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GOVERNOR

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

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Inspection Report

Provider Name: Community Head Start	Provider Information	License No: L358308
Provider Address: 1824 North Main St, Suite 100, Hazard, KY, 41702	Provider Type: LICENSED TYPE I	Capacity: 60
Owner(s): LESLIE, KNOTT, LETCHER, PERRY COUNTIES HEAD START PROGRAM, INCORPORATED		Director(s): Sexton, Hazel Renee

Inspection Type: Renewal Application	Inspection Information	Inspection No: 17863
Visit Start Date: 03/11/2013 10:15 AM	Visit End Date: 03/11/2013 12:40 PM	
	No. of Children Present: 43	

Inspection Report

Supervision

167 - Children supervised/Protected

922 KAR 2:120 - Section 2 (3)

(a) Each center shall maintain a child care program that assures each child will be:

1. Provided adequate supervision at all times; and
2. Protected from abuse or neglect.

1) Adequately supervised at all times

In Compliance

2) Protected from abuse/neglect

In Compliance

186 - Activity Areas/Equipment/Materials

In Compliance

922 KAR 2:120 - Section 3

(2) Activity areas, equipment, and materials shall be arranged so that the child's activity can be given adequate supervision by staff.

232 - Supply Storage

In Compliance

922 KAR 2:120 - Section 4

(28) Supplies shall be stored so that the adult can reach them without leaving the child unattended.

Staffing Requirements

117 - Cooking/Cleaning Staffing

922 KAR 2:110 - Section 4 (1)

(k) Assure that additional staff are available during cooking and cleaning hours, if necessary, to maintain staff-to-child ratios pursuant to 922 KAR 2:110;

1) Cooking

In Compliance

2) Cleaning

In Compliance

Inspection Report

135 - Adequate Adults/Qualified Staff

922 KAR 2:110 - Section 5

(10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:

- (a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;
- (b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and
- (c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.

1) Ratio Compliance

In Compliance

135 - Adequate Adults/Qualified Staff

922 KAR 2:110 - Section 5

(10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:

- (a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;
- (b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and
- (c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.

2) Under 18 directly supervised

Not Applicable

162 - Ratios and Group Size

In Compliance

922 KAR 2:120 - Section 2

(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:

Age of Children Ratio Maximum

Group

Size*

Infant 1 staff for 5 children 10

Toddler 1 staff for 6 children 12

2 to 3 years 1 staff for 10 children 20

3 to 4 years 1 staff for 12 children 24

4 to 5 years 1 staff for 14 children 28

5 to 7 years 1 staff for 15 children 30

7 and older 1 staff for 25 children

(for before and after school) 30

1 staff for 20 children

(full day of care) 30

*Maximum Group Size shall be applicable only to Type I centers.

163 - Defined Groups

922 KAR 2:120 - Section 2 (2)

(a) In a Type I center, a group size shall:

- 1. Be separately maintained in a defined area unique to the group; and
- 2. Have specific staff assigned to, and responsible for, the group.

1) Separate/Defined Area

In Compliance

2) Specific Staff

In Compliance

166 - Related Children

In Compliance

922 KAR 2:120 - Section 2

(d) If a child related to the director, employee, or person under the supervision of the licensee is receiving care in the center, the child shall be included in the staff-to-child ratio.

General Administration

23 - Qualify and Maintain a License

922 KAR 2:090 - Section 5

(8) To qualify for and maintain a license, a child-care center shall:

- (a) Provide written documentation from the local authority showing compliance with local zoning requirements;
- (b) Be approved by the Office of the State Fire Marshal or designee;
- (c) Have an approved water and sewage system in accordance with local, county, and state laws;
- (d) Have adequate equipment, supplies, and staff to serve initial enrollment of children;
- (e) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;
- (f) Comply with provisions of this administrative regulation, 922 KAR 2:110, and 922 KAR 2:120;
- (g) Cooperate with the state agency during an investigation of an alleged complaint, including an allegation of child abuse or neglect pursuant to KRS 620.030(3); and
- (h) Have a director who meets the requirements listed in 922 KAR 2:110.

1) Zoning

In Compliance

2) Fire Marshal

In Compliance

Inspection Report

3) Water/Sewage	In Compliance
4) Equipment/Supplies/Staff	In Compliance
5) Liability Insurance	In Compliance
6) Comply with Regulations	In Compliance
7) Cooperate with State	In Compliance
8) Have Director	In Compliance

24 - Denied Access

In Compliance

922 KAR 2:090 - Section 5

(9) A child-care center shall allow the cabinet or its designee and parent of an enrolled child unannounced access to the child-care center during the hours of operation.

41 - Immediate Threat

In Compliance

922 KAR 2:090 - Section 8

(8) A statement of deficiency that poses an immediate threat to the health, safety, or welfare of a child shall be corrected within five (5) working days of notification in accordance with KRS 199.896(5)(c).

47 - Report to Licensee

922 KAR 2:090 - Section 10

(4) A director, employee, volunteer, any person with supervisory or disciplinary control over, or having direct contact with, a child shall report to the licensee if:

- (a) Convicted of a violent crime or sex crime defined by KRS 17.165(1) through (3);
- (b) The subject of a cabinet child abuse or neglect investigation; or
- (c) Found by the cabinet or a court to have abused or neglected a child.

1) Violent/Sex Crime Conviction

In Compliance

2) Child Abuse/Neglect Investigation

In Compliance

3) Substantiation of Abuse/Neglect

In Compliance

48 - Failure to Report to Cabinet

In Compliance

922 KAR 2:090 - Section 10

(5) Each licensee shall report to the cabinet or its designee if the licensee, director, employee, volunteer, or another person who submitted to a background check meets a criterion of subsection (4) of this section.

52 - Interference/Denied Access

922 KAR 2:090 - Section 10

(9) A child-care center's license shall be revoked if:

- (a) A representative of the center interferes with a cabinet representative's ability to perform an official duty; or
- (b) A cabinet representative or parent is denied access to:
 - 1. A child; or
 - 2. The child-care center.

1) Center representative interferes with Cabinet/Official duty

In Compliance

2) Cabinet representative denied access to child

In Compliance

3) Cabinet representative denied access to center

In Compliance

4) Parent denied access to child

In Compliance

5) Parent denied access to center

In Compliance

89 - Licensee responsibility

922 KAR 2:110 - Section 2 General. (1) A licensee shall be responsible for the operation of the child-care center pursuant to this administrative regulation, 922 KAR 2:090, and 922 KAR 2:120.

1) 922 KAR 2:090

In Compliance

2) 922 KAR 2:110

In Compliance

3) 922 KAR 2:120

In Compliance

91 - Confidential Information

In Compliance

922 KAR 2:110 - Section 2

(3) Information concerning a child or the child's parent shall be kept in strict confidence by child-care center staff, except as otherwise required by law.

92 - Volunteer/Board Member Compliance

In Compliance

922 KAR 2:110 - Section 2

(4) A volunteer or board member shall comply with the policies and procedures of the child-care center.

94 - Resident Interference

Not Applicable

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922 KAR 2:110 - Section 2

(6) An activity of a person living in a child-care center that is a dwelling unit shall not interfere with the child-care center program.

127 - Staff Conviction/Substantiation

922 KAR 2:110 - Section 5

(2) A child-care center shall not employ a person:

- (a) Convicted of a crime pursuant to KRS 17.165(5); or
- (b) Found by the cabinet to have abused or neglected a child, pursuant to 922 KAR 1:470.

1) CRC

In Compliance

2) CAN

In Compliance

130 - Staff in charge in Director's absence

In Compliance

922 KAR 2:110 - Section 5

(5) One (1) adult staff person shall be designated as being in charge. If the director is not present in the child-care center, the designated staff person in charge shall carry out the duties of the director.

136 - Controlled Substance/Alcohol

922 KAR 2:110 - Section 5

(11) Except for medication prescribed by a physician, a controlled substance or alcohol use shall not be permitted on the premises during hours of operation.

1) Controlled Substance

In Compliance

2) Alcohol

In Compliance

137 - Staff Awake on Duty

In Compliance

922 KAR 2:110 - Section 5

(12) Each staff person shall remain awake while on duty except as specified in 922 KAR 2:120, Section 2(11)(f).

138 - Adult Resident

Not Applicable

922 KAR 2:110 - Section 5

(13) For each adult residing at a child-care center, the results of the following shall be maintained on file at the center:

- (a) Criminal records check indicating that the adult has not been convicted of a crime pursuant to KRS 17.165(5);
- (b) Child abuse and neglect checks in accordance with 922 KAR 1:470, indicating that the adult has not been found by the cabinet to have abused or neglected a child; and
- (c) A copy of the results of a negative tuberculosis skin test or a health professional's statement documenting that the adult is free of tuberculosis. Every two (2) years, the adult shall provide evidence of a negative tuberculosis skin or health professional's statement documenting that the adult is free of tuberculosis.

1) CRC

Not Applicable

2) CAN

Not Applicable

3) TB

Not Applicable

142 - Change of Director

Not Applicable

922 KAR 2:110 - Section 6

(3) A licensee shall report to the cabinet within one (1) week:

- (a) Any resignation, termination, or change of director; and
- (b) The name of the acting director who satisfies the requirement of Section (4) of this administrative regulation.

1) Notice of change

Not Applicable

2) Acting director

Not Applicable

168 - Abuse/Neglect

922 KAR 2:120 - Section 2 (3)

(b) The program shall include:

- 1. A procedure to inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.030; and
- 2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.

1) Abuse/Neglect procedure

In Compliance

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183 - Requirements for Nontraditional care

Not Applicable

922 KAR 2:120 - Section 2

(11) If nontraditional hours of care are provided:

- (a) Including time spent in school, a child shall not be permitted to spend more than sixteen (16) hours in the child-care center during one (1) twenty-four (24) hour period;
- (b) At least one (1) staff member shall be assigned responsibility for each sleeping room;
- (c) A child present for an extended period of time during waking hours shall receive a program of well-balanced and constructive activity geared to the child's age level and developmental needs;
- (d) A child sleeping three (3) hours or more shall sleep in:
 - 1. Pajamas; or
 - 2. A nightgown;
- (e) If a child attends school from the child-care center, the child shall be offered breakfast;

1) No more than 16 hours

Not Applicable

2) Staff member per sleep room

Not Applicable

3) Balanced appropriate programming

Not Applicable

4) Sleepwear-3 hours or more

Not Applicable

5) Breakfast before School

Not Applicable

184 - Staff remain awake

922 KAR 2:120 - Section 2 (11)

(f) Staff shall:

- 1. If employed by a Type I center, remain awake while on duty; or
- 2. If employed by or is the operator of a Type II center, remain awake until every child in care is asleep.

1) Type I

In Compliance

184 - Staff remain awake

922 KAR 2:120 - Section 2 (11)

(f) Staff shall:

- 1. If employed by a Type I center, remain awake while on duty; or
- 2. If employed by or is the operator of a Type II center, remain awake until every child in care is asleep.

2) Type II

Not Applicable

198 - Fire Marshal/Zoning Compliance

922 KAR 2:120 - Section 4

(2) A child-care center shall be in compliance with the State Fire Marshal requirements established in KRS 227.220 and the local zoning laws.

1) Fire Marshal

In Compliance

2) Zoning

In Compliance

214 - Construction/Renovation Notification

In Compliance

922 KAR 2:120 - Section 4

(17) The Department of Housing, Buildings and Construction, State Fire Marshal's Office, and cabinet shall be contacted concerning a planned new building, addition, or major renovation prior to construction.

245 - Sick Child Exclusion

In Compliance

922 KAR 2:120 - Section 7

(2) A child showing signs of an illness or condition that may be communicable shall not be admitted to the regular child care program.

246 - Sick Child Protocol

922 KAR 2:120 - Section 7

(3) If a child becomes ill while at the center:

- (a) The child shall be placed in a supervised area isolated from the rest of the children;
- (b) The parent shall be contacted immediately; and
- (c) Arrangements shall be made to remove the ch

1) Supervised, isolated area

In Compliance

2) Parent contacted

In Compliance

3) Removed as soon as possible

In Compliance

Director Requirements

90 - Operation instruction/Regulation copy

922 KAR 2:110 - Section 2

(2) Child-care center staff shall be:

- (a) Instructed by the child-care center's director regarding requirements for operation; and
- (b) Provided with a copy of this administrative regulation, 922 KAR 2:090, and 922 KAR 2:120.

1) Staff Instruction

In Compliance

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2) Copy of regulations

In Compliance

109 - Director Qualifications

922 KAR 2:110 - Section 4 Director Requirements and Responsibilities.

(1) Effective with the adoption of this administrative regulation, a director shall:

- (a) Be twenty-one (21) years of age;
- (b) Have a high school diploma, a general equivalency diploma (GED), or qualifying documentation from a comparable educational entity;
- (c) Not be employed in a position other than an on-site child care director, or director of multiple facilities, during the hours the child-care center is in operation; and

3) Other Employment

In Compliance

110 - Regulatory Compliance

922 KAR 2:110 - Section 4 (1)

(d) Ensure compliance with 922 KAR 2:090, 922 KAR 2:120, and this administrative regulation;

1) 922 KAR 2:090

In Compliance

2) 922 KAR 2:110

In Compliance

3) 922 KAR 2:120

In Compliance

111 - Staff Management

In Compliance

922 KAR 2:110 - Section 4 (1)

(e) Manage the staff in their individual job descriptions;

112 - Policy Development

922 KAR 2:110 - Section 4 (1)

(f) Develop child-care center plans, policies, and procedures;

1) Plans

In Compliance

2) Policies

In Compliance

3) Procedures

In Compliance

113 - Staff Supervision

922 KAR 2:110 - Section 4 (1)

(g) Supervise staff conduct to ensure implementation of program policies and procedures;

1) Implementation of Policy

In Compliance

2) Implementation of Procedure

In Compliance

115 - Staff Meeting Documentation

In Compliance

922 KAR 2:110 - Section 4 (1)

(i) Conduct, manage, and document in writing staff meetings;

116 - Staff Evaluation

In Compliance

922 KAR 2:110 - Section 4 (1)

(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;

118 - Health, Safety, Comfort

In Compliance

922 KAR 2:110 - Section 4 (1)

(l) Provide for the health, safety, and comfort of each child;

119 - Parent Notification

In Compliance

922 KAR 2:110 - Section 4 (1)

(m) Notify the parent immediately of an accident or incident requiring medical treatment of a child;

120 - No Background checks - Caregiver Alone

922 KAR 2:110 - Section 4 (1)

(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the:

- 1. Criminal records check required by KRS 199.896(19); and
- 2. Child abuse or neglect check in accordance with 922 KAR 1:470;

1) CRC

In Compliance

2) CAN

In Compliance

121 - Altered/Falsified Records

922 KAR 2:110 - Section 4 (1)

(o) Assure each mandatory record specified in Section 3 of this administrative regulation has not been altered or falsified; and

1) Altered records

In Compliance

2) Falsified records

In Compliance

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122 - Parental/Family Involvement Activity

In Compliance

922 KAR 2:110 - Section 4 (1)

(p) Coordinate at least one (1) annual activity involving parental or family participation.

Employee Records

17 - Submission of background checks timely/Left alone

922 KAR 2:090 - Section 5

(2) A director, employee, volunteer, or any person with supervisory or disciplinary control over or having direct contact with a child shall submit to a background check; and

(a) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:

1. Child abuse or neglect check described in 922 KAR 1:470; and

2. Criminal records check required by KRS 199.896(19); and

(b) Shall not be left alone in the presence of a child if each required background check has not been completed.

1) 90 day period

In Compliance

2) Child Abuse and Neglect

In Compliance

3) CRC

In Compliance

4) Left alone

In Compliance

18 - Background check/Termination

922 KAR 2:090 - Section 5

(3) Upon completion of a child abuse or neglect check or criminal records check, described in subsection (2)(a) of this section, a licensee shall discharge immediately a director, employee, volunteer, or any person:

(a) Whose name is listed on the central registry established by 922 KAR 1:470; or

(b) Who has been convicted of a crime defined by KRS 17.165(1) through (3).

1) Name on central registry

In Compliance

2) Conviction

In Compliance

102 - Staff Training Record

922 KAR 2:110 - Section 3

(7) A written record of training participation for each child-care center staff person, to include:

(a) The training source;

(b) Location;

(c) Date; and

(d) Number of clock hours completed;

1) Training Source

In Compliance

2) Location

In Compliance

3) Date

In Compliance

4) Clock Hours

In Compliance

103 - Professional Development

In Compliance

922 KAR 2:110 - Section 3

(8) A written annual plan for child-care staff professional development;

107 - Maintenance of Background check/Out of State

922 KAR 2:110 - Section 3

(12) For the director, employee, volunteer, or any person with supervisory or disciplinary control over, or having direct contact with a child, results of the:

(a) Criminal records check in accordance with KRS 17.165;

(b) Child abuse and neglect check in accordance with 922 KAR 1:470; and

(c) Background check from:

1. Previous state of residence, if the individual has been a resident outside of Kentucky in the previous five (5) years; or

2. Current state of residence, if other than Kentucky;

1) Criminal Records Check

In Compliance

2) Child Abuse/Neglect Check

In Compliance

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107 - Maintenance of Background check/Out of State

922 KAR 2:110 - Section 3

(12) For the director, employee, volunteer, or any person with supervisory or disciplinary control over, or having direct contact with a child, results of the:

- (a) Criminal records check in accordance with KRS 17.165;
- (b) Child abuse and neglect check in accordance with 922 KAR 1:470; and
- (c) Background check from:
 - 1. Previous state of residence, if the individual has been a resident outside of Kentucky in the previous five (5) years; or
 - 2. Current state of residence, if other than Kentucky;

3) Previous State of Residence

Not Applicable

4) Current State other than KY

Not Applicable

125 - Educational Requirements

In Compliance

922 KAR 2:110 - Section 5 Staff Requirements.

(1) Child-care center staff;

- (a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:
 - 1. High school diploma;
 - 2. GED or qualifying documentation from a comparable educational entity; or
 - 3. Commonwealth Child Care Credential as described in 922 KAR 2:250;

126 - T.B. Verification

In Compliance

922 KAR 2:110 - Section 5 (1)

(b) Shall provide, prior to employment and every two years thereafter:

- 1. A statement from a health professional that the individual is free of active tuberculosis; or
- 2. A copy of the results of a negative tuberculin skin test.

128 - CPR/First Aid Coverage

922 KAR 2:110 - Section 5

(3) At least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:

- (a) Infant and child cardiopulmonary resuscitation; and
- (b) Infant and child first aid.

1) CPR

In Compliance

2) First Aid

In Compliance

131 - Adequate Substitute(s)

922 KAR 2:110 - Section 5

(6) Child-care centers shall have available in case of need:

- (a) One (1) qualified substitute staff person for a Type II child-care center; or
- (b) Two (2) qualified substitute staff persons for a Type I child-care center

1) Type I

In Compliance

131 - Adequate Substitute(s)

922 KAR 2:110 - Section 5

(6) Child-care centers shall have available in case of need:

- (a) One (1) qualified substitute staff person for a Type II child-care center; or
- (b) Two (2) qualified substitute staff persons for a Type I child-care center

2) Type II

Not Applicable

139 - Training

922 KAR 2:110 - Section 5

(14) A staff person with supervisory authority over a child shall complete the following:

- (a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment;
- (b) Nine (9) hours cabinet-approved child development training within the first year of employment; and
- (c) Fifteen (15) hours of cabinet-approved training during each subsequent year of employment.

1) Orientation

In Compliance

2) 9 hours-first year

In Compliance

3) 15 hours annually

In Compliance

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317 - Driver requirements

922 KAR 2:120 - Section 12

(18) A driver of a vehicle transporting a child for a center shall:

- (a) Be at least twenty one (21) years old;
- (b) Complete the background checks as described in 922 KAR 2:110;
- (c) Hold a current driver's license which has not been suspended or revoked during the last five (5) years;
- (d) Not have had any convictions concerning vehicle operation in the past twelve (12) months; and
- (e) Not caused an accident which resulted in the death of a person.

1) Be 21 years old or over	In Compliance
2) Background checks	In Compliance
3) Drivers license	In Compliance
4) No convictions for vehicle operation	In Compliance
5) No accident causing death	In Compliance

Programming

169 - Program of Activities Followed

922 KAR 2:120 - Section 2

(4) The child-care center shall provide a daily planned program of activities:

- (a) Posted in writing in a conspicuous location with each age group and followed;

1) Posted	In Compliance
2) Followed	In Compliance

170 - Individualized/Developmentally Appropriate

922 KAR 2:120 - Section 2 (4)

(b) Geared to the individual needs and developmental levels of each child served;

In Compliance

171 - Areas of Development

922 KAR 2:120 - Section 2 (4)

(c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being;

172 - Curriculum Areas

922 KAR 2:120 - Section 2 (4)

(d) That offers a variety of creative activities including the following:

1. Art;
2. Music;
3. Dramatic play;
4. Stories and books;
5. Science;
6. Block building;
7. Tactile activity;
8. Culture;

1) Art	In Compliance
2) Music	In Compliance
3) Dramatic Play	In Compliance
4) Stories/Books	In Compliance
5) Science	In Compliance
6) Blocks	In Compliance
7) Tactile Activity	In Compliance
8) Culture	In Compliance

173 - Motor Skills

922 KAR 2:120 - Section 2 (4) (d)

9. Indoor or outdoor play in which a child makes use of both small and large muscles;

1) Small muscles	In Compliance
2) Large muscles	In Compliance

174 - Balance of Activities

922 KAR 2:120 - Section 2 (4) (d)

10. A balance of active and quiet play, including group and individual activity;

1) Active Play	In Compliance
2) Quiet Play	In Compliance

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- | | |
|-------------------|---------------|
| 3) Group | In Compliance |
| 4) Individualized | In Compliance |

175 - Free Choice and Self Help Procedures

922 KAR 2:120 - Section 2 (4) (d)
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
c. Practice developmentally-appropriate self-help procedures in respect to:
(i) Clothing;
(ii) Toileting;
(iii) Hand-washing; and
(iv) Eating;

- | | |
|--------------------------|---------------|
| 1) Free Choice | In Compliance |
| 2) Individual Play | In Compliance |
| 3) Self Help clothing | In Compliance |
| 4) Self-help toileting | In Compliance |
| 5) Self-help handwashing | In Compliance |
| 6) Self-help eating | In Compliance |

176 - Electronic Viewing/Listening Devices

922 KAR 2:120 - Section 2 (4) (d)
12. Use of electronic viewing and listening devices if the:
a. Material is appropriate to the child using the equipment;
b. Material does not include any violence, adult content viewing, or inappropriate language;
c. Viewing or listening is limited to two (2) hours per day;
d. Viewing or listening is discussed with parents prior to viewing or listening; and
e. Viewing or listening is designed as an educational tool.

- | | |
|------------------------------|---------------|
| 1) Age Appropriate Materials | In Compliance |
| 2) Appropriate Content | In Compliance |
| 3) 2 hours | In Compliance |
| 4) Discussed with Parents | In Compliance |
| 5) Educational tool | In Compliance |

177 - Alternate Activity

922 KAR 2:120 - Section 2
(5) A child who does not wish to use the electronic devices during the planned program shall be offered other appropriate activities.

178 - Regularity of Routine

922 KAR 2:120 - Section 2
(6) Regularity of routines shall be implemented to afford the child familiarity with the daily schedule of activity.

179 - Sufficient Activity Time

922 KAR 2:120 - Section 2
(7) Sufficient time shall be allowed for an activity so that a child may progress at their own developmental rate.

180 - Waiting Period

922 KAR 2:120 - Section 2
(8) A child shall not be required to stand or sit for a prolonged period of time:
(a) During an activity;
(b) While waiting for an activity to start; or
(c) As punishment.

- | | |
|-------------------------|---------------|
| 1) During Activity | In Compliance |
| 2) Waiting for activity | In Compliance |
| 3) Punishment | In Compliance |

181 - School Age Care

922 KAR 2:120 - Section 2
(9) If school-age care is provided:
(a) A separate area or room shall be provided in a Type I center; and
(b) Each child shall be provided a snack after school.

- | | |
|------------------|----------------|
| 1) Separate area | Not Applicable |
|------------------|----------------|

Inspection Report

182 - Discipline

922 KAR 2:120 - Section 2

(10) A child shall not be subjected to:

- (a) Corporal physical discipline pursuant to KRS 199.896(18);
- (b) Loud, profane, threatening, frightening, or abusive language; or
- (c) Discipline that is associated with:
 - 1. Rest;
 - 2. Toileting; or
 - 3. Food.

1) Corporal discipline prohibited

In Compliance

2) Loud, profane, threatening, frightening or abusive language

In Compliance

3) Associated with rest

In Compliance

4) Associated with toileting

In Compliance

5) Associated with food

In Compliance

185 - Electronic Viewing/Listening planned program

922 KAR 2:120 - Section 3 General Requirements.

(1) Electronic viewing and listening devices shall only be used in the center as a part of the child's planned program of activity described Section 2(4)(d).

1) Viewing devices

Not Applicable

185 - Electronic Viewing/Listening planned program

922 KAR 2:120 - Section 3 General Requirements.

(1) Electronic viewing and listening devices shall only be used in the center as a part of the child's planned program of activity described Section 2(4)(d).

2) Listening devices

In Compliance

187 - Computer Monitoring Device

Not Applicable

922 KAR 2:120 - Section 3

(3) Computer equipment shall be equipped with a monitoring device which limits access by a child to items inappropriate for a child to view or hear.

195 - Rest Period

922 KAR 2:120 - Section 3

(11) Except for an infant, toddler, or a child who attends nontraditional hours of care, a child shall have rest periods not to exceed two (2) hours. A child who does not sleep shall be permitted to play quietly after a reasonable rest period specific to the needs of the child.

1) 2 hour limit

In Compliance

2) Alternate activity

In Compliance

196 - Safe Sleep Placement

In Compliance

922 KAR 2:120 - Section 3

(12) Staff in a child-care center shall follow the most current policy of the American Academy of Pediatrics, located at <http://www.aap.org/>, when placing a child to sleep.

234 - Infant/Toddler with older children

Not Applicable

922 KAR 2:120 - Section 5

(2) An infant or toddler may participate in an activity with an older child for no more than one (1) hour.

282 - Toilet Training

In Compliance

922 KAR 2:120 - Section 10

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

Premises - Classroom

118 - Health, Safety, Comfort

In Compliance

922 KAR 2:110 - Section 4 (1)

(I) Provide for the health, safety, and comfort of each child;

Inspection Report

191 - Inaccessible Items

922 KAR 2:120 - Section 3

(7) The following shall be inaccessible to a child in care:

- (a) Toxic cleaning supplies, poisons, and insecticides;
- (b) Knives and sharp objects;
- (c) Matches, cigarettes, lighters, and flammable liquids;
- (d) Plastic bags;
- (e) Litter and rubbish;
- (f) Bar soap; and
- (g) Personal belongings of staff.

1) Toxic cleaning supplies, poisons, and insecticides

In Compliance

2) Knives and sharp objects

In Compliance

3) Matches, cigarettes, lighters, and flammable liquids

In Compliance

4) Plastic bags

In Compliance

5) Litter and rubbish

In Compliance

6) Bar soap

In Compliance

7) Personal belongings of staff

In Compliance

197 - Premises Requirements

922 KAR 2:120 - Section 4 Premises Requirements.

(1) The premises shall be:

- (a) Suitable for the purpose intended;
- (b) Kept clean and in good repair; and
- (c) Equipped with a land-line telephone accessible to a room used by a child.

1) Suitable

In Compliance

2) Clean

In Compliance

3) Good repair

In Compliance

4) Land-line phone accessible

In Compliance

200 - Building Requirements

922 KAR 2:120 - Section 4

(4) The building shall be constructed to ensure the:

- (a) Building is:
 - 1. Dry;
 - 2. Adequately heated;
 - 3. Ventilated; and
 - 4. Well lit, including clean light fixtures:
 - a. That are in good repair in all areas; and
 - b. Shielded or have shattered proof bulbs installed; and

1) Dry

In Compliance

2) Adequately heated

In Compliance

3) Adequately ventilated

In Compliance

4) Well Lit

In Compliance

5) Clean Light Fixtures

In Compliance

6) Lights good repair

In Compliance

7) Shielded/shatter proof bulbs

In Compliance

201 - Protected Items

922 KAR 2:120 - Section 4 (4)

(b) Following are protected:

- 1. Windows;
- 2. Doors;
- 3. Stoves;
- 4. Heaters;
- 5. Furnaces;
- 6. Pipes; and
- 7. Stairs.

1) Windows

In Compliance

2) Doors

In Compliance

Inspection Report

201 - Protected Items

922 KAR 2:120 - Section 4 (4)

(b) Following are protected:

1. Windows;
2. Doors;
3. Stoves;
4. Heaters;
5. Furnaces;
6. Pipes; and
7. Stairs.

3) Stoves	Not Applicable
4) Heaters	Not Applicable
5) Furnaces	Not Applicable
6) Pipes	Not Applicable
7) Stairs	Not Applicable

202 - 35 Square Feet per child

In Compliance

922 KAR 2:120 - Section 4

(5) Exclusive of the kitchen, bathroom, hallway, and storage area, there shall be a minimum of thirty-five (35) square feet of space per child.

205 - Floors, walls, Ceilings

922 KAR 2:120 - Section 4

(8) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

1) Floors smooth/good repair	In Compliance
2) Walls smooth/good repair	In Compliance
3) Ceilings smooth/good repair	In Compliance
4) Floors easily cleaned	In Compliance
5) Walls easily cleaned	In Compliance
6) Ceilings easily cleaned	In Compliance

212 - Building Temperature

922 KAR 2:120 - Section 4

(15) The temperature of the inside area of the premises shall be:

- (a) Sixty-five (65) to seventy-five (75) degrees Fahrenheit during the winter; or
- (b) Sixty-eight (68) to eighty-two (82) degrees Fahrenheit during the summer months.

1) Winter Temperature sixty-five to seventy-five	In Compliance
2) Summer Temperature sixty-eight to eighty-two	In Compliance

233 - Infant/Toddler indoor space

Not Applicable

922 KAR 2:120 - Section 5 Infant and Toddler Play Requirements.

(1) Infant and toddler inside areas shall:

- (a) Be separate from an area used by an older child;
- (b) Not be an exit or entrance; and
- (c) Have adequate crawling space for an infant or toddler away from general traffic patterns of the center.

1) Separate from older children	Not Applicable
2) Not Exit/ Entrance	Not Applicable
3) Adequate crawling space	Not Applicable
4) Traffic Pattern	Not Applicable

239 - Cots/ Mats Location Restrictions

922 KAR 2:120 - Section 6

(4) If cots or mats are used, floors shall be free from:

- (a) Drafts;
- (b) Liquid substances;
- (c) Dirt; and
- (d) Dampness.

1) No drafts	In Compliance
2) No liquid substances	In Compliance
3) No dirt	In Compliance
4) Not damp	In Compliance

Inspection Report

279 - Toilet Room

922 KAR 2:120 - Section 10

(2) A toilet room shall:

- (a) 1. Be provided for each gender; or
2. A plan shall be implemented to use the same toilet room at separate times;
- (b) Have a supply of toilet paper; and
- (c) Be cleaned and sanitized daily.

1) Provided for each gender/plan to use separately

In Compliance

2) Toilet Paper

In Compliance

3) Clean/Sanitized

In Compliance

280 - Sink

922 KAR 2:120 - Section 10

(3) A sink shall be;

- (a) Located in or immediately adjacent to toilet rooms;
- (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) Located in or immediately adjacent to toilet rooms

In Compliance

2) Equipped with hot running water that allows for hand washing

In Compliance

3) Equipped with cold running water that allows for hand washing

In Compliance

4) Equipped with hot water no more than 110 degrees Fahrenheit

In Compliance

5) Equipped with liquid soap and single use disposable hand drying material

In Compliance

6) Equipped with an easily cleanable, covered waste receptacle

In Compliance

280 - Sink

922 KAR 2:120 - Section 10

(3) A sink shall be;

- (a) Located in or immediately adjacent to toilet rooms;
- (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.

7) Immediately adjacent to a changing area used for infants and toddlers

Not Applicable

281 - Toilet

922 KAR 2:120 - Section 10

(4) 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 to outside air.

1) Clean

In Compliance

2) Good repair

In Compliance

3) Lighted Room

In Compliance

4) Ventilated

In Compliance

Inspection Report

General Premises

191 - Inaccessible Items

922 KAR 2:120 - Section 3

- (7) The following shall be inaccessible to a child in care:
- (a) Toxic cleaning supplies, poisons, and insecticides;
 - (b) Knives and sharp objects;
 - (c) Matches, cigarettes, lighters, and flammable liquids;
 - (d) Plastic bags;
 - (e) Litter and rubbish;
 - (f) Bar soap; and
 - (g) Personal belongings of staff.

1) Toxic cleaning supplies, poisons, and insecticides

In Compliance

2) Knives and sharp objects

In Compliance

3) Matches, cigarettes, lighters, and flammable liquids

In Compliance

4) Plastic bags

In Compliance

5) Litter and rubbish

In Compliance

6) Bar soap

In Compliance

7) Personal belongings of staff

In Compliance

192 - Guns/Ammunition storage

922 KAR 2:120 - Section 3

- (8) Guns and ammunition shall be stored separately in a locked area outside of the designated child care area.

1) Separate storage

In Compliance

2) Locked

In Compliance

193 - Smoking Protocol

922 KAR 2:120 - Section 3

- (9) Smoking shall:
- (a) Be permitted in accordance with local ordinances;
 - (b) Be allowed only in outside designated areas; and
 - (c) Not be permitted in the presence of a child.

1) Local Ordinance

In Compliance

2) Outdoor Designated Area

In Compliance

3) Not in the presence of children

In Compliance

197 - Premises Requirements

922 KAR 2:120 - Section 4 Premises Requirements.

- (1) The premises shall be:
- (a) Suitable for the purpose intended;
 - (b) Kept clean and in good repair; and
 - (c) Equipped with a land-line telephone accessible to a room used by a child.

1) Suitable

In Compliance

2) Clean

In Compliance

3) Good repair

In Compliance

4) Land-line phone accessible

In Compliance

199 - Fire exits clear

In Compliance

922 KAR 2:120 - Section 4

- (3) Fire and emergency exits shall be kept clear of debris.

200 - Building Requirements

922 KAR 2:120 - Section 4

- (4) The building shall be constructed to ensure the:
- (a) Building is:
 - 1. Dry;
 - 2. Adequately heated;
 - 3. Ventilated; and
 - 4. Well lit, including clean light fixtures:
 - a. That are in good repair in all areas; and
 - b. Shielded or have shattered proof bulbs installed; and

1) Dry

In Compliance

2) Adequately heated

In Compliance

Inspection Report

3) Adequately ventilated	In Compliance
4) Well Lit	In Compliance
5) Clean Light Fixtures	In Compliance
6) Lights good repair	In Compliance
7) Shielded/shatter proof bulbs	In Compliance

201 - Protected Items

922 KAR 2:120 - Section 4 (4)

(b) Following are protected:

1. Windows;
2. Doors;
3. Stoves;
4. Heaters;
5. Furnaces;
6. Pipes; and
7. Stairs.

1) Windows	In Compliance
2) Doors	In Compliance

201 - Protected Items

922 KAR 2:120 - Section 4 (4)

(b) Following are protected:

1. Windows;
2. Doors;
3. Stoves;
4. Heaters;
5. Furnaces;
6. Pipes; and
7. Stairs.

3) Stoves	Not Applicable
4) Heaters	Not Applicable
5) Furnaces	Not Applicable
6) Pipes	Not Applicable
7) Stairs	Not Applicable

203 - Pest Control

922 KAR 2:120 - Section 4

(6) Measures shall be utilized to control the presence of:

- (a) Rodents;
- (b) Flies;
- (c) Roaches; and
- (d) Other vermin.

1) No rodents	In Compliance
2) No flies	In Compliance
3) No Roaches	In Compliance
4) Other Vermin	In Compliance

204 - Protected Openings

922 KAR 2:120 - Section 4

(7) An opening to the outside shall be effectively protected against the entrance of vermin by:

- (a) Self-closing doors;
- (b) Closed windows;
- (c) Screening;
- (d) Controlled air current; or
- (e) Other effective means.

205 - Floors, walls, Ceilings

922 KAR 2:120 - Section 4

(8) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

1) Floors smooth/good repair	In Compliance
2) Walls smooth/good repair	In Compliance
3) Ceilings smooth/good repair	In Compliance

Inspection Report

4) Floors easily cleaned	In Compliance
5) Walls easily cleaned	In Compliance
6) Ceilings easily cleaned	In Compliance

206 - Water Supply Requirements

922 KAR 2:120 - Section 4

(9) The water supply shall be:

- (a) Potable;
- (b) Protected from contamination;
- (c) Adequate in quality and volume;
- (d) Under sufficient pressure to permit unrestricted use; and
- (e) Obtained from an approved public water supply or a source approved by the local health department.

1) Potable	In Compliance
2) Protected	In Compliance
3) Adequate Quality/Volume	In Compliance
4) Under pressure	In Compliance
5) Obtained from Approved water source	In Compliance

207 - Ground Water Supplies

922 KAR 2:120 - Section 4

(10) Groundwater supplies for a center caring for:

- (a) More than twenty-five (25) children shall meet the specifications of the Cabinet for Environmental and Public Protection Division of Water, established in KRS Chapter 151; or
- (b) Twenty-five (25) children or less shall secure approval from the:
 - 1. Cabinet for Environmental and Public Protection; or
 - 2. Local health department.

1) More than 25 children	In Compliance
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207 - Ground Water Supplies

922 KAR 2:120 - Section 4

(10) Groundwater supplies for a center caring for:

- (a) More than twenty-five (25) children shall meet the specifications of the Cabinet for Environmental and Public Protection Division of Water, established in KRS Chapter 151; or
- (b) Twenty-five (25) children or less shall secure approval from the:
 - 1. Cabinet for Environmental and Public Protection; or
 - 2. Local health department.

2) 25 children or less	Not Applicable
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208 - Sewage Disposal

In Compliance

922 KAR 2:120 - Section 4

(11) Sewage shall be properly disposed by a method approved by the:

- (a) Cabinet for Environmental and Public Protection; or
- (b) Cabinet.

209 - Plumbing Code

In Compliance

922 KAR 2:120 - Section 4

(12) All plumbing shall comply with the State Plumbing Code established in KRS 211.3470.

210 - Solid Waste

In Compliance

922 KAR 2:120 - Section 4

(13) Solid waste shall be kept in a suitable receptacle in accordance with local, county and state law, as governed by KRS 211.350 to 211.380.

211 - Child Care Program Interference

In Compliance

922 KAR 2:120 - Section 4

(14) If a portion of the building is used for a purpose other than child care, necessary provisions shall be made to avoid interference with the child care program.

212 - Building Temperature

922 KAR 2:120 - Section 4

(15) The temperature of the inside area of the premises shall be:

- (a) Sixty-five (65) to seventy-five (75) degrees Fahrenheit during the winter; or
- (b) Sixty-eight (68) to eighty-two (82) degrees Fahrenheit during the summer months.

1) Winter Temperature sixty-five to seventy-five	In Compliance
2) Summer Temperature sixty-eight to eighty-two	In Compliance

224 - Indoor gross motor space requirements

Not Applicable

922 KAR 2:120 - Section 4

(20) If a child-care center does not have access to an outdoor play area, an indoor space shall:

- (a) Be used as a play area;**
- (b) Have a minimum of sixty (60) square feet per child, separate from and in addition to the thirty-five (35) square feet minimum pursuant to subsection (5) of this section;**
- (c) Include equipment for gross motor skills;**
- (d) Be well-ventilated;**
- (e) Be heated; and**
- (f) Have a protective surface of at least two (2) inches thick around equipment intended for climbing.**

1) Play area

Not Applicable

2) 60 sq. ft

Not Applicable

3) Include equipment

Not Applicable

4) Well ventilated

Not Applicable

5) Heated

Not Applicable

6) 2 inch thick protective surface

Not Applicable

229 - Prohibited Bodies of Water

922 KAR 2:120 - Section 4

(25) Bodies of water that shall not be utilized include:

- (a) Portable wading pools;**
- (b) Natural bodies of water; and (c) Unfiltered, nondisinfected containers.**

1) Wading pools

In Compliance

2) Natural

In Compliance

3) Unfiltered, nondisinfected

In Compliance

278 - Minimum Toilet/Urinal requirements

In Compliance

922 KAR 2:120 - Section 10

(1) A child-care center shall have a minimum of one (1) toilet and one (1) lavatory for each twenty (20) children. Urinals may be substituted for up to one-half (1/2) of the number of toilets required for a male toilet room.

279 - Toilet Room

922 KAR 2:120 - Section 10

(2) A toilet room shall:

- (a) 1. Be provided for each gender; or**
- 2. A plan shall be implemented to use the same toilet room at separate times;**
- (b) Have a supply of toilet paper; and**
- (c) Be cleaned and sanitized daily.**

1) Provided for each gender/plan to use separately

In Compliance

2) Toilet Paper

In Compliance

3) Clean/Sanitized

In Compliance

280 - Sink

922 KAR 2:120 - Section 10

(3) A sink shall be;

- (a) Located in or immediately adjacent to toilet rooms;**
- (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) Located in or immediately adjacent to toilet rooms

In Compliance

2) Equipped with hot running water that allows for hand washing

In Compliance

3) Equipped with cold running water that allows for hand washing

In Compliance

4) Equipped with hot water no more than 110 degrees Fahrenheit

In Compliance

5) Equipped with liquid soap and single use disposable hand drying material

In Compliance

6) Equipped with an easily cleanable, covered waste receptacle

In Compliance

Inspection Report

280 - Sink

922 KAR 2:120 - Section 10

- (3) A sink shall be;
- (a) Located in or immediately adjacent to toilet rooms;
 - (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.

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

Not Applicable

281 - Toilet

922 KAR 2:120 - Section 10

- (4) 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 to outside air.

- 1) Clean

In Compliance

- 2) Good repair

In Compliance

- 3) Lighted Room

In Compliance

- 4) Ventilated

In Compliance

Hygienic Practices

188 - Child Personal care/Handwashing

922 KAR 2:120 - Section 3

- (4) A child shall;
- (a) Be helped with personal care and cleanliness; and
 - (b) Wash his or her hands with liquid soap and warm running water:
 - 1. Upon arrival at the center;
 - 2. Before and after eating or handling food;
 - 3. After toileting or diaper change;
 - 4. After handling animals;
 - 5. After wiping or blowing nose;
 - 6. After touching items soiled with body fluids or wastes; and
 - 7. After outdoor or indoor play time.

- 1) Personal Care/Cleanliness

In Compliance

- 2) Handwashing upon arrival

In Compliance

- 3) Handwashing before eating/handling food and after eating/handling food

In Compliance

- 4) Handwashing after toileting or diaper change

In Compliance

- 6) Handwashing after wiping/blowing nose

In Compliance

- 7) Handwashing after touching soiled item

In Compliance

- 8) Handwashing after outdoor/indoor play

In Compliance

188 - Child Personal care/Handwashing

922 KAR 2:120 - Section 3

- (4) A child shall;
- (a) Be helped with personal care and cleanliness; and
 - (b) Wash his or her hands with liquid soap and warm running water:
 - 1. Upon arrival at the center;
 - 2. Before and after eating or handling food;
 - 3. After toileting or diaper change;
 - 4. After handling animals;
 - 5. After wiping or blowing nose;
 - 6. After touching items soiled with body fluids or wastes; and
 - 7. After outdoor or indoor play time.

- 5) Handwashing after handling animals

Not Applicable

189 - Staff Hygiene/Hand Washing

922 KAR 2:120 - Section 3

(5) Staff shall:

- (a) Maintain personal cleanliness;
- (b) Conform to hygienic practices while on duty; and
- (c) Wash their hands with liquid soap and running water:
 - 1. Upon arrival at the center;
 - 2. After toileting or assisting a child in toileting;
 - 3. Before and after diapering each child;
 - 4. After wiping or blowing a child's or own nose;
 - 5. After handling animals;
 - 6. After caring for a sick child;
 - 7. Before and after feeding a child or eating;
 - 8. Before dispensing medication; and
 - 9. If possible, before administering first aid.

1) Personal Cleanliness

In Compliance

2) Hygienic practices

In Compliance

3) Handwashing upon arrival

In Compliance

4) Handwashing after toileting or assisting child

In Compliance

6) Handwashing after wiping nose

In Compliance

8) Handwashing after caring for a sick child

In Compliance

9) Handwashing before and after feeding a child

In Compliance

10) Handwashing before dispensing medication

In Compliance

11) Handwashing before administering first aid

In Compliance

189 - Staff Hygiene/Hand Washing

922 KAR 2:120 - Section 3

(5) Staff shall:

- (a) Maintain personal cleanliness;
- (b) Conform to hygienic practices while on duty; and
- (c) Wash their hands with liquid soap and running water:
 - 1. Upon arrival at the center;
 - 2. After toileting or assisting a child in toileting;
 - 3. Before and after diapering each child;
 - 4. After wiping or blowing a child's or own nose;
 - 5. After handling animals;
 - 6. After caring for a sick child;
 - 7. Before and after feeding a child or eating;
 - 8. Before dispensing medication; and
 - 9. If possible, before administering first aid.

5) Handwashing before/after diapering

Not Applicable

7) Handwashing after handling animals

Not Applicable

190 - Staff Communicable Disease

922 KAR 2:120 - Section 3

(6) A staff person suspected of being infected with a communicable disease shall:

- (a) Not perform duties that may allow for the transmission of the disease until the infectious condition can no longer be transmitted; and
- (b) Provide a statement from a health professional, if requested.

1) Not perform duties while contagious

In Compliance

2) Statement from health professional

In Compliance

283 - Diapers/Clean clothing supply

922 KAR 2:120 - Section 10

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

1) Diapers

Not Applicable

283 - Diapers/Clean clothing supply

922 KAR 2:120 - Section 10

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

2) Clean clothing

In Compliance

Inspection Report

284 - Training Chair

Not Applicable

922 KAR 2:120 - Section 10

(7) 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

Not Applicable

285 - Soiled Diapers/Clothing

922 KAR 2:120 - Section 10

(8) Diapers or clothing shall be:

- (a) Changed when soiled or wet;
- (b) Stored in a covered container temporarily; and
- (c) Washed or disposed of at least once a day.

1) Changed as needed

In Compliance

2) Stored in a covered container

In Compliance

3) Washed and disposed

In Compliance

287 - Diapering equipment/Supervision

Not Applicable

922 KAR 2:120 - Section 10

(10) When a child is 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 any items not used for diaper changing.

1) Child not unattended

Not Applicable

2) Clean surface

Not Applicable

3) Padded Surface

Not Applicable

4) Surface free from holes

Not Applicable

5) Easily cleaned surface

Not Applicable

6) Free of non-diapering items

Not Applicable

288 - Wipes

In Compliance

922 KAR 2:120 - Section 10

(11) Unless allergic, individual disposable washcloths shall be used to thoroughly clean the affected area of the child.

289 - Disinfect Diaper Surface

Not Applicable

922 KAR 2:120 - Section 10

(12) Staff shall disinfect the diapering surface after each child is diapered.

290 - Disposable Gloves

Not Applicable

922 KAR 2:120 - Section 10

(13) If staff wear disposable gloves, the gloves shall be changed and disposed after each child is diapered.

291 - Children's Individual Items

922 KAR 2:120 - Section 10

(14) Combs, towels or washcloths, brushes, and toothbrushes used by a child shall be:

- (a) Individually stored in separate containers; and
- (b) Plainly labeled with the child's name.

1) Individually stored

In Compliance

2) Labeled

In Compliance

292 - Toothbrushes

922 KAR 2:120 - Section 10

(15) Toothbrushes shall be:

- (a) Individually identified;
- (b) Allowed to air dry; and
- (c) Protected from contamination.

1) Identified

In Compliance

2) Air Dry

In Compliance

Inspection Report

3) Protected

In Compliance

293 - Toothpaste Procedure

In Compliance

922 KAR 2:120 - Section 10

(16) Toothpaste used by multiple children shall be dispensed onto an intermediate surface such as waxed paper to avoid cross contamination.

297 - Toy Sanitation Procedure

Not Applicable

922 KAR 2:120 - Section 11

(4) Toys and other items that are considered mouth contact surfaces by a child not toilet trained shall be sanitized daily by:

- (a) Scrubbing in warm, soapy water using a brush to reach into crevices;
- (b) Rinsing in clean water;
- (c) Submerging in a sanitizing solution for at least two (2) minutes; and
- (d) Air dried.

First Aid/Medication

244 - First aid supplies

922 KAR 2:120 - Section 7

(3) If a child becomes ill while at the center:

- (a) The child shall be placed in a supervised area isolated from the rest of the children;
- (b) The parent shall be contacted immediately; and
- (c) Arrangements shall be made to remove the child from the child-care center as soon as practicable.

1) Availability

In Compliance

2) Storage

In Compliance

3) Inventoried

In Compliance

4) Sanitized, if reusable

In Compliance

5) Maintained in sanitary manner

In Compliance

6) Liquid soap

In Compliance

7) Adhesive bandages

In Compliance

8) Sterile gauze

In Compliance

9) Medical tape

In Compliance

10) Scissors

In Compliance

11) Thermometer

In Compliance

12) Flashlight

In Compliance

13) Cold pack

In Compliance

14) First aid book

In Compliance

15) Disposable gloves

In Compliance

16) Cardiopulmonary resuscitation mouthpiece protector

In Compliance

247 - Daily written request for prescription

In Compliance

922 KAR 2:120 - Section 7

(4) Prescription medication shall not be administered to a child in care, without a daily written request of the parent.

248 - Nonprescription medication protocol

922 KAR 2:120 - Section 7

(5) 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.

1) Written daily request

In Compliance

2) Administered according to label

In Compliance

249 - Administration Record

922 KAR 2:120 - Section 7

(6) The child-care center shall keep a written record of the administration of medication, including:

- (a) Time;
- (b) Date;
- (c) Amount; and
- (d) Name of staff person giving the medication.

1) Time

In Compliance

2) Date

In Compliance

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3) Amount

In Compliance

4) Staff name

In Compliance

250 - Medication Storage

922 KAR 2:120 - Section 7

(7) Medication, including refrigerated medication, shall be:

- (a) Stored in a separate and locked place, out of the reach of a child;
- (b) Kept in the original bottle; and
- (c) Properly labeled.

1) Separate and locked

In Compliance

2) Original Bottle

In Compliance

3) Labeled

In Compliance

251 - Expired Medication

In Compliance

922 KAR 2:120 - Section 7

(8) Medication shall not be given to a child if the expiration date on the bottle has passed.

Outdoor Play Area - Staffing Requirements

117 - Cooking/Cleaning Staffing

922 KAR 2:110 - Section 4 (1)

(k) Assure that additional staff are available during cooking and cleaning hours, if necessary, to maintain staff-to-child ratios pursuant to 922 KAR 2:120;

1) Cooking

In Compliance

2) Cleaning

In Compliance

135 - Adequate Adults/Qualified Staff

922 KAR 2:110 - Section 5

(10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:

- (a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;
- (b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and
- (c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.

1) Ratio Compliance

In Compliance

135 - Adequate Adults/Qualified Staff

922 KAR 2:110 - Section 5

(10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:

- (a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;
- (b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and
- (c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.

2) Under 18 directly supervised

Not Applicable

162 - Ratios and Group Size

In Compliance

922 KAR 2:120 - Section 2

(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:

Age of Children Ratio Maximum

Group

Size*

Infant 1 staff for 5 children 10

Toddler 1 staff for 6 children 12

2 to 3 years 1 staff for 10 children 20

3 to 4 years 1 staff for 12 children 24

4 to 5 years 1 staff for 14 children 28

5 to 7 years 1 staff for 15 children 30

7 and older 1 staff for 25 children

(for before and after school) 30

1 staff for 20 children

(full day of care) 30

*Maximum Group Size shall be applicable only to Type I centers.

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163 - Defined Groups

922 KAR 2:120 - Section 2 (2)

(a) In a Type I center, a group size shall:

1. Be separately maintained in a defined area unique to the group; and
2. Have specific staff assigned to, and responsible for, the group.

1) Separate/Defined Area

In Compliance

2) Specific Staff

In Compliance

166 - Related Children

In Compliance

922 KAR 2:120 - Section 2

(d) If a child related to the director, employee, or person under the supervision of the licensee is receiving care in the center, the child shall be included in the staff-to-child ratio.

Outdoor Play Area - Supervision

167 - Children supervised/Protected

922 KAR 2:120 - Section 2 (3)

(a) Each center shall maintain a child care program that assures each child will be:

1. Provided adequate supervision at all times; and
2. Protected from abuse or neglect.

1) Adequately supervised at all times

In Compliance

2) Protected from abuse/neglect

In Compliance

186 - Activity Areas/Equipment/Materials

In Compliance

922 KAR 2:120 - Section 3

(2) Activity areas, equipment, and materials shall be arranged so that the child's activity can be given adequate supervision by staff.

232 - Supply Storage

In Compliance

922 KAR 2:120 - Section 4

(28) Supplies shall be stored so that the adult can reach them without leaving the child unattended.

Outdoor Play Area

215 - Fence Requirement

In Compliance

922 KAR 2:120 - Section 4

(18) An outdoor play area shall be:

(a) Except for an after-school child care program, located on the premises of a public or state-accredited nonpublic school, fenced for the safety of the children;

216 - 60 Square Feet

In Compliance

922 KAR 2:120 - Section 4 (18)

(b) A minimum of sixty (60) square feet per child, separate from and in addition to the thirty-five (35) square feet minimum pursuant to subsection (5) of this section;

217 - Playground Clean

922 KAR 2:120 - Section 4 (18)

(c) Free from:

1. Litter;
2. Glass;
3. Rubbish; and
4. Flammable materials;

1) Litter

In Compliance

2) Glass

In Compliance

3) Rubbish

In Compliance

4) Flammable Materials

In Compliance

218 - Playground Safe

In Compliance

922 KAR 2:120 - Section 4 (18)

(d) Safe from foreseeable hazard;

219 - Playground well drained

In Compliance

922 KAR 2:120 - Section 4 (18)

(e) Well drained;

220 - Playground maintained

In Compliance

922 KAR 2:120 - Section 4 (18)

(f) Well maintained;

221 - Playground in good repair

In Compliance

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922 KAR 2:120 - Section 4 (18)

(g) In good repair; and

222 - Playground visible

In Compliance

922 KAR 2:120 - Section 4 (18)

(h) Visible to staff at all times.

223 - Protective Surface

Not Applicable

922 KAR 2:120 - Section 4

(19) A protective surface shall:

(a) Be provided for outdoor play equipment used to:

1. Climb;
2. Swing; and
3. Slide; and

(b) Have a fall zone equal to the height of the equipment.

1) To climb

Not Applicable

2) To swing

Not Applicable

3) To slide

Not Applicable

4) Fall Zone

Not Applicable

225 - Fences

922 KAR 2:120 - Section 4

(21) Fences shall be:

(a) Constructed of safe material;

(b) Stable; and

(c) In good condition.

1) Constructed of safe material

In Compliance

2) Stable

In Compliance

3) In good condition

In Compliance

235 - Infant/Toddler outdoor space

Not Applicable

922 KAR 2:120 - Section 5

(3) If a child-care center provides an outdoor play area for an infant or toddler, the outdoor area shall be:

(a) Shaded; and

(b) A separate area or scheduled at a different time than an older child.

1) Shaded

Not Applicable

2) Separate

Not Applicable

Outdoor Play Area - Equipment

226 - Anchored Equipment

Not Applicable

922 KAR 2:120 - Section 4

(22) Supports for climbing apparatus and large equipment shall be securely fastened to the ground.

227 - Crawl Spaces

Not Applicable

922 KAR 2:120 - Section 4

(23) Crawl spaces, such as tunnels, shall be short and wide enough to permit access by adults.

228 - Sand Box

Not Applicable

922 KAR 2:120 - Section 4

(24) A sandbox shall be:

(a) Constructed to allow for drainage;

(b) Covered when not in use;

(c) Kept clean; and

(d) Checked for vermin prior to use.

1) Drainage

Not Applicable

2) Covered

Not Applicable

3) Clean

Not Applicable

4) Checked for Vermin

Not Applicable

230 - Sufficient appropriate equipment

922 KAR 2:120 - Section 4

(26) A child-care center shall have enough toys, play apparatus, and age-appropriate developmental materials to provide each child with a variety of activities during the day, as specified in Section 2 of this administrative regulation.

1) Quantity

In Compliance

Inspection Report

2) Age Appropriate

In Compliance

294 - Toys/Equipment/Furniture

922 KAR 2:120 - Section 11

(1) All toys, equipment, and furniture contacted by a child shall be:

- (a) Kept clean and in good repair and
- (b) Free of peeling, flaking, or chalking paint.

1) Clean

In Compliance

2) Good repair

In Compliance

3) Free from peeling, flaking, chalking paint

In Compliance

295 - Indoor/outdoor Equipment

922 KAR 2:120 - Section 11

(2) Indoor and outdoor equipment shall:

- (a) Be clean, safe, and in good repair;
- (b) Meet the physical, developmental needs, and interests of children of different age groups;
- (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and
- (d) Be designed to guard against entrapment or situations that may cause strangulation.

1) Clean

In Compliance

2) Safe

In Compliance

3) Good repair

In Compliance

4) Meets needs

In Compliance

5) Free from harmful conditions

In Compliance

6) Guard against entrapment/strangulation

In Compliance

296 - Toys

922 KAR 2:120 - Section 11

(3) Toys shall be:

- (a) Used according to the manufacturer's safety specifications;
- (b) Durable; and
- (c) Without sharp points or edges.

1) Used according to manufacturers specifications

In Compliance

2) Durable

In Compliance

3) No sharp points/edges

In Compliance

Equipment - General Premises

226 - Anchored Equipment

In Compliance

922 KAR 2:120 - Section 4

(22) Supports for climbing apparatus and large equipment shall be securely fastened to the ground.

227 - Crawl Spaces

In Compliance

922 KAR 2:120 - Section 4

(23) Crawl spaces, such as tunnels, shall be short and wide enough to permit access by adults.

298 - Children's Tables and Chairs

In Compliance

922 KAR 2:120 - Section 11

(5) Tables and chairs shall be of suitable size for children.

Equipment - Classroom

230 - Sufficient appropriate equipment

922 KAR 2:120 - Section 4

(26) A child-care center shall have enough toys, play apparatus, and age-appropriate developmental materials to provide each child with a variety of activities during the day, as specified in Section 2 of this administrative regulation.

1) Quantity

In Compliance

2) Age Appropriate

In Compliance

Inspection Report

231 - Shelves/Storage

922 KAR 2:120 - Section 4

(27) Storage space shall be provided:

- (a) In the form of low open shelves accessible to the children; and
- (b) In sufficient quantity for each child's clothing.

1) Low, open, accessible

In Compliance

2) Sufficient quantity

In Compliance

236 - Cot/crib/bed/two inch thick mat available

In Compliance

922 KAR 2:120 - Section 6 Sleeping and Napping Equipment.

(1) An individual cot, crib, baby bed, or two (2) inch thick waterproof mat shall be provided for a child in attendance for more than three and one-half (3 1/2) hours per day.

237 - Crib Mattress/Standards

Not Applicable

922 KAR 2:120 - Section 6

(2) A crib shall:

- (a) Be equipped with a firm, comfortable waterproof mattress; and
- (b) Meet the standards set forth in 16 C.F.R. 1508 and 1509.

1) Mattress

Not Applicable

2) Meets Standards

Not Applicable

238 - Sheets/Covers

922 KAR 2:120 - Section 6

(3) Individual sheets and covers shall be:

- (a) Provided for a child;
- (b) Laundered a minimum of once per week or more often, if necessary; and
- (c) Stored in a sanitary manner.

1) Provided

In Compliance

2) Laundered

In Compliance

3) Sanitary Storage

In Compliance

240 - Twelve inch spacing

In Compliance

922 KAR 2:120 - Section 6

(5) Cots, other equipment, and furnishings shall be spaced twelve (12) inches apart to allow free and safe movement by a person.

241 - Tiered Crib

In Compliance

922 KAR 2:120 - Section 6

(6) A tiered crib shall not be used.

242 - Cots/Mats sanitized

In Compliance

922 KAR 2:120 - Section 6

(7) Cots or mats not labeled for individual use by a child shall be sanitized after each use.

243 - Cots/Mats in good Repair

In Compliance

922 KAR 2:120 - Section 6

(8) Cots or mats shall not be ripped or torn.

294 - Toys/Equipment/Furniture

922 KAR 2:120 - Section 11

(1) All toys, equipment, and furniture contacted by a child shall be:

- (a) Kept clean and in good repair and
- (b) Free of peeling, flaking, or chalking paint.

1) Clean

In Compliance

2) Good repair

In Compliance

3) Free from peeling, flaking, chalking paint

In Compliance

Inspection Report

295 - Indoor/outdoor Equipment

922 KAR 2:120 - Section 11

(2) Indoor and outdoor equipment shall:

- (a) Be clean, safe, and in good repair;
- (b) Meet the physical, developmental needs, and interests of children of different age groups;
- (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and
- (d) Be designed to guard against entrapment or situations that may cause strangulation.

- | | |
|---|---------------|
| 1) Clean | In Compliance |
| 2) Safe | In Compliance |
| 3) Good repair | In Compliance |
| 4) Meets needs | In Compliance |
| 5) Free from harmful conditions | In Compliance |
| 6) Guard against entrapment/strangulation | In Compliance |

296 - Toys

922 KAR 2:120 - Section 11

(3) Toys shall be:

- (a) Used according to the manufacturer's safety specifications;
- (b) Durable; and
- (c) Without sharp points or edges.

- | | |
|---|---------------|
| 1) Used according to manufacturers specifications | In Compliance |
| 2) Durable | In Compliance |
| 3) No sharp points/edges | In Compliance |

298 - Children's Tables and Chairs

922 KAR 2:120 - Section 11

(5) Tables and chairs shall be of suitable size for children.

299 - Staff Seating In Compliance

922 KAR 2:120 - Section 11

(6) Chairs appropriate for staff shall be provided to use when feeding, holding, or playing with a child.

Transportation

300 - Transportation Compliance Not Applicable

922 KAR 2:120 - Section 12

(1) A center shall document compliance with KRS Chapter 186 and 603 KAR 5:072 pertaining to:

- (a) Vehicles;
- (b) Drivers; and
- (c) Insurance.

- | | |
|--------------|----------------|
| 1) Vehicles | Not Applicable |
| 2) Drivers | Not Applicable |
| 3) Insurance | Not Applicable |

301 - Requirements for Transportation Services Not Applicable

922 KAR 2:120 - Section 12

(2) A center providing or arranging transportation service shall:

- (a) Be licensed and approved by the cabinet or its designee prior to transporting a child;
- (b) Have a written plan that details the type of transportation, staff schedule, transportation schedule, and transportation route; and
- (c) Have written policies and procedures, including emergency procedures practiced monthly by staff that transport children.

- | | |
|---|----------------|
| 1) Licensed and Approved | Not Applicable |
| 2) Written plan and schedules | Not Applicable |
| 3) Written policies and procedures | Not Applicable |
| 4) Monthly emergency procedures for staff | Not Applicable |

Inspection Report

302 - Transportation Notification and Policies/ Procedures

922 KAR 2:120 - Section 12

(3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:

- (a) Type of transportation offered;
- (b) Type of vehicle used for transportation;
- (c) Plan for ensuring staff perform duties relating to transportation properly;
- (d) Full insurance coverage for each vehicle;
- (e) Agency policy and procedures relating to an emergency plan for evacuating the vehicle;
- (f) Contracts, agreements, or documents detailing arrangements with any third party for services; and
- (g) Safety procedures for:
 1. Transporting a child;
 2. Loading and unloading a child; and
 3. Providing adequate supervision of a child.

1) Type of Transportation offered

Not Applicable

2) Vehicles used

Not Applicable

3) Staff plan for transportation

Not Applicable

4) Full Insurance Coverage

Not Applicable

5) Emergency evacuation plan

Not Applicable

7) Safety procedure for transporting children

Not Applicable

8) Safety for loading and unloading

Not Applicable

9) Safety for providing adequate supervision

Not Applicable

302 - Transportation Notification and Policies/ Procedures

922 KAR 2:120 - Section 12

(3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:

- (a) Type of transportation offered;
- (b) Type of vehicle used for transportation;
- (c) Plan for ensuring staff perform duties relating to transportation properly;
- (d) Full insurance coverage for each vehicle;
- (e) Agency policy and procedures relating to an emergency plan for evacuating the vehicle;
- (f) Contracts, agreements, or documents detailing arrangements with any third party for services; and
- (g) Safety procedures for:
 1. Transporting a child;
 2. Loading and unloading a child; and
 3. Providing adequate supervision of a child.

6) Third party agreements

In Compliance

303 - Vehicle equipment

Not Applicable

922 KAR 2:120 - Section 12

(4) A vehicle used to transport children shall be equipped with:

- (a) A fire extinguisher;
- (b) First aid supplies as described in Section 7 of this administrative regulation;
- (c) Emergency reflective triangles; and
- (d) A device to cut the restraint system, if necessary.

1) Fire Extinguisher

Not Applicable

2) First aid supplies

Not Applicable

3) Reflective triangles

Not Applicable

4) Cutting device

Not Applicable

304 - Transit/School bus

Not Applicable

922 KAR 2:120 - Section 12

(5) Transportation provided by licensed public transportation or a school bus shall comply with subsections (1) and (2) of this section.

305 - Vehicle Requirements

Not Applicable

922 KAR 2:120 - Section 12

(6) A vehicle used to transport children shall meet the following requirements:

- (a) A twelve (12) or more passenger vehicle shall display a current certification of inspection from the Transportation Cabinet on the designated window.**
- (b) A vehicle that requires traffic to stop while loading and unloading a child shall be equipped with a system of:**
 - 1. Signal lamps;**
 - 2. Identifying colors; and**
 - 3. Cautionary words.**
- (c) A vehicle shall be equipped with seat belts for each occupant to be individually secured.**
- (d) A vehicle shall not transport children and hazardous materials at the same time.**

1) Transportation Cabinet Certification

Not Applicable

2) Signal Lamps

Not Applicable

3) Identifying colors

Not Applicable

4) Cautionary words

Not Applicable

5) Seat belts

Not Applicable

6) No hazardous materials

Not Applicable

306 - Car Seats

Not Applicable

922 KAR 2:120 - Section 12

(7) The appropriate car safety seat meeting federal motor vehicle safety standards in 49 C.F.R. 571.213 shall be used for each child.

307 - Pre-trip Inspection

Not Applicable

922 KAR 2:120 - Section 12

(8) A daily inspection of the vehicle shall be performed and documented for the following:

- (a) Tires;**
- (b) Lights, signals, mirrors, gauges, and wiper blades;**
- (c) Safety restraints;**
- (d) Fuel; and**
- (e) Free of debris.**

1) Tires

Not Applicable

2) Lights

Not Applicable

3) Signals

Not Applicable

4) Mirrors

Not Applicable

5) Gauges

Not Applicable

6) Wiper blades

Not Applicable

7) Safety restraints

Not Applicable

8) Fuel

Not Applicable

9) Free of debris

Not Applicable

308 - Ratios

Not Applicable

922 KAR 2:120 - Section 12 (9)

(a) The staff-to-child ratios set forth in Section 2(2) of this administrative regulation shall apply to vehicle transport, if not inconsistent with special requirements or exceptions in this section.

(b) An individual who is driving with a child in the vehicle shall supervise no more than four (4) children under the age of five (5).

1) Ratios

Not Applicable

2) Lone driver

Not Applicable

309 - Seating

Not Applicable

922 KAR 2:120 - Section 12

(10) Each child shall:

- (a) Have a seat;**
- (b) Be individually belted or harnessed in the seat; and**
- (c) Remain seated while the vehicle is in motion.**

1) Each child has a seat

Not Applicable

2) Belted

Not Applicable

3) Remain seated

Not Applicable

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310 - Child Unattended	Not Applicable
922 KAR 2:120 - Section 12	
(11) A child shall not be left:	
(a) Unattended at the site of aftercare delivery; and	
(b) Unattended in a vehicle.	
1) At site	Not Applicable
2) On vehicle	Not Applicable
311 - Pre-arranged plan	Not Applicable
922 KAR 2:120 - Section 12	
(12) If the parent or designee is unavailable, a prearranged written plan shall be completed to designate where the child can be picked up.	
312 - Unaccompanied child crossing street	Not Applicable
922 KAR 2:120 - Section 12	
(13) A child shall not be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an adult.	
313 - Vehicle Headlamps	Not Applicable
922 KAR 2:120 - Section 12	
(14) A vehicle transporting a child shall have the headlamps on.	
314 - Refueling	Not Applicable
922 KAR 2:120 - Section 12	
(15) A vehicle shall be refueled when not being used to transport a child. If emergency refueling or repair is necessary during transporting, all children shall be removed and supervised by an adequate number of adults while refueling or repair is occurring.	
315 - Driver not in seat	Not Applicable
922 KAR 2:120 - Section 12	
(16) If the driver is not in the driver's seat, the:	
(a) Engine shall be turned off;	
(b) Keys shall be removed; and	
(c) Emergency brake shall be set.	
1) Engine off	Not Applicable
2) Keys removed	Not Applicable
3) Emergency brake on	Not Applicable
316 - Children's transportation records	Not Applicable
922 KAR 2:120 - Section 12	
(17) Transportation services provided shall:	
(a) Be recorded in writing and include:	
1. The first and last name of the child transported; and	
2. The time each child gets on and the time each child gets off;	
(b) Be completed by a staff member other than the driver; and	
(c) Be kept for five (5) years.	
1) Recorded in writing	Not Applicable
2) First and last name of children	Not Applicable
3) Time on	Not Applicable
4) Time off	Not Applicable
5) Documented by other staff	Not Applicable
6) Kept for 5 years	Not Applicable
318 - Hazardous Items	Not Applicable
922 KAR 2:120 - Section 12	
(19) Guns, ammunition, alcohol, or illegal substances shall not be transported in a vehicle transporting children.	
1) Guns	Not Applicable
2) Ammunition	Not Applicable
3) Alcohol	Not Applicable
4) Illegal substances	Not Applicable

Inspection Report**Food Service - Classroom****194 - Bottle Feeding****Not Applicable****922 KAR 2:120 - Section 3****(10) 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 held****Not Applicable****2) Not Propped****Not Applicable****3) Not with sleeping infant****Not Applicable****4) Not heated in microwave****Not Applicable****254 - Requirements for children's meal service****922 KAR 2:120 - Section 8****(3) A child shall be:****(a) Seated with sufficient room to manage food and tableware; and****(b) Supplied with individual eating utensils designed for use by a child.****1) Seated with sufficient room****In Compliance****2) Individual utensils****In Compliance****256 - Refrigerator****Not Applicable****922 KAR 2:120 - Section 8****(5) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:****(a) Have an indicating thermometer or other appropriate temperature measuring device;****(b) Be in a safe environment for preservation; and****(c) Be forty-five (45) degrees Fahrenheit or below, or 140 degrees Fahrenheit or above.****1) Thermometer****Not Applicable****2) Safe environment****Not Applicable****3) 45 degrees or below****Not Applicable****257 - Frozen Food****Not Applicable****922 KAR 2:120 - Section 8****(6) Except when being thawed for preparation or use, frozen food shall be:****(a) Kept at a temperature of zero degrees Fahrenheit or below; and****(b) If potentially hazardous:****1. Thawed at refrigerator temperatures;****2. Thawed under cool, potable running water;****3. Quick thawed as part of the cooking process; or****4. Thawed by another method in accordance with the Department of Public Health's food safety standards and permits, established in KRS****Chapter 217.****1) Kept at zero degrees or below****Not Applicable****2) Thawed at refrigerator temperatures****Not Applicable****259 - Kitchen Equipment clean and sanitary****Not Applicable****922 KAR 2:120 - Section 8****(8) The following shall be clean and sanitary:****(a) Eating and drinking utensils;****(b) Kitchenware;****(c) Food contact surfaces of equipment;****(d) Food storage utensils;****(e) Cooking surfaces of equipment; and****(f) Nonfood contact surfaces of equipment.****1) Eating and drinking utensils****Not Applicable****2) Kitchenware****Not Applicable****3) Food contact surfaces of equipment****Not Applicable****4) Food storage utensils****Not Applicable****5) Cooking surfaces of equipment****Not Applicable****6) Nonfood contact surfaces of equipment****Not Applicable**

Inspection Report

260 - Single Service Article

922 KAR 2:120 - Section 8

(9) A single-service article shall be:

- (a) Stored;
- (b) Handled and dispensed in a sanitary manner; and
- (c) Used only once.

- | | |
|----------------------------|---------------|
| 1) Stored | In Compliance |
| 2) Handled Sanitary manner | In Compliance |
| 3) Used once | In Compliance |

261 - Bottles

922 KAR 2:120 - Section 8

(10) Bottles shall be:

- (a) Individually labeled;
- (b) Promptly refrigerated; and
- (c) Covered when not in use.

- | | |
|----------------------------|----------------|
| 1) Individually labeled | Not Applicable |
| 2) Promptly refrigerated | Not Applicable |
| 3) Covered when not in use | Not Applicable |

262 - Meal Schedule

922 KAR 2:120 - Section 9 Food Requirements.

(1) There shall be at least a two (2) hour lapse, but no longer than three (3) hours lapse, between each meal or snack.

263 - Child Present Served In Compliance

922 KAR 2:120 - Section 9

(2) A child present at meal or snack time shall be served.

273 - Individual Portion In Compliance

922 KAR 2:120 - Section 9

(12) An individual portion of food served to a child or adult shall not be served again.

275 - Drinking Water In Compliance

922 KAR 2:120 - Section 9

(14) Drinking water shall be freely available to a child.

277 - Parent provided formula/breast milk Not Applicable

922 KAR 2:120 - Section 9

(16) A parent who provides formula or breast milk to the center for the child shall prepare the liquid and label its container.

- | | |
|-------------|----------------|
| 1) Prepared | Not Applicable |
| 2) Labeled | Not Applicable |

Food Service

252 - Kitchen Requirements

922 KAR 2:120 - Section 8 Kitchen Requirements.

(1) The kitchen shall:

- (a) Be clean;
- (b) Be equipped for the proper:
 - 1. Preservation;
 - 2. Storage;
 - 3. Preparation; and
 - 4. Serving of food;
- (c) Be adequately ventilated to the outside air; and
- (d) Except in a Type II center when a meal is not being prepared, not be used for the activity of a child.

- | | |
|------------------------------|---------------|
| 1) Clean | In Compliance |
| 2) Equipped for preservation | In Compliance |
| 3) Equipped for storage | In Compliance |
| 4) Equipped for preparation | In Compliance |
| 5) Equipped for serving | In Compliance |
| 6) Ventilated | In Compliance |
| 7) Not for Child activity | In Compliance |

253 - Food Service Permit In Compliance

Inspection Report

922 KAR 2:120 - Section 8

(2) A center required to have a food service permit shall be in compliance with 902 KAR 45:005 and this administrative regulation.

255 - Food preparation utensils

922 KAR 2:120 - Section 8

(4) Convenient and suitable sanitized utensils shall be:

- (a) Provided; and
- (b) Used to minimize handling of food during preparation.

1) Sanitized

In Compliance

2) Provided

In Compliance

3) Used to Minimize Handling of Food

In Compliance

256 - Refrigerator

922 KAR 2:120 - Section 8

(5) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:

- (a) Have an indicating thermometer or other appropriate temperature measuring device;
- (b) Be in a safe environment for preservation; and
- (c) Be forty-five (45) degrees Fahrenheit or below, or 140 degrees Fahrenheit or above.

1) Thermometer

In Compliance

2) Safe environment

In Compliance

3) 45 degrees or below

In Compliance

257 - Frozen Food

922 KAR 2:120 - Section 8

(6) Except when being thawed for preparation or use, frozen food shall be:

- (a) Kept at a temperature of zero degrees Fahrenheit or below; and
- (b) If potentially hazardous:
 - 1. Thawed at refrigerator temperatures;
 - 2. Thawed under cool, potable running water;
 - 3. Quick thawed as part of the cooking process; or
 - 4. Thawed by another method in accordance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217.

1) Kept at zero degrees or below

In Compliance

2) Thawed at refrigerator temperatures

In Compliance

3) Thawed under water

In Compliance

4) Quick thawed

In Compliance

5) Thawed according to food safety standards

In Compliance

258 - Food Contact Items

922 KAR 2:120 - Section 8

(7) Equipment, utensils, and surfaces contacting food shall be:

- (a) Smooth;
- (b) Free of breaks, open seams, cracks, and chips;
- (c) Accessible for cleaning; and
- (d) Nontoxic.

1) Equipment smooth, free from breaks, open seams, cracks and chips, accessible for cleaning, and nontoxic

In Compliance

2) Utensils smooth, free from breaks, open seams, cracks and chips, accessible for cleaning, and nontoxic

In Compliance

3) Food contact surfaces smooth, free from breaks, open seams, cracks and chips, accessible for cleaning, and nontoxic

In Compliance

259 - Kitchen Equipment clean and sanitary

922 KAR 2:120 - Section 8

(8) The following shall be clean and sanitary:

- (a) Eating and drinking utensils;
- (b) Kitchenware;
- (c) Food contact surfaces of equipment;
- (d) Food storage utensils;
- (e) Cooking surfaces of equipment; and
- (f) Nonfood contact surfaces of equipment.

1) Eating and drinking utensils

In Compliance

2) Kitchenware

In Compliance

Inspection Report

- | | |
|--|---------------|
| 3) Food contact surfaces of equipment | In Compliance |
| 4) Food storage utensils | In Compliance |
| 5) Cooking surfaces of equipment | In Compliance |
| 6) Nonfood contact surfaces of equipment | In Compliance |

264 - Meals Required

922 KAR 2:120 - Section 9

(3) The child-care center shall serve:

- (a) 1. Breakfast; or 2. A mid-morning snack;
- (b) Lunch;
- (c) A mid-afternoon snack; and
- (d) Dinner.

- | | |
|------------------------|---------------|
| 1) Breakfast | In Compliance |
| 3) Lunch | In Compliance |
| 4) Mid-afternoon snack | In Compliance |

264 - Meals Required

922 KAR 2:120 - Section 9

(3) The child-care center shall serve:

- (a) 1. Breakfast; or 2. A mid-morning snack;
- (b) Lunch;
- (c) A mid-afternoon snack; and
- (d) Dinner.

- | | |
|----------------------|----------------|
| 2) Mid-morning snack | Not Applicable |
| 5) Dinner | Not Applicable |

265 - Menu

922 KAR 2:120 - Section 9

(4) A weekly menu shall be:

- (a) Prepared;
- (b) Dated;
- (c) Posted in advance in a conspicuous place;
- (d) Kept on file for thirty (30) days; and
- (e) Substitutions to a posted weekly menu shall be noted on the day the meal is served.

- | | |
|------------------------|---------------|
| 1) Prepared | In Compliance |
| 2) Dated | In Compliance |
| 3) Posted | In Compliance |
| 4) On File | In Compliance |
| 5) Substitutions noted | In Compliance |

266 - Breakfast Requirements

922 KAR 2:120 - Section 9

(5) Breakfast shall include:

- (a) Milk;
- (b) Bread; and
- (c) 1. Fruit;
- 2. Vegetable; or
- 3. 100 percent juice.

- | | |
|--------------------------|---------------|
| 1) Milk | In Compliance |
| 2) Bread | In Compliance |
| 3) Fruit/Vegetable/Juice | In Compliance |

267 - Snack Requirements

922 KAR 2:120 - Section 9

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

- (a) Milk;
- (b) Protein;
- (c) Bread; or
- (d) 1. Fruit;
- 2. Vegetable; or
- 3. 100 percent juice.

- | | |
|--|---------------|
| 1) Milk ** Must select two from the list | In Compliance |
|--|---------------|

Inspection Report

2) Protein ** Must select two from the list

In Compliance

3) Bread ** Must select two from the list

In Compliance

4) Fruit/Vegetable/Juice ** Must select two from the list

In Compliance

268 - Lunch/Dinner Requirements

922 KAR 2:120 - Section 9

(7) Lunch and dinner shall include:

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

1) Milk

In Compliance

2) Protein

In Compliance

3) Bread

In Compliance

4) 2 Vegetables or Fruit and Vegetable

In Compliance

269 - Food Requirements

922 KAR 2:120 - Section 9

(8) Food shall be:

- (a) Clean;
- (b) Free from:
 - 1. Spoilage;
 - 2. Adulteration; and
 - 3. Misbranding;
- (c) Safe for human consumption;
- (d) Withheld from service or discarded if the food is hermetically sealed, nonacidic, or low-acidic food that has been processed in a place other than a commercial food-processing establishment;
- (e) Obtained from a source that is in compliance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217;
- (f) Acceptable if from an established commercial food store;
- (g) Served in a quantity reflecting the developmental stage of the child with additional portions provided upon request of the child; and
- (h) Protected against contamination from:
 - 1. Dust;
 - 2. Flies;
 - 3. Rodents and other vermin;
 - 4. Unclean utensils and work surfaces;
 - 5. Unnecessary handling;
 - 6. Coughs and sneezes;
 - 7. Flooding;
 - 8. Drainage; and
 - 9. Overhead leakage.

1) Clean

In Compliance

2) Free from Spoilage

In Compliance

3) Free from Adulteration

In Compliance

4) Free from Misbranding

In Compliance

5) Safe for human consumption

In Compliance

6) No homemade food

In Compliance

7) Source approved by Public Health

In Compliance

8) Commercial Food Store

In Compliance

9) Appropriate quantity/Additional portions

In Compliance

10) Protected from contamination

In Compliance

270 - Food Storage

922 KAR 2:120 - Section 9

(9) Food shall be stored on:

- (a) Clean racks;
- (b) Clean shelves;
- (c) Other clean surfaces; or
- (d) If maintained in a sanitary condition, food in nonabsorbent containers may be stored on the floor.

1) Food stored on clean racks, shelves, or other clean surfaces

In Compliance

2) Food stored in nonabsorbent containers on the floor if maintained in a sanitary condition

In Compliance

271 - Fruits and Vegetables Washed

In Compliance

Inspection Report

922 KAR 2:120 - Section 9

(10) Fruits and vegetables shall be washed before cooking or serving.

272 - Potentially hazardous foods

922 KAR 2:120 - Section 9

(11) Meat salads, poultry salads, and cream filled pastries shall be:

- (a) Prepared with utensils that are clean; and
- (b) Unless served immediately, refrigerated pending service.

1) Prepared with clean utensils

In Compliance

2) Refrigerated pending service

In Compliance

273 - Individual Portion

In Compliance

922 KAR 2:120 - Section 9

(12) An individual portion of food served to a child or adult shall not be served again.

274 - Wrapped Food

In Compliance

922 KAR 2:120 - Section 9

(13) Wrapped food that is still wholesome and has not been unwrapped may be reserved.

275 - Drinking Water

In Compliance

922 KAR 2:120 - Section 9

(14) Drinking water shall be freely available to a child.

277 - Parent provided formula/breast milk

Not Applicable

922 KAR 2:120 - Section 9

(16) A parent who provides formula or breast milk to the center for the child shall prepare the liquid and label its container.

1) Prepared

Not Applicable

2) Labeled

Not Applicable

Children's Records

96 - Enrollment Information

922 KAR 2:110 - Section 3

The following records shall be maintained at the child-care center for 5 years:

(1) Sufficient records to:

- (a) Identify each child enrolled in the child-care center; and
- (b) Enable the person in charge to contact each child's:

1. Parent at:

- a. Home; or
- b. Place of employment; and

2. Family physician; and

(c) Identify the name of each person designated in writing by the parent to pick up the child;

1) Identification Information

In Compliance

2) Parent Contact Information

In Compliance

3) Physician Contact

In Compliance

4) Designated Pick-up

In Compliance

97 - Emergency/Medical Information

922 KAR 2:110 - Section 3 The following records shall be maintained at the child-care center for five (5) years:

(2) Each child's medical history, along with authorization for emergency medical care, signed by the parent and left with the child-care center director at the time of enrollment;

1) Medical History

In Compliance

2) Emergency Authorization

In Compliance

98 - Immunization Certificate

In Compliance

922 KAR 2:110 - Section 3

The following records shall be maintained at the child-care center for five (5) years:

(3) Except as provided in KRS 214.036, a current immunization certificate showing that the child is immunized pursuant to 902 KAR 2:060, placed on file within thirty (30) days of enrollment;

99 - Documentation for Off Premise Trip

In Compliance

922 KAR 2:110 - Section 3

The following records shall be maintained at the child-care center for five (5) years:

(4) Permission forms for each trip off the premises signed by the parent;

Inspection Report

Written Documentation

93 - Policies and Procedures

922 KAR 2:110 - Section 2

(5) Program policies and procedures shall:

(a) Be in writing; and

(b) Include:

1. Staff policies;

2. Job descriptions;

3. An organization chart;

4. Chain of command; and

5. Other procedures necessary to ensure implementation of:

a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;

b. 922 KAR 2:090, Child-care center licensure;

c. 922 KAR 2:120, Child-care center health and safety standards; and

d. This administrative regulation.

1) Writing

In Compliance

2) Staff Policies

In Compliance

3) Job Description

In Compliance

4) Organization Chart

In Compliance

5) Chain of Command

In Compliance

6) Other Procedures-a) Rights for Children b)922 KAR 2:090 c) 922 KAR 2:110 d)922 KAR 2:120

In Compliance

100 - Daily Attendance Records

922 KAR 2:110 - Section 3

(5) Daily attendance records documenting the arrival and departure time of each child;

1) Arrival

In Compliance

2) Departure

In Compliance

101 - Staff Schedule

In Compliance

922 KAR 2:110 - Section 3

(6) A written schedule of staff working hours;

104 - Earthquake/Tornado Drills

922 KAR 2:110 - Section 3

(9) A written record of quarterly, practiced earthquake and tornado drills detailing the date, time, and children who participated;

1) Earthquake - conducted quarterly

In Compliance

2) Earthquake - includes date

In Compliance

3) Earthquake - includes time

In Compliance

4) Earthquake - includes children who participated

In Compliance

5) Tornado - conducted quarterly

In Compliance

6) Tornado - includes date

In Compliance

7) Tornado - includes time

In Compliance

8) Tornado - includes children who participated

In Compliance

105 - Fire Drills

922 KAR 2:110 - Section 3

(10) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated;

1) Date

In Compliance

2) Time

In Compliance

3) Children

In Compliance

4) Conducted monthly

In Compliance

108 - Report Documentation Maintenance

In Compliance

922 KAR 2:110 - Section 3

(13) A written record of reports to the cabinet required in Section 6(1) of this administrative regulation.

Inspection Report

143 - Notification of Changes

Not Applicable

922 KAR 2:110 - Section 6

(4) Written notification of the following shall be made to the cabinet to allow for approval before implementation:

- (a) Change of ownership;
- (b) Change of location;
- (c) Increase in capacity;
- (d) Change in hours of operation;
- (e) Change of services in the following categories:
 - 1. Infant;
 - 2. Toddler;
 - 3. Two (2) years to school-age;
 - 4. School-age;
 - 5. Nontraditional hours; or
 - 6. Transportation; or
- (f) Addition to the square footage a child-care center's premises.

- | | |
|-------------------------|----------------|
| 1) CHOW | Not Applicable |
| 2) CHOL | Not Applicable |
| 3) Capacity | Not Applicable |
| 4) Hours | Not Applicable |
| 5) Services-Infant | Not Applicable |
| 6) Services-Toddlers | Not Applicable |
| 7) Services-2-SA | Not Applicable |
| 8) Services-SA | Not Applicable |
| 9) Nontraditional hours | Not Applicable |
| 10) Transportation | Not Applicable |
| 11) Additional Space | Not Applicable |

168 - Orientation procedures

922 KAR 2:120 - Section 2

(b) The program shall include:

- 1. A procedure to inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.030; and 2. Written policy that specifies that the procedures that were taught a

- | | |
|-------------------------------|---------------|
| 2) Written Orientation Policy | In Compliance |
|-------------------------------|---------------|

Posted Documentation

29 - License

In Compliance

922 KAR 2:090 - Section 5

(14) The license shall be posted in a conspicuous place in the child-care center.

95 - Posting Requirements

922 KAR 2:110 - Section 2

(7) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:

- (a) Each statement of deficiency and civil monetary penalty notice issued by the cabinet during the current licensure year;
- (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
- (c) A description of services provided by the child-care center, including:
 - 1. Current rates for child care; and
 - 2. Each service charged separately and in addition to the basic rate for child care.
- (d) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
- (e) Daily schedule.

- | | |
|----------------------------|---------------|
| 1) Statement of Deficiency | In Compliance |
| 3) Plan of Correction | In Compliance |
| 4) Services | In Compliance |
| 5) Rates | In Compliance |
| 6) Ratios/Group Size | In Compliance |
| 7) Daily Schedule | In Compliance |

Inspection Report

95 - Posting Requirements

922 KAR 2:110 - Section 2

(7) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:

- (a) Each statement of deficiency and civil monetary penalty notice issued by the cabinet during the current licensure year;
- (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
- (c) A description of services provided by the child-care center, including:
 - 1. Current rates for child care; and
 - 2. Each service charged separately and in addition to the basic rate for child care.
- (d) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
- (e) Daily schedule.

2) Civil Penalty

Not Applicable

106 - Disaster Course of Action

922 KAR 2:110 - Section 3

(11) A written plan and diagram outlining the course of action in the event of natural or manmade disaster, posted in a prominent place;

1) Posted written Plan

In Compliance

2) Posted diagram

In Compliance

114 - Daily Activities

922 KAR 2:110 - Section 4 (1)

(h) Post a schedule of daily activities, to include lists and dates of activities to be conducted with the children in each classroom;

1) Posted

In Compliance

2) List of Activities

In Compliance

3) Dates of Activities

In Compliance

Posted Documentation - Classroom

114 - Daily Activities

922 KAR 2:110 - Section 4 (1)

(h) Post a schedule of daily activities, to include lists and dates of activities to be conducted with the children in each classroom;

1) Posted

In Compliance

2) List of Activities

In Compliance

3) Dates of Activities

In Compliance

286 - Diapering/hand washing

In Compliance

922 KAR 2:120 - Section 10

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

Animals

319 - Animal Requirements

922 KAR 2:120 - Section 13

(1) Animals shall be:

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

1) Supervised

In Compliance

2) Vaccinated

In Compliance

321 - Prohibited Animals

922 KAR 2:120 - Section 13

(3) Except if used as planned program activity in the control of an animal specialist, an animal that is considered undomesticated, wild, or exotic shall not be allowed at a child-care center.

1) Undomesticated

In Compliance

2) Wild

In Compliance

3) Exotic

In Compliance

Inspection Report**C.O.****13 - Corporation/ LLC/ Partnership****922 KAR 2:090 - Section 4****(3) If the applicant for licensure is a:**

- (a) Corporation or a limited liability company, the application shall include a current certificate of existence or authorization from the Secretary of State; or**
- (b) Partnership, the application shall include a written statement from each partner that the partnership is current and viable.**

1) Corporation/LLC statement**Not Inspected****2) Partnership statement****Not Inspected**

Signature of
Provider/Representative

Title

Date