



**Andy Beshear**  
GOVERNOR

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

**Melissa A. Moore, Director**  
Division of Regulated Child Care  
Northern Branch  
908 W. Broadway, 10-W  
Louisville, KY 40203  
Phone: (502) 595-5781 Fax: (502) 595-5773  
<https://chfs.ky.gov/agencies/os/oig>

**Eric Friedlander**  
SECRETARY

**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

|                                                                                                     |                                       |                                        |
|-----------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------|
| <b>Provider Name:</b> Bardstown Head Start                                                          | <b>Provider Information</b>           | <b>License No:</b> L350896             |
| <b>Provider Address:</b> 865 St. Thomas Lane, St. Thomas Elementary School,<br>Bardstown, KY, 40004 | <b>Provider Type:</b> LICENSED TYPE I | <b>Capacity:</b> 99                    |
| <b>Owner(s):</b> Central Kentucky Community Action Council, Inc.                                    |                                       | <b>Director(s):</b> Smith, Pamela Anne |

|                                             |                                           |                             |
|---------------------------------------------|-------------------------------------------|-----------------------------|
| <b>Inspection Type:</b> Renewal Application | <b>Inspection Information</b>             | <b>Inspection No:</b> 16690 |
| <b>Visit Start Date:</b> 02/15/2013 9:30 AM | <b>Visit End Date:</b> 02/28/2013 1:00 PM |                             |
| <b>No. of Children Present:</b>             |                                           |                             |

**Inspection Report**

**Supervision**

**167 - Children supervised/Protected**

**922 KAR 2:120 - Section 2 (3)**

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

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

1) Adequately supervised at all times

**In Compliance**

2) Protected from abuse/neglect

**In Compliance**

**186 - Activity Areas/Equipment/Materials**

**In Compliance**

**922 KAR 2:120 - Section 3**

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

**232 - Supply Storage**

**In Compliance**

**922 KAR 2:120 - Section 4**

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

**Staffing Requirements**

**117 - Cooking/Cleaning Staffing**

**922 KAR 2:110 - Section 4 (1)**

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

1) Cooking

**In Compliance**

2) Cleaning

**In Compliance**

## Inspection Report

### 135 - Adequate Adults/Qualified Staff

#### 922 KAR 2:110 - Section 5

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

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

1) Ratio Compliance

In Compliance

2) Under 18 directly supervised

In Compliance

### 162 - Ratios and Group Size

In Compliance

#### 922 KAR 2:120 - Section 2

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

Age of Children Ratio Maximum

Group

Size\*

Infant 1 staff for 5 children 10

Toddler 1 staff for 6 children 12

2 to 3 years 1 staff for 10 children 20

3 to 4 years 1 staff for 12 children 24

4 to 5 years 1 staff for 14 children 28

5 to 7 years 1 staff for 15 children 30

7 and older 1 staff for 25 children

(for before and after school) 30

1 staff for 20 children

(full day of care) 30

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

### 163 - Defined Groups

#### 922 KAR 2:120 - Section 2 (2)

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

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

1) Separate/Defined Area

In Compliance

2) Specific Staff

In Compliance

### 166 - Related Children

In Compliance

#### 922 KAR 2:120 - Section 2

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

## General Administration

### 23 - Qualify and Maintain a License

#### 922 KAR 2:090 - Section 5

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

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

1) Zoning

In Compliance

2) Fire Marshal

In Compliance

3) Water/Sewage

In Compliance

4) Equipment/Supplies/Staff

In Compliance

5) Liability Insurance

In Compliance

6) Comply with Regulations

In Compliance

7) Cooperate with State

In Compliance

8) Have Director

In Compliance

## Inspection Report

### 24 - Denied Access

In Compliance

#### 922 KAR 2:090 - Section 5

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

### 41 - Immediate Threat

In Compliance

#### 922 KAR 2:090 - Section 8

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

### 47 - Report to Licensee

#### 922 KAR 2:090 - Section 10

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

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

1) Violent/Sex Crime Conviction

In Compliance

2) Child Abuse/Neglect Investigation

In Compliance

3) Substantiation of Abuse/Neglect

In Compliance

### 48 - Failure to Report to Cabinet

In Compliance

#### 922 KAR 2:090 - Section 10

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

### 52 - Interference/Denied Access

#### 922 KAR 2:090 - Section 10

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

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

1) Center representative interferes with Cabinet/Official duty

In Compliance

2) Cabinet representative denied access to child

In Compliance

3) Cabinet representative denied access to center

In Compliance

4) Parent denied access to child

In Compliance

5) Parent denied access to center

In Compliance

### 89 - Licensee responsibility

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

1) 922 KAR 2:090

In Compliance

2) 922 KAR 2:110

In Compliance

3) 922 KAR 2:120

In Compliance

### 91 - Confidential Information

In Compliance

#### 922 KAR 2:110 - Section 2

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

### 92 - Volunteer/Board Member Compliance

In Compliance

#### 922 KAR 2:110 - Section 2

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

### 94 - Resident Interference

Not Applicable

#### 922 KAR 2:110 - Section 2

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

### 127 - Staff Conviction/Substantiation

#### 922 KAR 2:110 - Section 5

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

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

1) CRC

In Compliance

## Inspection Report

### 2) CAN

In Compliance

### 130 - Staff in charge in Director's absence

In Compliance

#### 922 KAR 2:110 - Section 5

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

### 136 - Controlled Substance/Alcohol

#### 922 KAR 2:110 - Section 5

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

#### 1) Controlled Substance

In Compliance

#### 2) Alcohol

In Compliance

### 137 - Staff Awake on Duty

In Compliance

#### 922 KAR 2:110 - Section 5

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

### 138 - Adult Resident

Not Applicable

#### 922 KAR 2:110 - Section 5

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

(a) Criminal records check indicating that the adult has not been convicted of a crime pursuant to KRS 17.165(5);

(b) Child abuse and neglect checks in accordance with 922 KAR 1:470, indicating that the adult has not been found by the cabinet to have abused or neglected a child; and

(c) A copy of the results of a negative tuberculosis skin test or a health professional's statement documenting that the adult is free of tuberculosis. Every two (2) years, the adult shall provide evidence of a negative tuberculosis skin or health professional's statement documenting that the adult is free of tuberculosis.

#### 1) CRC

Not Applicable

#### 2) CAN

Not Applicable

#### 3) TB

Not Applicable

### 142 - Change of Director

#### 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

In Compliance

#### 2) Acting director

In Compliance

### 168 - Abuse/Neglect

#### 922 KAR 2:120 - Section 2 (3)

(b) The program shall include:

1. A procedure to inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.030; and

2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.

#### 1) Abuse/Neglect procedure

In Compliance

### 183 - Requirements for Nontraditional care

Not Applicable

#### 922 KAR 2:120 - Section 2

(11) If nontraditional hours of care are provided:

(a) Including time spent in school, a child shall not be permitted to spend more than sixteen (16) hours in the child-care center during one (1) twenty-four (24) hour period;

(b) At least one (1) staff member shall be assigned responsibility for each sleeping room;

(c) A child present for an extended period of time during waking hours shall receive a program of well-balanced and constructive activity geared to the child's age level and developmental needs;

(d) A child sleeping three (3) hours or more shall sleep in:

1. Pajamas; or

2. A nightgown;

(e) If a child attends school from the child-care center, the child shall be offered breakfast;

#### 1) No more than 16 hours

Not Applicable

#### 2) Staff member per sleep room

Not Applicable

#### 3) Balanced appropriate programming

Not Applicable

#### 4) Sleepwear-3 hours or more

Not Applicable

#### 5) Breakfast before School

Not Applicable

## Inspection Report

### 184 - Staff remain awake

#### 922 KAR 2:120 - Section 2 (11)

##### (f) Staff shall:

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

##### 1) Type I

In Compliance

### 184 - Staff remain awake

#### 922 KAR 2:120 - Section 2 (11)

##### (f) Staff shall:

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

##### 2) Type II

Not Applicable

### 198 - Fire Marshal/Zoning Compliance

#### 922 KAR 2:120 - Section 4

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

##### 1) Fire Marshal

In Compliance

##### 2) Zoning

In Compliance

### 214 - Construction/Renovation Notification

Not Applicable

#### 922 KAR 2:120 - Section 4

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

### 245 - Sick Child Exclusion

In Compliance

#### 922 KAR 2:120 - Section 7

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

### 246 - Sick Child Protocol

#### 922 KAR 2:120 - Section 7

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

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

##### 1) Supervised, isolated area

In Compliance

##### 2) Parent contacted

In Compliance

##### 3) Removed as soon as possible

In Compliance

## Director Requirements

### 90 - Operation instruction/Regulation copy

#### 922 KAR 2:110 - Section 2

(2) Child-care center staff shall be:

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

##### 1) Staff Instruction

In Compliance

##### 2) Copy of regulations

In Compliance

### 109 - Director Qualifications

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

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

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

##### 3) Other Employment

In Compliance

### 110 - Regulatory Compliance

#### 922 KAR 2:110 - Section 4 (1)

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

##### 1) 922 KAR 2:090

In Compliance

##### 2) 922 KAR 2:110

In Compliance

##### 3) 922 KAR 2:120

In Compliance

### 111 - Staff Management

In Compliance

## Inspection Report

922 KAR 2:110 - Section 4 (1)

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

### 112 - Policy Development

922 KAR 2:110 - Section 4 (1)

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

- |               |               |
|---------------|---------------|
| 1) Plans      | In Compliance |
| 2) Policies   | In Compliance |
| 3) Procedures | In Compliance |

### 113 - Staff Supervision

922 KAR 2:110 - Section 4 (1)

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

- |                                |               |
|--------------------------------|---------------|
| 1) Implementation of Policy    | In Compliance |
| 2) Implementation of Procedure | In Compliance |

### 115 - Staff Meeting Documentation

922 KAR 2:110 - Section 4 (1)

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

In Compliance

### 116 - Staff Evaluation

In Compliance

922 KAR 2:110 - Section 4 (1)

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

### 118 - Health, Safety, Comfort

In Compliance

922 KAR 2:110 - Section 4 (1)

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

### 119 - Parent Notification

In Compliance

922 KAR 2:110 - Section 4 (1)

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

### 120 - No Background checks - Caregiver Alone

922 KAR 2:110 - Section 4 (1)

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

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

- |        |               |
|--------|---------------|
| 1) CRC | In Compliance |
| 2) CAN | In Compliance |

### 121 - Altered/Falsified Records

922 KAR 2:110 - Section 4 (1)

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

- |                      |               |
|----------------------|---------------|
| 1) Altered records   | In Compliance |
| 2) Falsified records | In Compliance |

### 122 - Parental/Family Involvement Activity

In Compliance

922 KAR 2:110 - Section 4 (1)

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

## Employee Records

### 17 - Submission of background checks timely/Left alone

922 KAR 2:090 - Section 5

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

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

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

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

- |                            |               |
|----------------------------|---------------|
| 1) 90 day period           | In Compliance |
| 2) Child Abuse and Neglect | In Compliance |
| 3) CRC                     | In Compliance |
| 4) Left alone              | In Compliance |

## Inspection Report

### 18 - Background check/Termination

#### 922 KAR 2:090 - Section 5

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

- (a) Whose name is listed on the central registry established by 922 KAR 1:470; or
- (b) Who has been convicted of a crime defined by KRS 17.165(1) through (3).

1) Name on central registry

In Compliance

2) Conviction

In Compliance

### 102 - Staff Training Record

#### 922 KAR 2:110 - Section 3

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

- (a) The training source;
- (b) Location;
- (c) Date; and
- (d) Number of clock hours completed;

1) Training Source

In Compliance

2) Location

In Compliance

3) Date

In Compliance

4) Clock Hours

In Compliance

### 103 - Professional Development

In Compliance

#### 922 KAR 2:110 - Section 3

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

### 107 - Maintenance of Background check/Out of State

#### 922 KAR 2:110 - Section 3

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

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

1) Criminal Records Check

In Compliance

2) Child Abuse/Neglect Check

In Compliance

### 107 - Maintenance of Background check/Out of State

#### 922 KAR 2:110 - Section 3

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

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

3) Previous State of Residence

Not Applicable

4) Current State other than KY

Not Applicable

### 125 - Educational Requirements

In Compliance

#### 922 KAR 2:110 - Section 5 Staff Requirements.

(1) Child-care center staff;

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

### 126 - T.B. Verification

In Compliance

#### 922 KAR 2:110 - Section 5 (1)

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

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

## Inspection Report

### 128 - CPR/First Aid Coverage

#### 922 KAR 2:110 - Section 5

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

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

1) CPR

In Compliance

2) First Aid

In Compliance

### 131 - Adequate Substitute(s)

#### 922 KAR 2:110 - Section 5

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

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

1) Type I

In Compliance

### 131 - Adequate Substitute(s)

#### 922 KAR 2:110 - Section 5

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

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

2) Type II

Not Applicable

### 139 - Training

#### 922 KAR 2:110 - Section 5

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

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

1) Orientation

In Compliance

2) 9 hours-first year

In Compliance

3) 15 hours annually

In Compliance

### 317 - Driver requirements

Not Applicable

#### 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 Applicable

2) Background checks

Not Applicable

3) Drivers license

Not Applicable

4) No convictions for vehicle operation

Not Applicable

5) No accident causing death

Not Applicable

## Programming

### 169 - Program of Activities Followed

#### 922 KAR 2:120 - Section 2

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

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

1) Posted

In Compliance

2) Followed

In Compliance

### 170 - Individualized/Developmentally Appropriate

In Compliance

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

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

### 171 - Areas of Development

In Compliance

#### 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;



## Inspection Report

### 172 - Curriculum Areas

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

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

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

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

### 173 - Motor Skills

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

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

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

### 174 - Balance of Activities

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

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

|                   |               |
|-------------------|---------------|
| 1) Active Play    | In Compliance |
| 2) Quiet Play     | In Compliance |
| 3) Group          | In Compliance |
| 4) Individualized | In Compliance |

### 175 - Free Choice and Self Help Procedures

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

11. An opportunity for a child to:

- a. Have some free choice of activities;
- b. If desired, play apart from the group at times; and
- c. Practice developmentally-appropriate self-help procedures in respect to:
  - (i) Clothing;
  - (ii) Toileting;
  - (iii) Hand-washing; and
  - (iv) Eating;

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

### 176 - Electronic Viewing/Listening Devices

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

12. Use of electronic viewing and listening devices if the:

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

|                              |               |
|------------------------------|---------------|
| 1) Age Appropriate Materials | In Compliance |
|------------------------------|---------------|

## Inspection Report

- |                           |               |
|---------------------------|---------------|
| 2) Appropriate Content    | In Compliance |
| 3) 2 hours                | In Compliance |
| 4) Discussed with Parents | In Compliance |
| 5) Educational tool       | In Compliance |
| 177 - Alternate Activity  | In Compliance |

### 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 | In Compliance |
|-----------------------------|---------------|

### 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 | In Compliance |
|--------------------------------|---------------|

### 922 KAR 2:120 - Section 2

(7) Sufficient time shall be allowed for an activity so that a child may progress at their own developmental rate.

- |                      |
|----------------------|
| 180 - Waiting Period |
|----------------------|

### 922 KAR 2:120 - Section 2

(8) A child shall not be required to stand or sit for a prolonged period of time:

- (a) During an activity;
- (b) While waiting for an activity to start; or
- (c) As punishment.

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

- |                       |                |
|-----------------------|----------------|
| 181 - School Age Care | Not Applicable |
|-----------------------|----------------|

### 922 KAR 2:120 - Section 2

(9) If school-age care is provided:

- (a) A separate area or room shall be provided in a Type I center; and
- (b) Each child shall be provided a snack after school.

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

- |                  |
|------------------|
| 182 - Discipline |
|------------------|

### 922 KAR 2:120 - Section 2

(10) A child shall not be subjected to:

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

- |                                                                |               |
|----------------------------------------------------------------|---------------|
| 1) Corporal discipline prohibited                              | In Compliance |
| 2) Loud, profane, threatening, frightening or abusive language | In Compliance |
| 3) Associated with rest                                        | In Compliance |
| 4) Associated with toileting                                   | In Compliance |
| 5) Associated with food                                        | In Compliance |

- |                                                    |
|----------------------------------------------------|
| 185 - Electronic Viewing/Listening planned program |
|----------------------------------------------------|

### 922 KAR 2:120 - Section 3 General Requirements.

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

- |                      |               |
|----------------------|---------------|
| 1) Viewing devices   | In Compliance |
| 2) Listening devices | In Compliance |

- |                                  |               |
|----------------------------------|---------------|
| 187 - Computer Monitoring Device | In Compliance |
|----------------------------------|---------------|

### 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.

## Inspection Report

### 195 - Rest Period

#### 922 KAR 2:120 - Section 3

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

1) 2 hour limit

In Compliance

2) Alternate activity

In Compliance

### 196 - Safe Sleep Placement

Not Applicable

#### 922 KAR 2:120 - Section 3

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

### 234 - Infant/Toddler with older children

Not Applicable

#### 922 KAR 2:120 - Section 5

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

### 282 - Toilet Training

Not Applicable

#### 922 KAR 2:120 - Section 10

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

## Premises - Classroom

### 118 - Health, Safety, Comfort

In Compliance

#### 922 KAR 2:110 - Section 4 (1)

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

### 191 - Inaccessible Items

#### 922 KAR 2:120 - Section 3

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

(a) Toxic cleaning supplies, poisons, and insecticides;

(b) Knives and sharp objects;

(c) Matches, cigarettes, lighters, and flammable liquids;

(d) Plastic bags;

(e) Litter and rubbish;

(f) Bar soap; and

(g) Personal belongings of staff.

1) Toxic cleaning supplies, poisons, and insecticides

In Compliance

2) Knives and sharp objects

In Compliance

3) Matches, cigarettes, lighters, and flammable liquids

In Compliance

4) Plastic bags

In Compliance

5) Litter and rubbish

In Compliance

6) Bar soap

In Compliance

7) Personal belongings of staff

In Compliance

### 197 - Premises Requirements

#### 922 KAR 2:120 - Section 4 Premises Requirements.

(1) The premises shall be:

(a) Suitable for the purpose intended;

(b) Kept clean and in good repair; and

(c) Equipped with a land-line telephone accessible to a room used by a child.

1) Suitable

In Compliance

2) Clean

In Compliance

3) Good repair

In Compliance

4) Land-line phone accessible

In Compliance

## Inspection Report

### 200 - Building Requirements

#### 922 KAR 2:120 - Section 4

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

(a) Building is:

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

|                                 |               |
|---------------------------------|---------------|
| 1) Dry                          | In Compliance |
| 2) Adequately heated            | In Compliance |
| 3) Adequately ventilated        | In Compliance |
| 4) Well Lit                     | In Compliance |
| 5) Clean Light Fixtures         | In Compliance |
| 6) Lights good repair           | In Compliance |
| 7) Shielded/shatter proof bulbs | In Compliance |

### 201 - Protected Items

Not Applicable

#### 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 Applicable |
| 2) Doors    | Not Applicable |
| 3) Stoves   | Not Applicable |
| 4) Heaters  | Not Applicable |
| 5) Furnaces | Not Applicable |
| 6) Pipes    | Not Applicable |
| 7) Stairs   | Not Applicable |

### 202 - 35 Square Feet per child

In Compliance

#### 922 KAR 2:120 - Section 4

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

### 205 - Floors, walls, Ceilings

#### 922 KAR 2:120 - Section 4

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

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

### 212 - Building Temperature

#### 922 KAR 2:120 - Section 4

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

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

|                                                  |               |
|--------------------------------------------------|---------------|
| 1) Winter Temperature sixty-five to seventy-five | In Compliance |
|--------------------------------------------------|---------------|

## Inspection Report

### 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.

2) Summer Temperature sixty-eight to eighty-two

Not Applicable

### 233 - Infant/Toddler indoor space

Not Applicable

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

(1) Infant and toddler inside areas shall:

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

1) Separate from older children

Not Applicable

2) Not Exit/ Entrance

Not Applicable

3) Adequate crawling space

Not Applicable

4) Traffic Pattern

Not Applicable

### 239 - Cots/ Mats Location Restrictions

#### 922 KAR 2:120 - Section 6

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

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

1) No drafts

In Compliance

2) No liquid substances

In Compliance

3) No dirt

In Compliance

4) Not damp

In Compliance

### 279 - Toilet Room

#### 922 KAR 2:120 - Section 10

(2) A toilet room shall:

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

1) Provided for each gender/plan to use separately

In Compliance

2) Toilet Paper

In Compliance

3) Clean/Sanitized

In Compliance

### 280 - Sink

#### 922 KAR 2:120 - Section 10

(3) A sink shall be;

- (a) Located in or immediately adjacent to toilet rooms;
- (b) Equipped with hot and cold running water that allows for hand washing;
- (c) Equipped with hot water no more than 110 degrees Fahrenheit;
- (d) Equipped with liquid soap and single use disposable hand drying material;
- (e) Equipped with an easily cleanable, covered waste receptacle; and
- (f) Immediately adjacent to a changing area used for infants and toddlers.

1) Located in or immediately adjacent to toilet rooms

In Compliance

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

In Compliance

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

In Compliance

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

In Compliance

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

In Compliance

6) Equipped with an easily cleanable, covered waste receptacle

In Compliance

## Inspection Report

### 280 - Sink

#### 922 KAR 2:120 - Section 10

- (3) A sink shall be;
- (a) Located in or immediately adjacent to toilet rooms;
  - (b) Equipped with hot and cold running water that allows for hand washing;
  - (c) Equipped with hot water no more than 110 degrees Fahrenheit;
  - (d) Equipped with liquid soap and single use disposable hand drying material;
  - (e) Equipped with an easily cleanable, covered waste receptacle; and
  - (f) Immediately adjacent to a changing area used for infants and toddlers.

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

Not Applicable

### 281 - Toilet

Not Applicable

#### 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 Applicable

- 2) Good repair

Not Applicable

- 3) Lighted Room

Not Applicable

- 4) Ventilated

Not Applicable

## General Premises

### 191 - Inaccessible Items

#### 922 KAR 2:120 - Section 3

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

- 1) Toxic cleaning supplies, poisons, and insecticides

In Compliance

- 2) Knives and sharp objects

In Compliance

- 3) Matches, cigarettes, lighters, and flammable liquids

In Compliance

- 4) Plastic bags

In Compliance

- 5) Litter and rubbish

In Compliance

- 6) Bar soap

In Compliance

- 7) Personal belongings of staff

In Compliance

### 192 - Guns/Ammunition storage

#### 922 KAR 2:120 - Section 3

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

- 1) Separate storage

In Compliance

- 2) Locked

In Compliance

### 193 - Smoking Protocol

#### 922 KAR 2:120 - Section 3

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

- 1) Local Ordinance

In Compliance

- 2) Outdoor Designated Area

In Compliance

- 3) Not in the presence of children

In Compliance

## Inspection Report

### 197 - Premises Requirements

#### 922 KAR 2:120 - Section 4 Premises Requirements.

##### (1) The premises shall be:

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

1) Suitable

In Compliance

2) Clean

In Compliance

3) Good repair

In Compliance

4) Land-line phone accessible

In Compliance

### 199 - Fire exits clear

In Compliance

#### 922 KAR 2:120 - Section 4

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

### 200 - Building Requirements

#### 922 KAR 2:120 - Section 4

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

###### (a) Building is:

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

1) Dry

In Compliance

2) Adequately heated

In Compliance

3) Adequately ventilated

In Compliance

4) Well Lit

In Compliance

5) Clean Light Fixtures

In Compliance

6) Lights good repair

In Compliance

7) Shielded/shatter proof bulbs

In Compliance

### 201 - Protected Items

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

##### (b) Following are protected:

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

1) Windows

In Compliance

2) Doors

In Compliance

3) Stoves

In Compliance

4) Heaters

In Compliance

5) Furnaces

In Compliance

6) Pipes

In Compliance

7) Stairs

In Compliance

### 203 - Pest Control

#### 922 KAR 2:120 - Section 4

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

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

1) No rodents

In Compliance

2) No flies

In Compliance

3) No Roaches

In Compliance

## Inspection Report

### 4) Other Vermin

In Compliance

### 204 - Protected Openings

In Compliance

#### 922 KAR 2:120 - Section 4

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

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

### 205 - Floors, walls, Ceilings

#### 922 KAR 2:120 - Section 4

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

1) Floors smooth/good repair

In Compliance

2) Walls smooth/good repair

In Compliance

3) Ceilings smooth/good repair

In Compliance

4) Floors easily cleaned

In Compliance

5) Walls easily cleaned

In Compliance

6) Ceilings easily cleaned

In Compliance

### 206 - Water Supply Requirements

#### 922 KAR 2:120 - Section 4

(9) The water supply shall be:

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

1) Potable

In Compliance

2) Protected

In Compliance

3) Adequate Quality/Volume

In Compliance

4) Under pressure

In Compliance

5) Obtained from Approved water source

In Compliance

### 207 - Ground Water Supplies

#### 922 KAR 2:120 - Section 4

(10) Groundwater supplies for a center caring for:

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

1) More than 25 children

In Compliance

### 207 - Ground Water Supplies

#### 922 KAR 2:120 - Section 4

(10) Groundwater supplies for a center caring for:

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

2) 25 children or less

Not Applicable

### 208 - Sewage Disposal

In Compliance

#### 922 KAR 2:120 - Section 4

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

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

### 209 - Plumbing Code

In Compliance

#### 922 KAR 2:120 - Section 4

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



## Inspection Report

### 210 - Solid Waste

In Compliance

#### 922 KAR 2:120 - Section 4

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

### 211 - Child Care Program Interference

In Compliance

#### 922 KAR 2:120 - Section 4

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

### 212 - Building Temperature

#### 922 KAR 2:120 - Section 4

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

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

1) Winter Temperature sixty-five to seventy-five

In Compliance

### 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.

2) Summer Temperature sixty-eight to eighty-two

Not Applicable

### 224 - Indoor gross motor space requirements

Not Applicable

#### 922 KAR 2:120 - Section 4

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

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

1) Play area

Not Applicable

2) 60 sq. ft

Not Applicable

3) Include equipment

Not Applicable

4) Well ventilated

Not Applicable

5) Heated

Not Applicable

6) 2 inch thick protective surface

Not Applicable

### 229 - Prohibited Bodies of Water

#### 922 KAR 2:120 - Section 4

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

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

1) Wading pools

In Compliance

2) Natural

In Compliance

3) Unfiltered, nondisinfected

In Compliance

### 278 - Minimum Toilet/Urinal requirements

In Compliance

#### 922 KAR 2:120 - Section 10

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

### 279 - Toilet Room

#### 922 KAR 2:120 - Section 10

(2) A toilet room shall:

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

1) Provided for each gender/plan to use separately

In Compliance

2) Toilet Paper

In Compliance

**3) Clean/Sanitized**

**In Compliance**

**280 - Sink**

**922 KAR 2:120 - Section 10**

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

- (a) Located in or immediately adjacent to toilet rooms;
- (b) Equipped with hot and cold running water that allows for hand washing;
- (c) Equipped with hot water no more than 110 degrees Fahrenheit;
- (d) Equipped with liquid soap and single use disposable hand drying material;
- (e) Equipped with an easily cleanable, covered waste receptacle; and
- (f) Immediately adjacent to a changing area used for infants and toddlers.

**1) Located in or immediately adjacent to toilet rooms**

**In Compliance**

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

**In Compliance**

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

**In Compliance**

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

**In Compliance**

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

**In Compliance**

**6) Equipped with an easily cleanable, covered waste receptacle**

**In Compliance**

**280 - Sink**

**922 KAR 2:120 - Section 10**

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

- (a) Located in or immediately adjacent to toilet rooms;
- (b) Equipped with hot and cold running water that allows for hand washing;
- (c) Equipped with hot water no more than 110 degrees Fahrenheit;
- (d) Equipped with liquid soap and single use disposable hand drying material;
- (e) Equipped with an easily cleanable, covered waste receptacle; and
- (f) Immediately adjacent to a changing area used for infants and toddlers.

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

**Not Applicable**

**281 - Toilet**

**922 KAR 2:120 - Section 10**

**(4) Each toilet shall:**

- (a) Be kept in clean condition;
- (b) Be kept in good repair;
- (c) Be in a lighted room; and
- (d) Have ventilation to outside air.

**1) Clean**

**In Compliance**

**2) Good repair**

**In Compliance**

**3) Lighted Room**

**In Compliance**

**4) Ventilated**

**In Compliance**

**Hygienic Practices**

**188 - Child Personal care/Handwashing**

**922 KAR 2:120 - Section 3**

**(4) A child shall;**

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

**1) Personal Care/Cleanliness**

**In Compliance**

**2) Handwashing upon arrival**

**In Compliance**

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

**In Compliance**

**4) Handwashing after toileting or diaper change**

**In Compliance**

**6) Handwashing after wiping/blowing nose**

**In Compliance**

**7) Handwashing after touching soiled item**

**In Compliance**

## Inspection Report

8) Handwashing after outdoor/indoor play

In Compliance

### 188 - Child Personal care/Handwashing

922 KAR 2:120 - Section 3

(4) A child shall;

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

5) Handwashing after handling animals

Not Applicable

### 189 - Staff Hygiene/Hand Washing

922 KAR 2:120 - Section 3

(5) Staff shall:

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

1) Personal Cleanliness

In Compliance

2) Hygienic practices

In Compliance

3) Handwashing upon arrival

In Compliance

4) Handwashing after toileting or assisting child

In Compliance

5) Handwashing before/after diapering

In Compliance

6) Handwashing after wiping nose

In Compliance

8) Handwashing after caring for a sick child

In Compliance

9) Handwashing before and after feeding a child

In Compliance

10) Handwashing before dispensing medication

In Compliance

11) Handwashing before administering first aid

In Compliance

### 189 - Staff Hygiene/Hand Washing

922 KAR 2:120 - Section 3

(5) Staff shall:

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

7) Handwashing after handling animals

Not Applicable

## Inspection Report

### 190 - Staff Communicable Disease

#### 922 KAR 2:120 - Section 3

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

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

1) Not perform duties while contagious

In Compliance

2) Statement from health professional

In Compliance

### 283 - Diapers/Clean clothing supply

#### 922 KAR 2:120 - Section 10

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

1) Diapers

Not Applicable

### 283 - Diapers/Clean clothing supply

#### 922 KAR 2:120 - Section 10

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

2) Clean clothing

In Compliance

### 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 Applicable

2) Sanitized

Not Applicable

### 285 - Soiled Diapers/Clothing

#### 922 KAR 2:120 - Section 10

(8) Diapers or clothing shall be:

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

1) Changed as needed

In Compliance

2) Stored in a covered container

In Compliance

3) Washed and disposed

In Compliance

### 287 - Diapering equipment/Supervision

#### 922 KAR 2:120 - Section 10

(10) When a child is diapered, the child shall:

- (a) Not be left unattended; and
- (b) Be placed on a surface that is:
  1. Clean;
  2. Padded;
  3. Free of holes, rips, tears, or other damage;
  4. Nonabsorbent;
  5. Easily cleaned; and
  6. Free of any items not used for diaper changing.

1) Child not unattended

Not Applicable

2) Clean surface

Not Applicable

3) Padded Surface

Not Applicable

4) Surface free from holes

Not Applicable

5) Easily cleaned surface

Not Applicable

6) Free of non-diapering items

Not Applicable

### 288 - Wipes

In Compliance

#### 922 KAR 2:120 - Section 10

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

### 289 - Disinfect Diaper Surface

In Compliance

#### 922 KAR 2:120 - Section 10

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

### 290 - Disposable Gloves

In Compliance

## Inspection Report

### 922 KAR 2:120 - Section 10

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

#### 291 - Children's Individual Items

### 922 KAR 2:120 - Section 10

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

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

1) Individually stored

In Compliance

2) Labeled

In Compliance

#### 292 - Toothbrushes

### 922 KAR 2:120 - Section 10

(15) Toothbrushes shall be:

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

1) Identified

In Compliance

2) Air Dry

In Compliance

3) Protected

In Compliance

#### 293 - Toothpaste Procedure

In Compliance

### 922 KAR 2:120 - Section 10

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

#### 297 - Toy Sanitation Procedure

Not Applicable

### 922 KAR 2:120 - Section 11

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

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

## First Aid/Medication

#### 244 - First aid supplies

### 922 KAR 2:120 - Section 7

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

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

1) Availability

In Compliance

2) Storage

In Compliance

3) Inventoried

In Compliance

4) Sanitized, if reusable

In Compliance

5) Maintained in sanitary manner

In Compliance

6) Liquid soap

In Compliance

7) Adhesive bandages

In Compliance

8) Sterile gauze

In Compliance

9) Medical tape

In Compliance

10) Scissors

In Compliance

11) Thermometer

In Compliance

12) Flashlight

In Compliance

13) Cold pack

In Compliance

14) First aid book

In Compliance

15) Disposable gloves

In Compliance

16) Cardiopulmonary resuscitation mouthpiece protector

In Compliance

#### 247 - Daily written request for prescription

In Compliance

### 922 KAR 2:120 - Section 7

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

## Inspection Report

### 248 - Nonprescription medication protocol

#### 922 KAR 2:120 - Section 7

##### (5) Nonprescription medication:

##### (a) May be given to a child only with the written daily request of the:

1. Parent; or
2. Person exercising custodial control of the child; and

##### (b) Shall be administered according to the instructions on the label.

##### 1) Written daily request

In Compliance

##### 2) Administered according to label

In Compliance

### 249 - Administration Record

#### 922 KAR 2:120 - Section 7

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

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

##### 1) Time

In Compliance

##### 2) Date

In Compliance

##### 3) Amount

In Compliance

##### 4) Staff name

In Compliance

### 250 - Medication Storage

#### 922 KAR 2:120 - Section 7

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

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

##### 1) Separate and locked

In Compliance

##### 2) Original Bottle

In Compliance

##### 3) Labeled

In Compliance

### 251 - Expired Medication

In Compliance

#### 922 KAR 2:120 - Section 7

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

### Outdoor Play Area - Staffing Requirements

### 117 - Cooking/Cleaning Staffing

#### 922 KAR 2:110 - Section 4 (1)

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

##### 1) Cooking

In Compliance

##### 2) Cleaning

In Compliance

### 135 - Adequate Adults/Qualified Staff

#### 922 KAR 2:110 - Section 5

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

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

##### 1) Ratio Compliance

In Compliance

##### 2) Under 18 directly supervised

In Compliance

### 162 - Ratios and Group Size

In Compliance

## Inspection Report

### 922 KAR 2:120 - Section 2

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

Age of Children Ratio Maximum

Group

Size\*

Infant 1 staff for 5 children 10

Toddler 1 staff for 6 children 12

2 to 3 years 1 staff for 10 children 20

3 to 4 years 1 staff for 12 children 24

4 to 5 years 1 staff for 14 children 28

5 to 7 years 1 staff for 15 children 30

7 and older 1 staff for 25 children

(for before and after school) 30

1 staff for 20 children

(full day of care) 30

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

### 163 - Defined Groups

#### 922 KAR 2:120 - Section 2 (2)

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

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

1) Separate/Defined Area

In Compliance

2) Specific Staff

In Compliance

### 166 - Related Children

In Compliance

#### 922 KAR 2:120 - Section 2

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

## Outdoor Play Area - Supervision

### 167 - Children supervised/Protected

#### 922 KAR 2:120 - Section 2 (3)

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

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

1) Adequately supervised at all times

In Compliance

2) Protected from abuse/neglect

In Compliance

### 186 - Activity Areas/Equipment/Materials

In Compliance

#### 922 KAR 2:120 - Section 3

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

### 232 - Supply Storage

In Compliance

#### 922 KAR 2:120 - Section 4

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

## Outdoor Play Area

### 215 - Fence Requirement

In Compliance

#### 922 KAR 2:120 - Section 4

(18) An outdoor play area shall be:

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

### 216 - 60 Square Feet

In Compliance

#### 922 KAR 2:120 - Section 4 (18)

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

### 217 - Playground Clean

#### 922 KAR 2:120 - Section 4 (18)

(c) Free from:

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

1) Litter

In Compliance

## Inspection Report

|                                                                                                                                                                                                                                            |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 2) Glass                                                                                                                                                                                                                                   | In Compliance  |
| 3) Rubbish                                                                                                                                                                                                                                 | In Compliance  |
| 4) Flammable Materials                                                                                                                                                                                                                     | In Compliance  |
| 218 - Playground Safe                                                                                                                                                                                                                      | In Compliance  |
| 922 KAR 2:120 - Section 4 (18)<br>(d) Safe from foreseeable hazard;                                                                                                                                                                        |                |
| 219 - Playground well drained                                                                                                                                                                                                              | In Compliance  |
| 922 KAR 2:120 - Section 4 (18)<br>(e) Well drained;                                                                                                                                                                                        |                |
| 220 - Playground maintained                                                                                                                                                                                                                | In Compliance  |
| 922 KAR 2:120 - Section 4 (18)<br>(f) Well maintained;                                                                                                                                                                                     |                |
| 221 - Playground in good repair                                                                                                                                                                                                            | In Compliance  |
| 922 KAR 2:120 - Section 4 (18)<br>(g) In good repair; and                                                                                                                                                                                  |                |
| 222 - Playground visible                                                                                                                                                                                                                   | In Compliance  |
| 922 KAR 2:120 - Section 4 (18)<br>(h) Visible to staff at all times.                                                                                                                                                                       |                |
| 223 - Protective Surface                                                                                                                                                                                                                   |                |
| 922 KAR 2:120 - Section 4<br>(19) A protective surface shall:<br>(a) Be provided for outdoor play equipment used to:<br>1. Climb;<br>2. Swing; and<br>3. Slide; and<br>(b) Have a fall zone equal to the height of the equipment.          |                |
| 1) To climb                                                                                                                                                                                                                                | In Compliance  |
| 2) To swing                                                                                                                                                                                                                                | In Compliance  |
| 3) To slide                                                                                                                                                                                                                                | In Compliance  |
| 4) Fall Zone                                                                                                                                                                                                                               | In Compliance  |
| 225 - Fences                                                                                                                                                                                                                               |                |
| 922 KAR 2:120 - Section 4<br>(21) Fences shall be:<br>(a) Constructed of safe material;<br>(b) Stable; and<br>(c) In good condition.                                                                                                       |                |
| 1) Constructed of safe material                                                                                                                                                                                                            | In Compliance  |
| 2) Stable                                                                                                                                                                                                                                  | In Compliance  |
| 3) In good condition                                                                                                                                                                                                                       | In Compliance  |
| 235 - Infant/Toddler outdoor space                                                                                                                                                                                                         | Not Applicable |
| 922 KAR 2:120 - Section 5<br>(3) If a child-care center provides an outdoor play area for an infant or toddler, the outdoor area shall be:<br>(a) Shaded; and<br>(b) A separate area or scheduled at a different time than an older child. |                |
| 1) Shaded                                                                                                                                                                                                                                  | Not Applicable |
| 2) Separate                                                                                                                                                                                                                                | Not Applicable |
| Outdoor Play Area - Equipment                                                                                                                                                                                                              |                |
| 226 - Anchored Equipment                                                                                                                                                                                                                   | In Compliance  |
| 922 KAR 2:120 - Section 4<br>(22) Supports for climbing apparatus and large equipment shall be securely fastened to the ground.                                                                                                            |                |
| 227 - Crawl Spaces                                                                                                                                                                                                                         | Not Applicable |
| 922 KAR 2:120 - Section 4<br>(23) Crawl spaces, such as tunnels, shall be short and wide enough to permit access by adults.                                                                                                                |                |



## Inspection Report

### 228 - Sand Box

Not Applicable

#### 922 KAR 2:120 - Section 4

(24) A sandbox shall be:

- (a) Constructed to allow for drainage;
- (b) Covered when not in use;
- (c) Kept clean; and
- (d) Checked for vermin prior to use.

1) Drainage

Not Applicable

2) Covered

Not Applicable

3) Clean

Not Applicable

4) Checked for Vermin

Not Applicable

### 230 - Sufficient appropriate equipment

#### 922 KAR 2:120 - Section 4

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

1) Quantity

In Compliance

2) Age Appropriate

In Compliance

### 294 - Toys/Equipment/Furniture

#### 922 KAR 2:120 - Section 11

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

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

1) Clean

In Compliance

2) Good repair

In Compliance

3) Free from peeling, flaking, chalking paint

In Compliance

### 295 - Indoor/outdoor Equipment

#### 922 KAR 2:120 - Section 11

(2) Indoor and outdoor equipment shall:

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

1) Clean

In Compliance

2) Safe

In Compliance

3) Good repair

In Compliance

4) Meets needs

In Compliance

5) Free from harmful conditions

In Compliance

6) Guard against entrapment/strangulation

In Compliance

### 296 - Toys

#### 922 KAR 2:120 - Section 11

(3) Toys shall be:

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

1) Used according to manufacturers specifications

In Compliance

2) Durable

In Compliance

3) No sharp points/edges

In Compliance

### Equipment - General Premises

### 226 - Anchored Equipment

In Compliance

#### 922 KAR 2:120 - Section 4

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

### 227 - Crawl Spaces

In Compliance

## Inspection Report

### 922 KAR 2:120 - Section 4

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

#### 298 - Children's Tables and Chairs

In Compliance

### 922 KAR 2:120 - Section 11

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

## Equipment - Classroom

#### 230 - Sufficient appropriate equipment

### 922 KAR 2:120 - Section 4

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

1) Quantity

In Compliance

2) Age Appropriate

In Compliance

#### 231 - Shelves/Storage

### 922 KAR 2:120 - Section 4

(27) Storage space shall be provided:

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

1) Low, open, accessible

In Compliance

2) Sufficient quantity

In Compliance

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

In Compliance

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

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

#### 237 - Crib Mattress/Standards

Not Applicable

### 922 KAR 2:120 - Section 6

(2) A crib shall:

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

1) Mattress

Not Applicable

2) Meets Standards

Not Applicable

#### 238 - Sheets/Covers

### 922 KAR 2:120 - Section 6

(3) Individual sheets and covers shall be:

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

1) Provided

In Compliance

2) Laundered

In Compliance

3) Sanitary Storage

In Compliance

#### 240 - Twelve inch spacing

In Compliance

### 922 KAR 2:120 - Section 6

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

#### 241 - Tiered Crib

In Compliance

### 922 KAR 2:120 - Section 6

(6) A tiered crib shall not be used.

#### 242 - Cots/Mats sanitized

In Compliance

### 922 KAR 2:120 - Section 6

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

#### 243 - Cots/Mats in good Repair

In Compliance

### 922 KAR 2:120 - Section 6

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

## Inspection Report

### 294 - Toys/Equipment/Furniture

#### 922 KAR 2:120 - Section 11

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

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

- |                                               |               |
|-----------------------------------------------|---------------|
| 1) Clean                                      | In Compliance |
| 2) Good repair                                | In Compliance |
| 3) Free from peeling, flaking, chalking paint | In Compliance |

### 295 - Indoor/outdoor Equipment

#### 922 KAR 2:120 - Section 11

(2) Indoor and outdoor equipment shall:

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

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

### 296 - Toys

#### 922 KAR 2:120 - Section 11

(3) Toys shall be:

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

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

### 298 - Children's Tables and Chairs

#### 922 KAR 2:120 - Section 11

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

### 299 - Staff Seating In Compliance

#### 922 KAR 2:120 - Section 11

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

## Transportation

### 300 - Transportation Compliance Not Applicable

#### 922 KAR 2:120 - Section 12

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

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

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

### 301 - Requirements for Transportation Services Not Applicable

#### 922 KAR 2:120 - Section 12

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

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

- |                          |                |
|--------------------------|----------------|
| 1) Licensed and Approved | Not Applicable |
|--------------------------|----------------|

## Inspection Report

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

### 302 - Transportation Notification and Policies/ Procedures

#### 922 KAR 2:120 - Section 12

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

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

- |                                               |                |
|-----------------------------------------------|----------------|
| 1) Type of Transportation offered             | Not Applicable |
| 2) Vehicles used                              | Not Applicable |
| 3) Staff plan for transportation              | Not Applicable |
| 4) Full Insurance Coverage                    | Not Applicable |
| 5) Emergency evacuation plan                  | Not Applicable |
| 7) Safety procedure for transporting children | Not Applicable |
| 8) Safety for loading and unloading           | Not Applicable |
| 9) Safety for providing adequate supervision  | Not Applicable |

### 302 - Transportation Notification and Policies/ Procedures

#### 922 KAR 2:120 - Section 12

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

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

- |                           |               |
|---------------------------|---------------|
| 6) Third party agreements | In Compliance |
|---------------------------|---------------|

### 303 - Vehicle equipment

Not Applicable

#### 922 KAR 2:120 - Section 12

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

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

- |                         |                |
|-------------------------|----------------|
| 1) Fire Extinguisher    | Not Applicable |
| 2) First aid supplies   | Not Applicable |
| 3) Reflective triangles | Not Applicable |
| 4) Cutting device       | Not Applicable |

### 304 - Transit/School bus

Not Applicable

#### 922 KAR 2:120 - Section 12

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

**305 - Vehicle Requirements**

**Not Applicable**

**922 KAR 2:120 - Section 12**

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

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

**1) Transportation Cabinet Certification**

**Not Applicable**

**2) Signal Lamps**

**Not Applicable**

**3) Identifying colors**

**Not Applicable**

**4) Cautionary words**

**Not Applicable**

**5) Seat belts**

**Not Applicable**

**6) No hazardous materials**

**Not Applicable**

**306 - Car Seats**

**Not Applicable**

**922 KAR 2:120 - Section 12**

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

**307 - Pre-trip Inspection**

**Not Applicable**

**922 KAR 2:120 - Section 12**

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

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

**1) Tires**

**Not Applicable**

**2) Lights**

**Not Applicable**

**3) Signals**

**Not Applicable**

**4) Mirrors**

**Not Applicable**

**5) Gauges**

**Not Applicable**

**6) Wiper blades**

**Not Applicable**

**7) Safety restraints**

**Not Applicable**

**8) Fuel**

**Not Applicable**

**9) Free of debris**

**Not Applicable**

**308 - Ratios**

**Not Applicable**

**922 KAR 2:120 - Section 12 (9)**

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

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

**1) Ratios**

**Not Applicable**

**2) Lone driver**

**Not Applicable**

**309 - Seating**

**Not Applicable**

**922 KAR 2:120 - Section 12**

**(10) Each child shall:**

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

**1) Each child has a seat**

**Not Applicable**

**2) Belted**

**Not Applicable**

**3) Remain seated**

**Not Applicable**

## Inspection Report

### 310 - Child Unattended

Not Applicable

#### 922 KAR 2:120 - Section 12

(11) A child shall not be left:

- (a) Unattended at the site of aftercare delivery; and
- (b) Unattended in a vehicle.

1) At site

Not Applicable

2) On vehicle

Not Applicable

### 311 - Pre-arranged plan

Not Applicable

#### 922 KAR 2:120 - Section 12

(12) If the parent or designee is unavailable, a prearranged written plan shall be completed to designate where the child can be picked up.

### 312 - Unaccompanied child crossing street

Not Applicable

#### 922 KAR 2:120 - Section 12

(13) A child shall not be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an adult.

### 313 - Vehicle Headlamps

Not Applicable

#### 922 KAR 2:120 - Section 12

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

### 314 - Refueling

Not Applicable

#### 922 KAR 2:120 - Section 12

(15) A vehicle shall be refueled when not being used to transport a child. If emergency refueling or repair is necessary during transporting, all children shall be removed and supervised by an adequate number of adults while refueling or repair is occurring.

### 315 - Driver not in seat

Not Applicable

#### 922 KAR 2:120 - Section 12

(16) If the driver is not in the driver's seat, the:

- (a) Engine shall be turned off;
- (b) Keys shall be removed; and
- (c) Emergency brake shall be set.

1) Engine off

Not Applicable

2) Keys removed

Not Applicable

3) Emergency brake on

Not Applicable

### 316 - Children's transportation records

Not Applicable

#### 922 KAR 2:120 - Section 12

(17) Transportation services provided shall:

(a) Be recorded in writing and include:

- 1. The first and last name of the child transported; and
- 2. The time each child gets on and the time each child gets off;

(b) Be completed by a staff member other than the driver; and

(c) Be kept for five (5) years.

1) Recorded in writing

Not Applicable

2) First and last name of children

Not Applicable

3) Time on

Not Applicable

4) Time off

Not Applicable

5) Documented by other staff

Not Applicable

6) Kept for 5 years

Not Applicable

### 318 - Hazardous Items

Not Applicable

#### 922 KAR 2:120 - Section 12

(19) Guns, ammunition, alcohol, or illegal substances shall not be transported in a vehicle transporting children.

1) Guns

Not Applicable

2) Ammunition

Not Applicable

3) Alcohol

Not Applicable

4) Illegal substances

Not Applicable

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

## Inspection Report

### 260 - Single Service Article

#### 922 KAR 2:120 - Section 8

(9) A single-service article shall be:

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

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

### 261 - Bottles

#### 922 KAR 2:120 - Section 8

(10) Bottles shall be:

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

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

### 262 - Meal Schedule

#### 922 KAR 2:120 - Section 9 Food Requirements.

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

In Compliance

### 263 - Child Present Served

In Compliance

#### 922 KAR 2:120 - Section 9

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

### 273 - Individual Portion

In Compliance

#### 922 KAR 2:120 - Section 9

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

### 275 - Drinking Water

In Compliance

#### 922 KAR 2:120 - Section 9

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

### 277 - Parent provided formula/breast milk

Not Applicable

#### 922 KAR 2:120 - Section 9

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

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

## Food Service

### 252 - Kitchen Requirements

#### 922 KAR 2:120 - Section 8 Kitchen Requirements.

(1) The kitchen shall:

- (a) Be clean;
- (b) Be equipped for the proper:
  - 1. Preservation;
  - 2. Storage;
  - 3. Preparation; and
  - 4. Serving of food;

(c) Be adequately ventilated to the outside air; and

(d) Except in a Type II center when a meal is not being prepared, not be used for the activity of a child.

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

### 253 - Food Service Permit

In Compliance



## Inspection Report

### 922 KAR 2:120 - Section 8

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

#### 255 - Food preparation utensils

### 922 KAR 2:120 - Section 8

(4) Convenient and suitable sanitized utensils shall be:

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

1) Sanitized

In Compliance

2) Provided

In Compliance

3) Used to Minimize Handling of Food

In Compliance

#### 256 - Refrigerator

### 922 KAR 2:120 - Section 8

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

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

1) Thermometer

In Compliance

2) Safe environment

In Compliance

3) 45 degrees or below

In Compliance

#### 257 - Frozen Food

### 922 KAR 2:120 - Section 8

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

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

1) Kept at zero degrees or below

In Compliance

2) Thawed at refrigerator temperatures

In Compliance

3) Thawed under water

In Compliance

4) Quick thawed

In Compliance

5) Thawed according to food safety standards

In Compliance

#### 258 - Food Contact Items

### 922 KAR 2:120 - Section 8

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

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

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

In Compliance

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

In Compliance

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

In Compliance

#### 259 - Kitchen Equipment clean and sanitary

### 922 KAR 2:120 - Section 8

(8) The following shall be clean and sanitary:

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

1) Eating and drinking utensils

In Compliance

2) Kitchenware

In Compliance

## Inspection Report

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

### 264 - Meals Required

#### 922 KAR 2:120 - Section 9

##### (3) The child-care center shall serve:

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

- |                        |               |
|------------------------|---------------|
| 1) Breakfast           | In Compliance |
| 2) Mid-morning snack   | In Compliance |
| 3) Lunch               | In Compliance |
| 4) Mid-afternoon snack | In Compliance |
| 5) Dinner              | In Compliance |

### 265 - Menu

#### 922 KAR 2:120 - Section 9

##### (4) A weekly menu shall be:

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

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

### 266 - Breakfast Requirements

#### 922 KAR 2:120 - Section 9

##### (5) Breakfast shall include:

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

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

### 267 - Snack Requirements

#### 922 KAR 2:120 - Section 9

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

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

- |                                                           |               |
|-----------------------------------------------------------|---------------|
| 1) Milk ** Must select two from the list                  | In Compliance |
| 2) Protein ** Must select two from the list               | In Compliance |
| 3) Bread ** Must select two from the list                 | In Compliance |
| 4) Fruit/Vegetable/Juice ** Must select two from the list | In Compliance |

**268 - Lunch/Dinner Requirements**

**922 KAR 2:120 - Section 9**

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

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

- |                                        |               |
|----------------------------------------|---------------|
| 1) Milk                                | In Compliance |
| 2) Protein                             | In Compliance |
| 3) Bread                               | In Compliance |
| 4) 2 Vegetables or Fruit and Vegetable | In Compliance |

**269 - Food Requirements**

**922 KAR 2:120 - Section 9**

**(8) Food shall be:**

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

- |                                             |               |
|---------------------------------------------|---------------|
| 1) Clean                                    | In Compliance |
| 2) Free from Spoilage                       | In Compliance |
| 3) Free from Adulteration                   | In Compliance |
| 4) Free from Misbranding                    | In Compliance |
| 5) Safe for human consumption               | In Compliance |
| 6) No homemade food                         | In Compliance |
| 7) Source approved by Public Health         | In Compliance |
| 8) Commercial Food Store                    | In Compliance |
| 9) Appropriate quantity/Additional portions | In Compliance |
| 10) Protected from contamination            | In Compliance |

**270 - Food Storage**

**922 KAR 2:120 - Section 9**

**(9) Food shall be stored on:**

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

- |                                                                                              |               |
|----------------------------------------------------------------------------------------------|---------------|
| 1) Food stored on clean racks, shelves, or other clean surfaces                              | In Compliance |
| 2) Food stored in nonabsorbent containers on the floor if maintained in a sanitary condition | In Compliance |

**271 - Fruits and Vegetables Washed**

**922 KAR 2:120 - Section 9**

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

In Compliance

## Inspection Report

### 272 - Potentially hazardous foods

#### 922 KAR 2:120 - Section 9

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

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

1) Prepared with clean utensils

In Compliance

2) Refrigerated pending service

In Compliance

### 273 - Individual Portion

In Compliance

#### 922 KAR 2:120 - Section 9

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

### 274 - Wrapped Food

In Compliance

#### 922 KAR 2:120 - Section 9

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

### 275 - Drinking Water

In Compliance

#### 922 KAR 2:120 - Section 9

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

### 277 - Parent provided formula/breast milk

Not Applicable

#### 922 KAR 2:120 - Section 9

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

1) Prepared

Not Applicable

2) Labeled

Not Applicable

## Children's Records

### 96 - Enrollment Information

#### 922 KAR 2:110 - Section 3

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

(1) Sufficient records to:

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

1. Parent at:

a. Home; or

b. Place of employment; and

2. Family physician; and

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

1) Identification Information

In Compliance

2) Parent Contact Information

In Compliance

3) Physician Contact

In Compliance

4) Designated Pick-up

In Compliance

### 97 - Emergency/Medical Information

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

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

1) Medical History

In Compliance

2) Emergency Authorization

In Compliance

### 98 - Immunization Certificate

In Compliance

#### 922 KAR 2:110 - Section 3

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

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

### 99 - Documentation for Off Premise Trip

In Compliance

#### 922 KAR 2:110 - Section 3

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

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

# Inspection Report

## Written Documentation

### 93 - Policies and Procedures

#### 922 KAR 2:110 - Section 2

##### (5) Program policies and procedures shall:

(a) Be in writing; and

(b) Include:

1. Staff policies;

2. Job descriptions;

3. An organization chart;

4. Chain of command; and

5. Other procedures necessary to ensure implementation of:

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

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

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

d. This administrative regulation.

1) Writing

In Compliance

2) Staff Policies

In Compliance

3) Job Description

In Compliance

4) Organization Chart

In Compliance

5) Chain of Command

In Compliance

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

In Compliance

### 100 - Daily Attendance Records

#### 922 KAR 2:110 - Section 3

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

1) Arrival

In Compliance

2) Departure

In Compliance

### 101 - Staff Schedule

In Compliance

#### 922 KAR 2:110 - Section 3

##### (6) A written schedule of staff working hours;

### 104 - Earthquake/Tornado Drills

#### 922 KAR 2:110 - Section 3

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

1) Earthquake - conducted quarterly

In Compliance

2) Earthquake - includes date

In Compliance

3) Earthquake - includes time

In Compliance

4) Earthquake - includes children who participated

In Compliance

5) Tornado - conducted quarterly

In Compliance

6) Tornado - includes date

In Compliance

7) Tornado - includes time

In Compliance

8) Tornado - includes children who participated

In Compliance

### 105 - Fire Drills

#### 922 KAR 2:110 - Section 3

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

1) Date

In Compliance

2) Time

In Compliance

3) Children

In Compliance

4) Conducted monthly

In Compliance

### 108 - Report Documentation Maintenance

In Compliance

#### 922 KAR 2:110 - Section 3

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

**143 - Notification of Changes**

**Not Applicable**

**922 KAR 2:110 - Section 6**

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

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

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

**168 - Orientation procedures**

**922 KAR 2:120 - Section 2**

(b) The program shall include:

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

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

**Posted Documentation**

**29 - License**

**In Compliance**

**922 KAR 2:090 - Section 5**

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

**95 - Posting Requirements**

**922 KAR 2:110 - Section 2**

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

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

- |                            |               |
|----------------------------|---------------|
| 1) Statement of Deficiency | In Compliance |
| 2) Civil Penalty           | In Compliance |
| 3) Plan of Correction      | In Compliance |
| 4) Services                | In Compliance |
| 5) Rates                   | In Compliance |
| 6) Ratios/Group Size       | In Compliance |
| 7) Daily Schedule          | In Compliance |

## Inspection Report

### 106 - Disaster Course of Action

#### 922 KAR 2:110 - Section 3

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

1) Posted written Plan

In Compliance

2) Posted diagram

In Compliance

### 114 - Daily Activities

#### 922 KAR 2:110 - Section 4 (1)

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

1) Posted

In Compliance

2) List of Activities

In Compliance

3) Dates of Activities

In Compliance

#### Posted Documentation - Classroom

### 114 - Daily Activities

#### 922 KAR 2:110 - Section 4 (1)

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

1) Posted

In Compliance

2) List of Activities

In Compliance

3) Dates of Activities

In Compliance

### 286 - Diapering/hand washing

In Compliance

#### 922 KAR 2:120 - Section 10

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

#### Animals

### 319 - Animal Requirements

Not Applicable

#### 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 Applicable

2) Vaccinated

Not Applicable

### 321 - Prohibited Animals

Not Applicable

#### 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 Applicable

2) Wild

Not Applicable

3) Exotic

Not Applicable

#### 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