Menu**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

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

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

**Not Applicable**

**922 KAR 2:100 - Section 14. 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.**

**570 - Bottles**

**Not Applicable**

**Inspection Report**

**922 KAR 2:100 - Section 14. Food Requirements.**

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

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

**575 - Refrigerator**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(14) The refrigerator shall:**

- (a) Be in working order; and**
- (b) Maintain a product temperature at or below forty-five (45) degrees Fahrenheit.**

**580 - Freezer At Zero Degrees Fahrenheit**

**In Compliance**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(15) Except if thawed for preparation or use, frozen food shall be kept at a temperature of zero degrees Fahrenheit as verified by a thermometer in the freezer.**

**585 - Bottle-Feeding**

**Not Applicable**

**922 KAR 2:100 - Section 14. Food Requirements.**

**(16) 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.****

**Children's Records**

**590 - Immunization**

**In Compliance**

**922 KAR 2:100 - Section 18. Records.**

**(1) A provider shall maintain:**

- (a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;**

**595 - Children's information**

**In Compliance**

**922 KAR 2:100 - Section 18. Records.**

**(1) A provider shall maintain:**

- (b) A written record for each child:
  - 1. Completed and signed by the child's parent;**
  - 2. Retained on file on the first day the child attends the family child-care home; and**
  - 3. To contain:
    - a. Identifying information about the child, which includes, at minimum, the child's name, address, and date of birth;**
    - b. Contact information to enable the provider to contact the child's:
      - (i) Parent at the parent's home or place of employment;**
      - (ii) Family physician; and**
      - (iii) Preferred hospital;****
    - c. The name of each person who is designated in writing to pick-up the child;**
    - d. The child's general health status and medical history including, if applicable:
      - (i) Allergies;**
      - (ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and**
      - (iii) Permission from the parent for third-party professional services in the family child-care home;****
    - e. The name and phone number of each person to be contacted in an emergency situation involving or impacting the child;**
    - f. Authorization by the parent for the provider to seek emergency medical care for the child in the parent's absence; and******

**600 - Permission for trips off premises**

**Not Applicable**

**922 KAR 2:100 - Section 18. Records.**

**(1) A provider shall maintain:**

- (b) A written record for each child:
  - 3. To contain:
    - g. A permission form for each trip away from the family child-care home signed by the child's parent in accordance with Section 17(1) of this administrative regulation; and******

**605 - Written child care agreement**

**In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**

**The certified family child-care home provider shall: (9) Maintain a written child care agreement with each child's parent, including the name of each person designated by the parent to pick up the child; and**

**Written Documentation**

**610 - liability insurance**

**In Compliance**

**Inspection Report**

**922 KAR 2:100 - Section 2. Certification Process.**

**(2) An applicant for certification shall:**

**(b) Obtain commercial liability insurance of at least \$50,000 per occurrence; and**

**615 - Zoning**

**In Compliance**

**922 KAR 2:100 - Section 2. Certification Process.**

**(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;**

**620 - Attendance Records Standards**

**In Compliance**

**922 KAR 2:100 - Section 10. Standards for the Provider.**

**(13) A provider shall:**

**(b) Maintain daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13 if a child receives services from the provider through the Child Care Assistance Program.**

**625 - Fire Drill Requirements**

**In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**

**(19) A fire drill shall be conducted during hours of operation:**

**(a) At least monthly; and**

**(b) Documented.**

**630 - Tornado Drill Requirements**

**In Compliance**

**922 KAR 2:100 - Section 11. The General Requirements of the Family Child-Care Home Environment.**

**(20) An earthquake drill and a tornado drill shall be conducted during hours of operation:**

**(a) At least quarterly; and**

**(b) Documented.**

**635 - Attendance Records**

**In Compliance**

**922 KAR 2:100 - Section 18. Records.**

**(1) A provider shall maintain:**

**(c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160,**

**Section 13 if a child receives services from the provider through the Child Care Assistance Program;**

**640 - Earthquake Drills**

**In Compliance**

**922 KAR 2:100 - Section 18. Records.**

**(5) A certified family child-care home provider shall maintain a written record of:**

**(a) Quarterly practiced earthquake drills and tornado drills detailing the date, time, and participants in accordance with Section 11(20) of this administrative regulation;**

**645 - Fire Drills**

**In Compliance**

**922 KAR 2:100 - Section 18. Records.**

**(5) A certified family child-care home provider shall maintain a written record of:**

**(b) Monthly practiced fire drills detailing the date, time, and participants in accordance with Section 11(19) of this administrative regulation; and**

**650 - Reports to Cabinet**

**Not Applicable**

**922 KAR 2:100 - Section 18. Records.**

**(5) A certified family child-care home provider shall maintain a written record of:**

**(c) Reports to the cabinet that are required in accordance with Section 19(10) of this administrative regulation.**

**655 - Evacuation plan Records**

**In Compliance**

**922 KAR 2:100 - Section 18. Records.**

**(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.**

**660 - Policies**

**In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**

**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;**

**Inspection Report**

**Posted Documentation**

**665 - Certificate**

**In Compliance**

**922 KAR 2:100 - Section 2. Certification Process.**

**(10) A family child-care home certificate shall:**

- (a) Be displayed in a prominent place, as required by KRS 199.8982(1)(c);**

**670 - Daily Planned Program of Activities**

**In Compliance**

**922 KAR 2:100 - Section 12. Care Requirements for a Provider.**

**(12) A certified family child care home shall provide a daily planned program:**

- (a) Posted in writing in a conspicuous location;**
- (b) Of activities that are individualized and developmentally appropriate for each child served;**
- (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and**

**675 - Diapering/Handwashing Procedures**

**In Compliance**

**922 KAR 2:100 - Section 13. Toilet and Diapering Requirements.**

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

**680 - Posted Documentation**

**In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**

**The certified family child-care home provider shall: (7) Post in a prominent area in the home:**

- (a) The staff to child ratios described in Section 10 of this administrative regulation;**
- (b) The planned program of activities;**
- (c) Each statement of deficiency issued by the cabinet during the current certification period;**
- (d) Each plan of correction submitted by the certified family child-care home to the cabinet during the current certification period; and**
- (e) Daily schedule including any trips outside the family child-care home;**

**Animals**

**685 - Animals**

**In Compliance**

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

**(1) An animal shall not be allowed in the presence of a child in care:**

**(a) Unless:**

- 1. The animal is under the supervision and control of an adult;**
- 2. Written parental consent has been obtained; and**
- 3. The animal is certified as vaccinated against rabies; or**

**(b) Except in accordance with subsection (3) of this section.**

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

**(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:**

- (a) A part of a planned program activity led by an animal specialist affiliated with a zoo or nature conservatory; and**
- (b) In accordance with 301 KAR 2:081 and 301 KAR 2:082.**

**Posted Requirements**

**690 - Children/Parent Rights**

**In Compliance**

**922 KAR 2:100 - Section 19. Certified Family Child-Care Home Program.**

**The certified family child-care home provider shall: (4) Post and provide to each parent a copy of children and parent rights, as required by KRS 199.898;**

Signature of  
Provider/Representative

Title

Date