



**Andy Beshear**  
GOVERNOR

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

**Eric Friedlander**  
SECRETARY

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

**Adam Mather**  
INSPECTOR GENERAL

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

**Inspection Report**

<b>Provider Name:</b> Moreland, Tammy Sue	<b>Provider Information</b>	<b>Certificate No:</b> C4036
<b>Provider Address:</b> 1205 Hwy 159 North, Falmouth, KY, 41040	<b>Provider Type:</b> CERTIFIED	<b>Capacity:</b> 6

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 12714
<b>Visit Start Date:</b> 10/18/2012 3:08 PM	<b>Visit End Date:</b> 10/18/2012 4:06 PM	
<b>No. of Children Enrolled:</b> 5	<b>No. of Children Present:</b> 5	

Inspection Report	
Supervision	
<b>68 - Outdoor Supervision</b>	<b>In Compliance</b>
<b>922 KAR 2:100 - Section 10</b> (15) Each child in an outdoor play area shall be under the direct supervision of the provider or assistant.	
<b>89 - General Supervision</b>	<b>In Compliance</b>
<b>922 KAR 2:100 - Section 10</b> (36) A child who is not asleep shall be visually supervised.	
General Administration	
<b>39 - Conditions for Revocation</b>	
<b>922 KAR 2:100 - Section 7</b> (1) A family child-care home provider's certification shall be revoked if the provider: <ul style="list-style-type: none"> <li>(a) Knowingly misrepresents or submits false information on the application or other form required by the cabinet or its designee;</li> <li>(b) Interferes with a cabinet representative's ability to perform an official duty;</li> <li>(c) Refuses, during the hours of operation, access by a parent or cabinet representative to:                             <ul style="list-style-type: none"> <li>1. A child; or</li> <li>2. Space in the home used for child care;</li> </ul> </li> <li>(d) Is convicted of a criminal charge that threatens the health, safety, or welfare of a child in care;</li> <li>(e) Is unable to operate a family child-care home due to a medical condition; or</li> <li>(f) Is unable to continue to meet the requirements of KRS 199.8982(1) or Sections 2, 3, and Sections 9 through 17 of this administrative regulation.</li> </ul>	
<b>1) Knowingly misrepresents/false information</b>	<b>In Compliance</b>
<b>2) Interference with Cabinet</b>	<b>In Compliance</b>
<b>3) Refuses access to child</b>	<b>In Compliance</b>
<b>4) Refuses access to space</b>	<b>In Compliance</b>
<b>5) Criminal conviction</b>	<b>In Compliance</b>
<b>6) Medical condition</b>	<b>In Compliance</b>
<b>7) Unable to meet requirements of regulation</b>	<b>In Compliance</b>
<b>46 - Unrelated Children</b>	<b>In Compliance</b>



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922 KAR 2:100 - Section 9

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

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

**Not Applicable**

922 KAR 2:100 - Section 9

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

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

**In Compliance**

922 KAR 2:100 - Section 9

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

**49 - Total Capacity**

**In Compliance**

922 KAR 2:100 - Section 9

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

**50 - Respite Requirement**

**In Compliance**

922 KAR 2:100 - Section 9

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

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

**52 - Assistant Requirements**

**Not Applicable**

922 KAR 2:100 - Section 9

(8) An assistant shall be:

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

1) 18 years or older

**Not Applicable**

2) Direct supervision

**Not Applicable**

3) Provides care in the home

**Not Applicable**

4) Used in the absence of the provider

**Not Applicable**

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

922 KAR 2:100 - Section 10

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

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

1) Free of the influence of alcohol or controlled substance

**In Compliance**

2) Smoking prohibited in the presence of children in care

**In Compliance**

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

**Not Applicable**

922 KAR 2:100 - Section 10

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

**77 - Provider Has No Other Employment**

**In Compliance**

922 KAR 2:100 - Section 10

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

**87 - Overnight Care**

**Not Applicable**

922 KAR 2:100 - Section 10

(34) If overnight care is provided, the caregiver shall:

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

1) Remains awake until every child is sleep

**Not Applicable**

2) Sleeps on same floor as infant/toddler

**Not Applicable**

**90 - Off Premises Requirements**

**In Compliance**

922 KAR 2:100 - Section 10

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

**92 - Pick-Up Procedure**

**In Compliance**

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

- (39) A child shall be released from the family child-care home to:**
- (a) The child's custodial parent;**
  - (b) The person designated in writing by the parent to receive the child; or**
  - (c) In an emergency, a person designated over the telephone by the parent.**

**134 - Record Maintenance**

**Not In Compliance**

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

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

**Findings:**

General: Based on Observation, provider does not keep daily attendance records for five (5) years.

**Provider Requirements**

**94 - Medical Emergency Notification**

**In Compliance**

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

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

**96 - Provider Requirements**

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

- (43) The provider shall:**
- (a) Be able to recognize symptoms of childhood illnesses;**
  - (b) Be able to provide basic first aid;**
  - (c) Maintain a child care program that assures affirmative steps are taken to protect children from abuse or neglect pursuant to KRS 600.020(1); and**
  - (d) Maintain daily attendance records documenting the arrival and departure time of each child.**

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

**In Compliance**

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

**In Compliance**

**3) Abuse and neglect protocol**

**In Compliance**

**4) Maintains daily attendance records**

**In Compliance**

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

**In Compliance**

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

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

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

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

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

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

**In Compliance**

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

**In Compliance**

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

**In Compliance**

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

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

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

**In Compliance**

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

- (3) Provide each parent with the name, address, and telephone number of the cabinet for the purpose of registering a complaint if the parent believes the family child-care home provider is not meeting the standards;**

**138 - Children/Parent Rights**

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

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

**1) Posted**

**In Compliance**

**2) Copy provided to each parent**

**In Compliance**

**139 - Access to Home**

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

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

**1) Parent allowed access**

**In Compliance**

**2) Cabinet/designee allowed access**

**In Compliance**

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142 - Parent/Family Activity

In Compliance

922 KAR 2:100 - Section 17

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

Provider Records

19 - Provider CPR/First Aid

922 KAR 2:100 - Section 2

(4) An applicant shall be currently certified by a agency approved in accordance with 922 KAR 2:240, Section 15 in infant and child;
(a) Cardiopulmonary resuscitation (CPR); and
(b) First aid.

1) CPR

In Compliance

2) First Aid

In Compliance

20 - Adult Living in Home/Assistant

922 KAR 2:100 - Section 2

(5) An adult living in the home of the applicant and the applicant's assistant shall submit:
(a) To a criminal records check required by KRS 17.165 within a year prior to application by the Justice Cabinet or Administrative Office of the Courts;

1) Adult in Home CRC

Not In Compliance

Findings:

General: Based on Review of Documentation, provider does not have a criminal records check for adult living in the home.

2) Adult in Home CAN

Not In Compliance

Findings:

General: Based on Review of Documentation, provider does not have a child abuse and neglect (CAN) check for adult living in the home.

3) Adult in Home TB

Not In Compliance

Findings:

General: Based on Review of Documentation, provider does not have a TB skin test for adult living in the home.

20 - Adult Living in Home/Assistant

922 KAR 2:100 - Section 2

(5) An adult living in the home of the applicant and the applicant's assistant shall submit:
(a) To a criminal records check required by KRS 17.165 within a year prior to application by the Justice Cabinet or Administrative Office of the Courts;

4) Assistant CRC

Not Applicable

5) Assistant CAN

Not Applicable

6) Assistant TB

Not Applicable

24 - Provider Training Requirements

922 KAR 2:100 - Section 2

(9) Within three (3) months of submission to the cabinet of a complete OIG-RCC-4, an applicant shall:
(a) Demonstrate completion of six (6) hours of cabinet-approved training in accordance with KRS 199.8982(1)(a)6; and
(b) Develop and implement a written plan for obtaining nine (9) hours of annual cabinet-approved training as required in Section 9(1) of this administrative regulation.

1) Orientation

In Compliance

2) Develop/implement Written Plan

In Compliance

45 - Provider Annual Training

In Compliance

922 KAR 2:100 - Section 9

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

51 - Assistant CPR/FA, if applicable

Not Applicable

922 KAR 2:100 - Section 9

(7) Prior to being left alone with a child, an assistant shall be certified by a cabinet-approved agency in infant and child:
(a) CPR; and
(b) First aid.

1) CPR

Not Applicable

2) First Aid

Not Applicable



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

**Not Applicable**

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

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

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

**1) Nine hours**

**Not Applicable**

**2) Training from approved list**

**Not Applicable**

**Programming**

**63 - Television/Video Viewing**

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

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

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

**1) 2-hour limit daily**

**In Compliance**

**2) Planned program**

**In Compliance**

**3) Developmentally-appropriate content**

**In Compliance**

**91 - Corporal Discipline**

**In Compliance**

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

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

**140 - Parent Communication**

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

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

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

**1) Child's development**

**In Compliance**

**2) Child's activities**

**In Compliance**

**3) Child's likes**

**In Compliance**

**4) Child's dislikes**

**In Compliance**

**Premises**

**54 - Home/Play Area Requirements**

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

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

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

**1) Free from risk of harm**

**In Compliance**

**2) Adequate heating**

**In Compliance**

**3) Adequate cooling**

**In Compliance**

**4) Adequate light**

**In Compliance**

**5) Adequate ventilation**

**In Compliance**

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55 - Floor Level Requirements

922 KAR 2:100 - Section 10

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

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

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

56 - 2 Unblocked Exits

In Compliance

922 KAR 2:100 - Section 10

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

57 - Harmful Items Inaccessible

922 KAR 2:100 - Section 10

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

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

- 1) Cleaning supplies In Compliance
- 2) Knives, scissors, sharp objects In Compliance
- 3) Power tools, lawn mowers, hand tools, nails, other equipment In Compliance
- 4) Matches, cigarettes, lighters, combustibles, flammable liquids In Compliance
- 5) Alcoholic beverages In Compliance
- 6) Plastic bags In Compliance
- 7) Litter, rubbish In Compliance

58 - Guns/Ammunition

922 KAR 2:100 - Section 10

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

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

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

59 - Covered Outlets

In Compliance

922 KAR 2:100 - Section 10

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

60 - Fan/Furnace/Heater/Fireplace

922 KAR 2:100 - Section 10

(7) An electric fan, floor furnace, or freestanding heater or fireplace shall:

- (a) Be out of the reach of a child; or
- (b) Have a safety guard to protect a child from injury.

- 1) Electric fan In Compliance
- 2) Floor furnace In Compliance
- 3) Freestanding heater In Compliance
- 4) Fireplace In Compliance

**Inspection Report**

**61 - Telephone/Emergency Numbers Posted**

**922 KAR 2:100 - Section 10**  
**(8) The home shall have:**  
**(a) At least one (1) working land-line, unless the cabinet has been notified that the telephone is temporarily out of service telephone on each level used for child care with a residential or commercial line; and**  
**(b) A list of emergency numbers posted by each telephone, including numbers for the:**  
**1. Police;**  
**2. Fire station;**  
**3. Emergency medical care and rescue squad; and**  
**4. Poison control center.**

- 1) Land-line telephone** **In Compliance**
- 2) Police number posted** **In Compliance**
- 3) Fire Station number posted** **In Compliance**
- 4) EMS number posted** **In Compliance**
- 5) Poison Control number posted** **In Compliance**

**64 - Stairs/Steps**

**922 KAR 2:100 - Section 10**  
**(11) Stairs and steps used for children in care shall be:**  
**(a) Solid;**  
**(b) Safe; and**  
**(c) Railed.**

- 1) Solid** **In Compliance**
- 2) Safe** **In Compliance**
- 3) Railed** **In Compliance**

**65 - Stairs Blocked, if applicable** **In Compliance**

**922 KAR 2:100 - Section 10**  
**(12) If an infant or toddler is in the care of a provider, indoor stairs with more than two (2) steps shall be blocked.**

**66 - 35 Square Feet**

**922 KAR 2:100 - Section 10**  
**(13) Exclusive of the bathroom and storage area, an indoor area, including furnishings, used for child care shall contain at least thirty-five (35) square feet per child for:**  
**(a) Play; and**  
**(b) Activities that meet the developmental needs of the children in care.**

- 1) For play** **In Compliance**
- 2) For developmentally appropriate activities** **In Compliance**

**78 - Condition of Home**

**922 KAR 2:100 - Section 10**  
**(25) The home shall:**  
**(a) Be clean;**  
**(b) Be uncluttered;**  
**(c) Be free of insects and rodents;**  
**(d) Have a water supply that is:**  
**1. Potable;**  
**2. Adequate; and**  
**3. From an approved public water supply; and**  
**(e) Have bathrooms, including toilets, sinks, and potty chairs that are:**  
**1. Sanitary; and**  
**2. In good working condition.**

- 1) Clean** **In Compliance**
- 2) Uncluttered** **In Compliance**
- 3) Free of insects/rodents** **In Compliance**
- 4) Water supply is potable** **In Compliance**
- 5) Water supply is adequate** **In Compliance**
- 6) Water supply is from approved source** **In Compliance**
- 7) Bathrooms, toilets, sinks, potty chairs are sanitary** **In Compliance**
- 8) Bathrooms, toilets, sinks, potty chairs are in good working condition** **In Compliance**



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**84 - Openings Screened**

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

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

- 1) Windows** **In Compliance**
- 2) Doors** **In Compliance**
- 3) Outer openings** **In Compliance**

**85 - Garbage Stored Appropriately**

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

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

- 1) Indoor/waterproof container/tight-fitting cover** **In Compliance**
- 2) Outdoor/waterproof container/tight-fitting cover** **In Compliance**

**95 - Sick Child Area**

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

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

**In Compliance**

**97 - Toilet Room**

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

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

- (a) Have an adequate supply of toilet paper; and**
- (b) Be cleaned and sanitized daily.**

- 1) Adequate supply of toilet paper** **In Compliance**
- 2) Cleaned and sanitized daily** **In Compliance**

**98 - Sink**

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

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

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

- 1) In or immediately adjacent to toilets** **In Compliance**
- 2) Equipped with hot and cold running water** **In Compliance**
- 3) Hot water is no more than 110 degrees Fahrenheit** **In Compliance**
- 4) Equipped with liquid soap and paper towels** **In Compliance**
- 5) Equipped with an easily cleanable, covered waste can** **In Compliance**
- 6) Immediately adjacent to changing area used for infants and toddlers** **In Compliance**

**99 - Toilet**

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

**(3) Each toilet shall:**

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

- 1) Clean** **In Compliance**
- 2) Good repair** **In Compliance**
- 3) Well lighted room** **In Compliance**
- 4) Ventilation** **In Compliance**



**Inspection Report**

**Hygienic Practices**

**79 - Child Handwashing**

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

**(26) A child shall wash hands with liquid soap and warm running water:**

- (a) Before and after eating or handling food;**
- (b) After toileting or diaper change;**
- (c) After handling animals;**
- (d) After wiping or blowing nose;**
- (e) After touching items soiled with body fluids or waste; and**
- (f) After outdoor and indoor play time.**

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

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

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

**(27) The provider and an assistant shall:**

**(a) Wash hands with liquid soap and warm running water:**

- 1. Before and after diapering a child;**
- 2. Before and after feeding a child;**
- 3. After toileting or assisting a child with toileting;**
- 4. After handling animals;**
- 5. Before dispensing medication;**
- 6. After caring for a sick child; and**
- 7. After wiping or blowing a child's or own nose.**

**(b) Assure that a child shall not share:**

- 1. Cups;**
- 2. Eating utensils;**
- 3. Wash cloths;**
- 4. Towels; and**
- 5. Toiletry items.**

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

**100 - Toilet Training**

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

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

**101 - Clean Diapers/Clothing**

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

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

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

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**103 - Soiled Diapers/Clothing**

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

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

**105 - Diapering/Handwashing Procedure**

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

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

**106 - Individual Disposable Cloths**

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

**In Compliance**

**107 - Diapering Surface Disinfected**

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

**In Compliance**

**108 - Use of Gloves**

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

**Not Applicable**

**First Aid/Medication**

**118 - Medication Locked**

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

**In Compliance**

**119 - Prescription Medication Administration**

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

**In Compliance**

**120 - Nonprescription Medication Administration**

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

- 1) Written daily permission In Compliance
- 2) Administered according to instructions on the label In Compliance



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**121 - Medication**

922 KAR 2:100 - Section 13

(4) Medications shall be:

- (a) Labeled; and
- (b) Administered according to directions.

1) Labeled

**In Compliance**

2) Administered according to directions

**In Compliance**

**122 - First Aid**

922 KAR 2:100 - Section 13

(5) The provider shall:

- (a) Maintain first aid supplies that are easily accessible for use in an emergency, and these supplies shall be inaccessible to the children in care; and
- (b) Wash superficial wounds with soap and water before bandaging.

1) Supplies are maintained

**In Compliance**

2) Supplies are easily accessible for use

**In Compliance**

3) Supplies are inaccessible to children

**In Compliance**

4) Superficial wounds are washed with soap and water before bandaging

**In Compliance**

**123 - First Aid Supplies**

922 KAR 2:100 - Section 13

(6) First aid supplies shall include a fully-equipped first aid kit containing the following nonexpired items:

- (a) Liquid soap;
- (b) Adhesive bandages;
- (c) Sterile gauze;
- (d) Medical tape;
- (e) Scissors;
- (f) Thermometer;
- (g) Flashlight;
- (h) Cold pack;
- (i) First-aid book;
- (j) Disposable gloves; and
- (k) CPR mouthpiece.

1) Nonexpired items

**In Compliance**

2) Liquid soap

**In Compliance**

3) Adhesive bandages

**In Compliance**

4) Sterile gauze

**In Compliance**

5) Medical tape

**In Compliance**

6) Scissors

**In Compliance**

7) Thermometer

**In Compliance**

8) Flashlight

**In Compliance**

9) Cold pack

**In Compliance**

10) First-aid book

**In Compliance**

11) Disposable gloves

**In Compliance**

12) CPR mouthpiece

**In Compliance**

**Outdoor Play Area**

**67 - Outdoor Area Safe**

**In Compliance**

922 KAR 2:100 - Section 10

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

**69 - Stationary Play Equipment**

922 KAR 2:100 - Section 10

(16) Outdoor stationary play equipment shall be:

- (a) Securely anchored;
- (b) Developmentally appropriate;
- (c) Age appropriate; and
- (d) Safe.

1) Securely anchored

**In Compliance**

2) Developmentally appropriate

**In Compliance**

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3) Age appropriate

**In Compliance**

4) Safe

**In Compliance**

**71 - Swimming Pool**

922 KAR 2:100 - Section 10

(18) A swimming pool on the premises shall:

- (a) Be maintained;
- (b) Have a water filtering system;
- (c) Be supervised when in use; and
- (d) Be inaccessible to children when not in use.

1) Maintained

**In Compliance**

2) Has a water filtering system

**In Compliance**

3) Supervised when in use

**In Compliance**

4) Inaccessible to children when not in use

**In Compliance**

**72 - Above-Ground Pool**

922 KAR 2:100 - Section 10

(19) An above-ground pool shall have:

- (a) A stationary wall no less than four (4) feet tall; and
- (b) Hand holds or foot holds that are inaccessible when the pool is not in use.

1) Stationary wall is at least 4 feet tall

**In Compliance**

2) Hand/foot holds are inaccessible when not in use

**In Compliance**

**Equipment**

**62 - Equipment and Toys**

922 KAR 2:100 - Section 10

(9) Equipment and toys shall be:

- (a) Designated by the manufacturer as developmentally appropriate to the age of children in care;
- (b) In sufficient quantity for the number of children in care; and
- (c) Safe, sound, clean, and in good repair.

1) Developmentally appropriate

**In Compliance**

2) Sufficient quantity

**In Compliance**

3) Safe, sound, clean, and in good repair

**In Compliance**

**70 - Trampoline**

**Not Applicable**

922 KAR 2:100 - Section 10

(17) A trampoline shall not be accessible to a child in the care of a provider.

**86 - Rest Time Requirements**

922 KAR 2:100 - Section 10

(33) Adequate space shall be provided at rest-time for each child in care more than four (4) hours:

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

1) Adequate space

**In Compliance**

2) Area is comfortable, clean, safe, and in good repair

**In Compliance**

3) Individual bed, crib, play pen, 2-inch thick mat, or cot is provided

**In Compliance**

4) Comfortable, clean, safe bedding

**In Compliance**

5) Crib/play pen meets CPSC standards

**In Compliance**

6) Individual linens are provided

**In Compliance**

7) Linens changed weekly/immediately, if soiled or wet

**In Compliance**

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**102 - Toilet Training Chair**

922 KAR 2:100 - Section 11

(6) If a toilet training chair is used, the chair shall be:

- (a) Emptied promptly; and
- (b) Sanitized after each use.

1) Emptied promptly

**In Compliance**

2) Sanitized after each use

**In Compliance**

**Transportation**

**127 - Policies and Procedures**

**Not Applicable**

922 KAR 2:100 - Section 15

(1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall:

- (a) Have written permission from a parent to transport his or her child;
- (b) Have a car or van equipped with seat belts;
- (c) Require that a child:
  - 1. Be restrained in an appropriate safety seat meeting federal motor vehicle safety standards in 49 C.F.R. 571.213;
  - 2. Remain seated while the vehicle is in motion; and
  - 3. If under thirteen (13) years of age, be transported in the back seat;
- (d) Have a valid driver's license issued by the Division of Motor Vehicles;
- (e) Have emergency and identification information about each child in the vehicle if children are being transported; and
- (f) Conform to state laws pertaining to vehicles, drivers license, and insurance pursuant to KRS 186.020.

1) Parent permission

**Not Applicable**

2) Vehicle equipped with seat belts

**Not Applicable**

3) Appropriate car safety seats

**Not Applicable**

4) Children remain seated

**Not Applicable**

5) Children under 13 ride in the back seat

**Not Applicable**

6) Valid driver's license

**Not Applicable**

7) Emergency/identifying information for each child in vehicle

**Not Applicable**

8) Registration and insurance

**Not Applicable**

**128 - Child Not Left Unattended**

**Not Applicable**

922 KAR 2:100 - Section 15

(2) A child shall not be left unattended in a vehicle.

**129 - Pick-Up Truck**

**Not Applicable**

922 KAR 2:100 - Section 15

(3) The back of a pickup truck shall not be used to transport a child.

**Food Service**

**81 - Refrigerator**

922 KAR 2:100 - Section 10

(28) The refrigerator shall:

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

1) Working

**In Compliance**

2) Temp is 45 degrees F or below

**In Compliance**

**82 - Freezer At Zero Degrees Fahrenheit**

**In Compliance**

922 KAR 2:100 - Section 10

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

**83 - Bottle-Feeding**

922 KAR 2:100 - Section 10

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

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

1) Child is held

**In Compliance**

2) Bottle is not propped

**In Compliance**

3) Bottle is not left in the mouth of a sleeping infant

**In Compliance**

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4) **Bottle is not heated in microwave**

**In Compliance**

**109 - Sanitary Preparation/Storage of Food**

922 KAR 2:100 - Section 12

(1) **The provider and assistant shall:**

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

1) **Sanitary procedures used when serving/preparing food**

**In Compliance**

2) **Perishable food/beverages are refrigerated**

**In Compliance**

3) **Pasteurized milk/milk products are served**

**In Compliance**

**110 - Meal Quantity and Types**

922 KAR 2:100 - Section 12

(2) **Meals shall:**

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

1) **Age appropriate amounts**

**In Compliance**

2) **Age appropriate types**

**In Compliance**

**111 - Breakfast**

922 KAR 2:100 - Section 12

(3) **Breakfast shall include:**

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

1) **Milk**

**In Compliance**

2) **Bread**

**In Compliance**

3) **Fruit, vegetable, or 100% juice**

**In Compliance**

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

**In Compliance**

922 KAR 2:100 - Section 12

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

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

**113 - Lunch/Dinner**

922 KAR 2:100 - Section 12

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

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

1) **Milk**

**In Compliance**

2) **Protein**

**In Compliance**

3) **Two vegetables or one fruit and one vegetable**

**In Compliance**

4) **Bread**

**In Compliance**

**114 - Weekly Menu**

922 KAR 2:100 - Section 12

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

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

1) **Prepared**

**In Compliance**

2) **Dated**

**In Compliance**

3) **Posted**

**In Compliance**

4) **Kept on File for 30 days**

**In Compliance**

**115 - Substitutions Noted on Menu**

**In Compliance**

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

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

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

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

**(8) Unless provided as part of the fee for child care or the provider is a participant in the food program, an infant's formula shall be prepared, labeled, and provided by the parent.**

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

- |                              |                      |
|------------------------------|----------------------|
| <b>1) Prepared</b>           | <b>In Compliance</b> |
| <b>2) Labeled</b>            | <b>In Compliance</b> |
| <b>3) Provided by parent</b> | <b>In Compliance</b> |

**117 - Bottles**

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

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

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

- |                        |                      |
|------------------------|----------------------|
| <b>1) Labeled</b>      | <b>In Compliance</b> |
| <b>2) Covered</b>      | <b>In Compliance</b> |
| <b>3) Refrigerated</b> | <b>In Compliance</b> |

**Children's Records**

**93 - Record Requirement**

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

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

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

**(b) Written record:**

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

- |   |                      |
|---|----------------------|
| <b>1) Current immunization certificate</b>  | <b>In Compliance</b> |
| <b>2) Record completed and signed by parent</b>   | <b>In Compliance</b> |
| <b>3) Record retained on file on child's first day of attendance</b>                        | <b>In Compliance</b> |
| <b>4) Record includes child's name, address, date of birth</b>                              | <b>In Compliance</b> |
| <b>5) Record includes name of individual to whom child may be released</b>                  | <b>In Compliance</b> |
| <b>6) Record includes general status of child's health</b>                                  | <b>In Compliance</b> |
| <b>7) Record includes allergies or restrictions of activities</b>                           | <b>In Compliance</b> |
| <b>8) Record includes emergency contacts</b>  | <b>In Compliance</b> |
| <b>9) Record includes name and phone number of the child's physician/preferred hospital</b> | <b>In Compliance</b> |
| <b>10) Record includes authorization for emergency medical care</b>                         | <b>In Compliance</b> |

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

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

**(9) Maintain a written child care agreement with each child's parent, including the name of each person designated by the parent to pick up the child.**

**In Compliance**

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Written Documentation

17 - Application Requirements

922 KAR 2:100 - Section 2

(2) An applicant for certification shall:

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

- 1) Zoning In Compliance
- 2) Out of state background In Compliance
- 3) Liability insurance In Compliance

73 - Fire/Tornado Drills

922 KAR 2:100 - Section 10

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

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

- 1) Conducted during hours of operation In Compliance
- 2) Monthly fire drills In Compliance
- 3) Fire drills documented In Compliance
- 4) Monthly tornado drills In Compliance
- 5) Tornado drills documented In Compliance

74 - Earthquake Drills

922 KAR 2:100 - Section 10

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

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

- 1) Conducted during hours of operation In Compliance
- 2) Quarterly drills In Compliance
- 3) Documented In Compliance

133 - Attendance Records

922 KAR 2:100 - Section 16

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

- 1) Arrival times documented In Compliance
- 2) Departure times documented In Compliance

135 - Policies

922 KAR 2:100 - Section 17

The certified family child-care home provider shall:

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

- 1) Rate for child care In Compliance
- 2) Expected frequency of payment In Compliance
- 3) Hours of operation In Compliance
- 4) Late fees In Compliance





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5) Holidays	In Compliance
6) Vacation	In Compliance
7) Illness	In Compliance
8) Emergency pick-up	In Compliance

**Posted Documentation**

<b>25 - Certificate Posted</b>	<b>In Compliance</b>
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**922 KAR 2:100 - Section 2**  
**(10) The family child-care home certificate shall:**  
**(a) Be displayed in a prominent place, as required by KRS 199.8982(1)(c);**  
**(b) Contain the:**  
**1. Name and address of the child care provider;**  
**2. Maximum number of unrelated children who may be served;**  
**3. Identification number; and**  
**4. Effective and expiration date; and**  
**(c) Be valid for only the:**  
**1. Name of the individual authorized on the certificate to operate a family child child-care; and**  
**2. Residential address printed on the certificate.**

<b>88 - Daily Routine Plan</b>	
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**922 KAR 2:100 - Section 10**  
**(35) A written and posted routine plan shall be established for daily:**  
**(a) Activity;**  
**(b) Opportunity for outdoor play; and**  
**(c) Reading.**

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

<b>104 - Diapering/Handwashing Procedures</b>	<b>In Compliance</b>
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**922 KAR 2:100 - Section 11**  
**(8) The proper methods of diapering and hand-washing shall be posted at each diaper changing area.**

<b>141 - Posting Requirements</b>	
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**922 KAR 2:100 - Section 17**  
**(7) Post in a prominent area in the home:**  
**(a) The staff to child ratios described in Section 9 of this administrative regulation;**  
**(b) The planned program of activities;**  
**(c) Each statement of deficiency issued by the cabinet during the current certification period;**  
**(d) Each plan of correction submitted by the certified family child-care home to the cabinet during the current certification period; and**  
**(e) Daily schedule including any trips outside the family child-care home;**

1) Staff to child ratios	In Compliance
2) Planned program of activities	In Compliance
3) SOD	In Compliance
4) POC	In Compliance
5) Daily schedule	In Compliance

**Animals**

<b>124 - Supervised/Vaccinated</b>	
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**922 KAR 2:100 - Section 14**  
**(1) Animals shall be:**  
**(a) Supervised by an adult if in the presence of children in care; and**  
**(b) Certified as properly vaccinated against rabies.**

1) Supervised	In Compliance
2) Vaccinated	In Compliance

<b>125 - Parent Notification</b>	<b>In Compliance</b>
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**922 KAR 2:100 - Section 14**  
**(2) A parent shall be notified in writing if a child has been bitten or scratched by an animal.**

<b>126 - Prohibited Animals</b>	<b>In Compliance</b>
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**Inspection Report**

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

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

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Signature of  
Provider/Representative

Title

Date