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GOVERNOR

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Inspection Report

Provider Name: Mary Anita Nursery & Preschool	Provider Information	License No: L359341
Provider Address: 2301 Lower Hunters Trace, Louisville, KY, 40216	Provider Type: LICENSED TYPE I	Capacity: 49
Owner(s): Parker O'Neal Inc.		Director(s): Collins, Cortnie

Inspection Type: Renewal Application	Inspection Information	Inspection No: 877
Visit Start Date: 01/26/2012 1:00 PM	Visit End Date: 01/26/2012 1:30 PM	
	No. of Children Present:	

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	Not Inspected
2) Protected from abuse/neglect	Not Inspected
186 - Activity Areas/Equipment/Materials	
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	
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 2:120;	
1) Cooking	Not Inspected
2) Cleaning	Not Inspected

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

Not Inspected

2) Under 18 directly supervised

Not Inspected

162 - Ratios and Group Size

Not Inspected

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

Not Inspected

2) Specific Staff

Not Inspected

166 - Related Children

Not Inspected

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

Not Inspected

2) Fire Marshal

Not Inspected

3) Water/Sewage

Not Inspected

4) Equipment/Supplies/Staff

Not Inspected

5) Liability Insurance

Not Inspected

6) Comply with Regulations

Not Inspected

7) Cooperate with State

Not Inspected

8) Have Director

Not Inspected

Inspection Report

24 - Denied Access

Not Inspected

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

Not Inspected

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

Not Inspected

2) Child Abuse/Neglect Investigation

Not Inspected

3) Substantiation of Abuse/Neglect

Not Inspected

48 - Failure to Report to Cabinet

Not Inspected

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

Not Inspected

2) Cabinet representative denied access to child

Not Inspected

3) Cabinet representative denied access to center

Not Inspected

4) Parent denied access to child

Not Inspected

5) Parent denied access to center

Not Inspected

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

Not Inspected

2) 922 KAR 2:110

Not Inspected

3) 922 KAR 2:120

Not Inspected

91 - Confidential Information

Not Inspected

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

Not Inspected

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 Inspected

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

Not Inspected

Inspection Report

2) CAN

Not Inspected

130 - Staff in charge in Director's absence

Not Inspected

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

Not Inspected

2) Alcohol

Not Inspected

137 - Staff Awake on Duty

Not Inspected

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

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 Inspected

2) CAN

Not Inspected

3) TB

Not Inspected

142 - Change of Director

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 Inspected

2) Acting director

Not Inspected

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

Not Inspected

183 - Requirements for Nontraditional care

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 Inspected

2) Staff member per sleep room

Not Inspected

3) Balanced appropriate programming

Not Inspected

4) Sleepwear-3 hours or more

Not Inspected

5) Breakfast before School

Not Inspected

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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 | Not Inspected |
| 2) Type II | Not Inspected |

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 | Not Inspected |
| 2) Zoning | Not Inspected |

214 - Construction/Renovation Notification

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.

Not Inspected

245 - Sick Child Exclusion

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.

Not Inspected

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 child.

- | | |
|--------------------------------|---------------|
| 1) Supervised, isolated area | Not Inspected |
| 2) Parent contacted | Not Inspected |
| 3) Removed as soon as possible | Not Inspected |

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 | Not Inspected |
| 2) Copy of regulations | Not Inspected |

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 | Not Inspected |
|---------------------|---------------|

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 | Not Inspected |
| 2) 922 KAR 2:110 | Not Inspected |
| 3) 922 KAR 2:120 | Not Inspected |

111 - Staff Management

922 KAR 2:110 - Section 4 (1)

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

Not Inspected

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112 - Policy Development

922 KAR 2:110 - Section 4 (1)

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

- | | |
|---------------|---------------|
| 1) Plans | Not Inspected |
| 2) Policies | Not Inspected |
| 3) Procedures | Not Inspected |

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 | Not Inspected |
| 2) Implementation of Procedure | Not Inspected |

115 - Staff Meeting Documentation

922 KAR 2:110 - Section 4 (1)

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

Not Inspected

116 - Staff Evaluation

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;

Not Inspected

118 - Health, Safety, Comfort

922 KAR 2:110 - Section 4 (1)

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

Not Inspected

119 - Parent Notification

922 KAR 2:110 - Section 4 (1)

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

Not Inspected

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 | Not Inspected |
| 2) CAN | Not Inspected |

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 | Not Inspected |
| 2) Falsified records | Not Inspected |

122 - Parental/Family Involvement Activity

922 KAR 2:110 - Section 4 (1)

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

Not Inspected

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 | Not Inspected |
| 2) Child Abuse and Neglect | Not Inspected |
| 3) CRC | Not Inspected |
| 4) Left alone | Not Inspected |

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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

Not Inspected

2) Conviction

Not Inspected

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

Not Inspected

2) Location

Not Inspected

3) Date

Not Inspected

4) Clock Hours

Not Inspected

103 - Professional Development

Not Inspected

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

Not Inspected

2) Child Abuse/Neglect Check

Not Inspected

3) Previous State of Residence

Not Inspected

4) Current State other than KY

Not Inspected

125 - Educational Requirements

Not Inspected

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

Not Inspected

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

Not Inspected

2) First Aid

Not Inspected

Inspection Report

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 Not Inspected
- 2) Type II Not Inspected

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 Not Inspected
- 2) 9 hours-first year Not Inspected
- 3) 15 hours annually Not Inspected

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 Not Inspected
- 2) Background checks Not Inspected
- 3) Drivers license Not Inspected
- 4) No convictions for vehicle operation Not Inspected
- 5) No accident causing death Not Inspected

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 Not Inspected
- 2) Followed Not Inspected

170 - Individualized/Developmentally Appropriate

Not Inspected

922 KAR 2:120 - Section 2 (4)

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

171 - Areas of Development

Not Inspected

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 Not Inspected
- 2) Music Not Inspected
- 3) Dramatic Play Not Inspected
- 4) Stories/Books Not Inspected

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5) Science	Not Inspected
6) Blocks	Not Inspected
7) Tactile Activity	Not Inspected
8) Culture	Not Inspected

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	Not Inspected
2) Large muscles	Not Inspected

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	Not Inspected
2) Quiet Play	Not Inspected
3) Group	Not Inspected
4) Individualized	Not Inspected

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	Not Inspected
2) Individual Play	Not Inspected
3) Self Help clothing	Not Inspected
4) Self-help toileting	Not Inspected
5) Self-help handwashing	Not Inspected
6) Self-help eating	Not Inspected

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	Not Inspected
2) Appropriate Content	Not Inspected
3) 2 hours	Not Inspected
4) Discussed with Parents	Not Inspected
5) Educational tool	Not Inspected

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.

Inspection Report

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

Not Inspected

2) Waiting for activity

Not Inspected

3) Punishment

Not Inspected

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 Inspected

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

Not Inspected

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

Not Inspected

3) Associated with rest

Not Inspected

4) Associated with toileting

Not Inspected

5) Associated with food

Not Inspected

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 Inspected

2) Listening devices

Not Inspected

187 - Computer Monitoring Device

Not Inspected

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

Not Inspected

2) Alternate activity

Not Inspected

196 - Safe Sleep Placement

Not Inspected

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 Inspected

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

Not Inspected

922 KAR 2:120 - Section 10

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

Inspection Report**Premises - Classroom****118 - Health, Safety, Comfort****Not Inspected****922 KAR 2:110 - Section 4 (1)****(1) Provide for the health, safety, and comfort of each child;****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**Not Inspected****2) Knives and sharp objects****Not Inspected****3) Matches, cigarettes, lighters, and flammable liquids****Not Inspected****4) Plastic bags****Not Inspected****5) Litter and rubbish****Not Inspected****6) Bar soap****Not Inspected****7) Personal belongings of staff****Not Inspected****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**Not Inspected****2) Clean****Not Inspected****3) Good repair****Not Inspected****4) Land-line phone accessible****Not Inspected****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**Not Inspected****2) Adequately heated****Not Inspected****3) Adequately ventilated****Not Inspected****4) Well Lit****Not Inspected****5) Clean Light Fixtures****Not Inspected****6) Lights good repair****Not Inspected****7) Shielded/shatter proof bulbs****Not Inspected**

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.

1) Windows	Not Inspected
2) Doors	Not Inspected
3) Stoves	Not Inspected
4) Heaters	Not Inspected
5) Furnaces	Not Inspected
6) Pipes	Not Inspected
7) Stairs	Not Inspected

202 - 35 Square Feet per child

Not Inspected

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	Not Inspected
2) Walls smooth/good repair	Not Inspected
3) Ceilings smooth/good repair	Not Inspected
4) Floors easily cleaned	Not Inspected
5) Walls easily cleaned	Not Inspected
6) Ceilings easily cleaned	Not Inspected

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	Not Inspected
2) Summer Temperature sixty-eight to eighty-two	Not Inspected

233 - Infant/Toddler indoor space

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 Inspected
2) Not Exit/ Entrance	Not Inspected
3) Adequate crawling space	Not Inspected
4) Traffic Pattern	Not Inspected

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	Not Inspected
2) No liquid substances	Not Inspected

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3) No dirt	Not Inspected
4) Not damp	Not Inspected

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	Not Inspected
2) Toilet Paper	Not Inspected
3) Clean/Sanitized	Not Inspected

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	Not Inspected
2) Equipped with hot running water that allows for hand washing	Not Inspected
3) Equipped with cold running water that allows for hand washing	Not Inspected
4) Equipped with hot water no more than 110 degrees Fahrenheit	Not Inspected
5) Equipped with liquid soap and single use disposable hand drying material	Not Inspected
6) Equipped with an easily cleanable, covered waste receptacle	Not Inspected
7) Immediately adjacent to a changing area used for infants and toddlers	Not Inspected

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	Not Inspected
2) Good repair	Not Inspected
3) Lighted Room	Not Inspected
4) Ventilated	Not Inspected

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	Not Inspected
2) Knives and sharp objects	Not Inspected
3) Matches, cigarettes, lighters, and flammable liquids	Not Inspected
4) Plastic bags	Not Inspected
5) Litter and rubbish	Not Inspected
6) Bar soap	Not Inspected

Inspection Report

7) Personal belongings of staff

Not Inspected

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

Not Inspected

2) Locked

Not Inspected

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

Not Inspected

2) Outdoor Designated Area

Not Inspected

3) Not in the presence of children

Not Inspected

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

Not Inspected

2) Clean

Not Inspected

3) Good repair

Not Inspected

4) Land-line phone accessible

Not Inspected

199 - Fire exits clear

Not Inspected

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 shatter proof bulbs installed; and

1) Dry

Not Inspected

2) Adequately heated

Not Inspected

3) Adequately ventilated

Not Inspected

4) Well Lit

Not Inspected

5) Clean Light Fixtures

Not Inspected

6) Lights good repair

Not Inspected

7) Shielded/shatter proof bulbs

Not Inspected

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

Not Inspected

2) Doors

Not Inspected

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

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	Not Inspected
2) No flies	Not Inspected
3) No Roaches	Not Inspected
4) Other Vermin	Not Inspected

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.

Not Inspected

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	Not Inspected
2) Walls smooth/good repair	Not Inspected
3) Ceilings smooth/good repair	Not Inspected
4) Floors easily cleaned	Not Inspected
5) Walls easily cleaned	Not Inspected
6) Ceilings easily cleaned	Not Inspected

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	Not Inspected
2) Protected	Not Inspected
3) Adequate Quality/Volume	Not Inspected
4) Under pressure	Not Inspected
5) Obtained from Approved water source	Not Inspected

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	Not Inspected
2) 25 children or less	Not Inspected

Inspection Report

208 - Sewage Disposal **Not Inspected**

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 **Not Inspected**

922 KAR 2:120 - Section 4

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

210 - Solid Waste **Not Inspected**

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 **Not Inspected**

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

Not Inspected

2) Summer Temperature sixty-eight to eighty-two

Not Inspected

224 - Indoor gross motor space requirements

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 Inspected

2) 60 sq. ft

Not Inspected

3) Include equipment

Not Inspected

4) Well ventilated

Not Inspected

5) Heated

Not Inspected

6) 2 inch thick protective surface

Not Inspected

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

Not Inspected

2) Natural

Not Inspected

3) Unfiltered, nondisinfected

Not Inspected

278 - Minimum Toilet/Urinal requirements **Not Inspected**

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

Not Inspected

2) Toilet Paper

Not Inspected

3) Clean/Sanitized

Not Inspected

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

Not Inspected

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

Not Inspected

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

Not Inspected

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

Not Inspected

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

Not Inspected

6) Equipped with an easily cleanable, covered waste receptacle

Not Inspected

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

Not Inspected

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

Not Inspected

2) Good repair

Not Inspected

3) Lighted Room

Not Inspected

4) Ventilated

Not Inspected

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

Not Inspected

2) Handwashing upon arrival

Not Inspected

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

Not Inspected

4) Handwashing after toileting or diaper change

Not Inspected

5) Handwashing after handling animals

Not Inspected

6) Handwashing after wiping/blowing nose

Not Inspected

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7) Handwashing after touching soiled item

Not Inspected

8) Handwashing after outdoor/indoor play

Not Inspected

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

Not Inspected

2) Hygienic practices

Not Inspected

3) Handwashing upon arrival

Not Inspected

4) Handwashing after toileting or assisting child

Not Inspected

5) Handwashing before/after diapering

Not Inspected

6) Handwashing after wiping nose

Not Inspected

7) Handwashing after handling animals

Not Inspected

8) Handwashing after caring for a sick child

Not Inspected

9) Handwashing before and after feeding a child

Not Inspected

10) Handwashing before dispensing medication

Not Inspected

11) Handwashing before administering first aid

Not Inspected

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

Not Inspected

2) Statement from health professional

Not Inspected

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 Inspected

2) Clean clothing

Not Inspected

284 - Training Chair

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 Inspected

2) Sanitized

Not Inspected

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

Not Inspected

2) Stored in a covered container

Not Inspected

3) Washed and disposed

Not Inspected

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287 - Diapering equipment/Supervision

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 Inspected

2) Clean surface

Not Inspected

3) Padded Surface

Not Inspected

4) Surface free from holes

Not Inspected

5) Easily cleaned surface

Not Inspected

6) Free of non-diapering items

Not Inspected

288 - Wipes

Not Inspected

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 Inspected

922 KAR 2:120 - Section 10

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

290 - Disposable Gloves

Not Inspected

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

Not Inspected

2) Labeled

Not Inspected

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

Not Inspected

2) Air Dry

Not Inspected

3) Protected

Not Inspected

293 - Toothpaste Procedure

Not Inspected

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 Inspected

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.

Inspection Report

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 | Not Inspected |
| 2) Storage | Not Inspected |
| 3) Inventoried | Not Inspected |
| 4) Sanitized, if reusable | Not Inspected |
| 5) Maintained in sanitary manner | Not Inspected |
| 6) Liquid soap | Not Inspected |
| 7) Adhesive bandages | Not Inspected |
| 8) Sterile gauze | Not Inspected |
| 9) Medical tape | Not Inspected |
| 10) Scissors | Not Inspected |
| 11) Thermometer | Not Inspected |
| 12) Flashlight | Not Inspected |
| 13) Cold pack | Not Inspected |
| 14) First aid book | Not Inspected |
| 15) Disposable gloves | Not Inspected |
| 16) Cardiopulmonary resuscitation mouthpiece protector | Not Inspected |

247 - Daily written request for prescription

Not Inspected

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 | Not Inspected |
| 2) Administered according to label | Not Inspected |

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 | Not Inspected |
| 2) Date | Not Inspected |
| 3) Amount | Not Inspected |
| 4) Staff name | Not Inspected |

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 | Not Inspected |
| 2) Original Bottle | Not Inspected |
| 3) Labeled | Not Inspected |

Inspection Report

251 - Expired Medication

Not Inspected

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

Not Inspected

2) Cleaning

Not Inspected

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

Not Inspected

2) Under 18 directly supervised

Not Inspected

162 - Ratios and Group Size

Not Inspected

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

Not Inspected

2) Specific Staff

Not Inspected

166 - Related Children

Not Inspected

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

Not Inspected

2) Protected from abuse/neglect

Not Inspected

186 - Activity Areas/Equipment/Materials

Not Inspected

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.

Inspection Report

232 - Supply Storage

Not Inspected

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

Not Inspected

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

Not Inspected

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

Not Inspected

2) Glass

Not Inspected

3) Rubbish

Not Inspected

4) Flammable Materials

Not Inspected

218 - Playground Safe

Not Inspected

922 KAR 2:120 - Section 4 (18)

(d) Safe from foreseeable hazard;

219 - Playground well drained

Not Inspected

922 KAR 2:120 - Section 4 (18)

(e) Well drained;

220 - Playground maintained

Not Inspected

922 KAR 2:120 - Section 4 (18)

(f) Well maintained;

221 - Playground in good repair

Not Inspected

922 KAR 2:120 - Section 4 (18)

(g) In good repair; and

222 - Playground visible

Not Inspected

922 KAR 2:120 - Section 4 (18)

(h) Visible to staff at all times.

223 - Protective Surface

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 Inspected

2) To swing

Not Inspected

3) To slide

Not Inspected

4) Fall Zone

Not Inspected

Inspection Report

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

Not Inspected

2) Stable

Not Inspected

3) In good condition

Not Inspected

235 - Infant/Toddler outdoor space

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 Inspected

2) Separate

Not Inspected

Outdoor Play Area - Equipment

226 - Anchored Equipment

Not Inspected

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 Inspected

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

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 Inspected

2) Covered

Not Inspected

3) Clean

Not Inspected

4) Checked for Vermin

Not Inspected

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

Not Inspected

2) Age Appropriate

Not Inspected

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

Not Inspected

2) Good repair

Not Inspected

3) Free from peeling, flaking, chalking paint

Not Inspected

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 | Not Inspected |
| 2) Safe | Not Inspected |
| 3) Good repair | Not Inspected |
| 4) Meets needs | Not Inspected |
| 5) Free from harmful conditions | Not Inspected |
| 6) Guard against entrapment/strangulation | Not Inspected |

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 | Not Inspected |
| 2) Durable | Not Inspected |
| 3) No sharp points/edges | Not Inspected |

Equipment - General Premises

226 - Anchored Equipment Not Inspected

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 Inspected

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 Not Inspected

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 | Not Inspected |
| 2) Age Appropriate | Not Inspected |

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 | Not Inspected |
| 2) Sufficient quantity | Not Inspected |

236 - Cot/crib/bed/two inch thick mat available Not Inspected

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.

Inspection Report

237 - Crib Mattress/Standards

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 Inspected

2) Meets Standards

Not Inspected

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

Not Inspected

2) Laundered

Not Inspected

3) Sanitary Storage

Not Inspected

240 - Twelve inch spacing

Not Inspected

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

Not Inspected

922 KAR 2:120 - Section 6

(6) A tiered crib shall not be used.

242 - Cots/Mats sanitized

Not Inspected

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

Not Inspected

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

Not Inspected

2) Good repair

Not Inspected

3) Free from peeling, flaking, chalking paint

Not Inspected

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

Not Inspected

2) Safe

Not Inspected

3) Good repair

Not Inspected

4) Meets needs

Not Inspected

5) Free from harmful conditions

Not Inspected

6) Guard against entrapment/strangulation

Not Inspected

Inspection Report

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

Not Inspected

2) Durable

Not Inspected

3) No sharp points/edges

Not Inspected

298 - Children's Tables and Chairs

Not Inspected

922 KAR 2:120 - Section 11

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

299 - Staff Seating

Not Inspected

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

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 Inspected

2) Drivers

Not Inspected

3) Insurance

Not Inspected

301 - Requirements for Transportation Services

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 Inspected

2) Written plan and schedules

Not Inspected

3) Written policies and procedures

Not Inspected

4) Monthly emergency procedures for staff

Not Inspected

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 Inspected

2) Vehicles used

Not Inspected

3) Staff plan for transportation

Not Inspected

4) Full Insurance Coverage

Not Inspected

5) Emergency evacuation plan

Not Inspected

6) Third party agreements

Not Inspected

7) Safety procedure for transporting children

Not Inspected

8) Safety for loading and unloading

Not Inspected

Inspection Report

9) Safety for providing adequate supervision

Not Inspected

303 - Vehicle equipment

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 Inspected

2) First aid supplies

Not Inspected

3) Reflective triangles

Not Inspected

4) Cutting device

Not Inspected

304 - Transit/School bus

Not Inspected

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

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 Inspected

2) Signal Lamps

Not Inspected

3) Identifying colors

Not Inspected

4) Cautionary words

Not Inspected

5) Seat belts

Not Inspected

6) No hazardous materials

Not Inspected

306 - Car Seats

Not Inspected

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

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 Inspected

2) Lights

Not Inspected

3) Signals

Not Inspected

4) Mirrors

Not Inspected

5) Gauges

Not Inspected

6) Wiper blades

Not Inspected

7) Safety restraints

Not Inspected

8) Fuel

Not Inspected

9) Free of debris

Not Inspected

Inspection Report

308 - Ratios

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 Inspected**
- 2) Lone driver **Not Inspected**

309 - Seating

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 Inspected**
- 2) Belted **Not Inspected**
- 3) Remain seated **Not Inspected**

310 - Child Unattended

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 Inspected**
- 2) On vehicle **Not Inspected**

311 - Pre-arranged plan

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.

Not Inspected

312 - Unaccompanied child crossing street

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.

Not Inspected

313 - Vehicle Headlamps

922 KAR 2:120 - Section 12

- (14) A vehicle transporting a child shall have the headlamps on.

Not Inspected

314 - Refueling

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.

Not Inspected

315 - Driver not in seat

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 Inspected**
- 2) Keys removed **Not Inspected**
- 3) Emergency brake on **Not Inspected**

316 - Children's transportation records

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 Inspected**
- 2) First and last name of children **Not Inspected**
- 3) Time on **Not Inspected**

Inspection Report

4) Time off	Not Inspected
5) Documented by other staff	Not Inspected
6) Kept for 5 years	Not Inspected

318 - Hazardous Items

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 Inspected
2) Ammunition	Not Inspected
3) Alcohol	Not Inspected
4) Illegal substances	Not Inspected

Food Service - Classroom

194 - Bottle Feeding

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 Inspected
2) Not Propped	Not Inspected
3) Not with sleeping infant	Not Inspected
4) Not heated in microwave	Not Inspected

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	Not Inspected
2) Individual utensils	Not Inspected

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	Not Inspected
2) Safe environment	Not Inspected
3) 45 degrees or below	Not Inspected

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	Not Inspected
2) Thawed at refrigerator temperatures	Not Inspected

Inspection Report

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

Not Inspected

2) Kitchenware

Not Inspected

3) Food contact surfaces of equipment

Not Inspected

4) Food storage utensils

Not Inspected

5) Cooking surfaces of equipment

Not Inspected

6) Nonfood contact surfaces of equipment

Not Inspected

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

Not Inspected

2) Handled Sanitary manner

Not Inspected

3) Used once

Not Inspected

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 Inspected

2) Promptly refrigerated

Not Inspected

3) Covered when not in use

Not Inspected

262 - Meal Schedule

Not Inspected

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

Not Inspected

922 KAR 2:120 - Section 9

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

273 - Individual Portion

Not Inspected

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

Not Inspected

922 KAR 2:120 - Section 9

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

277 - Parent provided formula/breast milk

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 Inspected

2) Labeled

Not Inspected

Inspection Report

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 | Not Inspected |
| 2) Equipped for preservation | Not Inspected |
| 3) Equipped for storage | Not Inspected |
| 4) Equipped for preparation | Not Inspected |
| 5) Equipped for serving | Not Inspected |
| 6) Ventilated | Not Inspected |
| 7) Not for Child activity | Not Inspected |

253 - Food Service Permit

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 | Not Inspected |
| 2) Provided | Not Inspected |
| 3) Used to Minimize Handling of Food | Not Inspected |

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 | Not Inspected |
| 2) Safe environment | Not Inspected |
| 3) 45 degrees or below | Not Inspected |

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 | Not Inspected |
| 2) Thawed at refrigerator temperatures | Not Inspected |
| 3) Thawed under water | Not Inspected |
| 4) Quick thawed | Not Inspected |
| 5) Thawed according to food safety standards | Not Inspected |

Inspection Report

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

Not Inspected

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

Not Inspected

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

Not Inspected

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

Not Inspected

2) Kitchenware

Not Inspected

3) Food contact surfaces of equipment

Not Inspected

4) Food storage utensils

Not Inspected

5) Cooking surfaces of equipment

Not Inspected

6) Nonfood contact surfaces of equipment

Not Inspected

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

Not Inspected

2) Mid-morning snack

Not Inspected

3) Lunch

Not Inspected

4) Mid-afternoon snack

Not Inspected

5) Dinner

Not Inspected

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

Not Inspected

2) Dated

Not Inspected

3) Posted

Not Inspected

4) On File

Not Inspected

5) Substitutions noted

Not Inspected

Inspection Report

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 | Not Inspected |
| 2) Bread | Not Inspected |
| 3) Fruit/Vegetable/Juice | Not Inspected |

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 | Not Inspected |
| 2) Protein ** Must select two from the list | Not Inspected |
| 3) Bread ** Must select two from the list | Not Inspected |
| 4) Fruit/Vegetable/Juice ** Must select two from the list | Not Inspected |

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 | Not Inspected |
| 2) Protein | Not Inspected |
| 3) Bread | Not Inspected |
| 4) 2 Vegetables or Fruit and Vegetable | Not Inspected |

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 | Not Inspected |
|----------|---------------|

Inspection Report

2) Free from Spoilage	Not Inspected
3) Free from Adulteration	Not Inspected
4) Free from Misbranding	Not Inspected
5) Safe for human consumption	Not Inspected
6) No homemade food	Not Inspected
7) Source approved by Public Health	Not Inspected
8) Commercial Food Store	Not Inspected
9) Appropriate quantity/Additional portions	Not Inspected
10) Protected from contamination	Not Inspected

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	Not Inspected
2) Food stored in nonabsorbent containers on the floor if maintained in a sanitary condition	Not Inspected

271 - Fruits and Vegetables Washed

Not Inspected

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	Not Inspected
2) Refrigerated pending service	Not Inspected

273 - Individual Portion

Not Inspected

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

Not Inspected

922 KAR 2:120 - Section 9
(13) Wrapped food that is still wholesome and has not been unwrapped may be reserved.

275 - Drinking Water

Not Inspected

922 KAR 2:120 - Section 9
(14) Drinking water shall be freely available to a child.

277 - Parent provided formula/breast milk

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 Inspected
2) Labeled	Not Inspected

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	Not Inspected
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Inspection Report

2) Parent Contact Information	Not Inspected
3) Physician Contact	Not Inspected
4) Designated Pick-up	Not Inspected

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	Not Inspected
2) Emergency Authorization	Not Inspected

98 - Immunization Certificate

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;

Not Inspected

99 - Documentation for Off Premise Trip

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;

Not Inspected

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	Not Inspected
2) Staff Policies	Not Inspected
3) Job Description	Not Inspected
4) Organization Chart	Not Inspected
5) Chain of Command	Not Inspected
6) Other Procedures-a) Rights for Children b)922 KAR 2:090 c) 922 KAR 2:110 d)922 KAR 2:120	Not Inspected

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	Not Inspected
2) Departure	Not Inspected

101 - Staff Schedule

922 KAR 2:110 - Section 3
(6) A written schedule of staff working hours;

Not Inspected

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	Not Inspected
2) Earthquake - includes date	Not Inspected
3) Earthquake - includes time	Not Inspected
4) Earthquake - includes children who participated	Not Inspected
5) Tornado - conducted quarterly	Not Inspected

Inspection Report

- | | |
|---|---------------|
| 6) Tornado - includes date | Not Inspected |
| 7) Tornado - includes time | Not Inspected |
| 8) Tornado - includes children who participated | Not Inspected |

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 | Not Inspected |
| 2) Time | Not Inspected |
| 3) Children | Not Inspected |
| 4) Conducted monthly | Not Inspected |

108 - Report Documentation Maintenance

922 KAR 2:110 - Section 3

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

Not Inspected

143 - Notification of Changes

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

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 | Not Inspected |
|-------------------------------|---------------|

Posted Documentation

29 - License

Not Inspected

922 KAR 2:090 - Section 5

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

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.

1) Statement of Deficiency	Not Inspected
2) Civil Penalty	Not Inspected
3) Plan of Correction	Not Inspected
4) Services	Not Inspected
5) Rates	Not Inspected
6) Ratios/Group Size	Not Inspected
7) Daily Schedule	Not Inspected

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	Not Inspected
2) Posted diagram	Not Inspected

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	Not Inspected
2) List of Activities	Not Inspected
3) Dates of Activities	Not Inspected

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	Not Inspected
2) List of Activities	Not Inspected
3) Dates of Activities	Not Inspected

286 - Diapering/hand washing

922 KAR 2:120 - Section 10

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

	Not Inspected
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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	Not Inspected
2) Vaccinated	Not Inspected

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	Not Inspected
2) Wild	Not Inspected
3) Exotic	Not Inspected

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