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**Inspection Report**

<b>Provider Name:</b> Kaelin, Judith	<b>Provider Information</b>	<b>Certificate No:</b> C3670
<b>Provider Address:</b> 6710 Lower Hunter'S Trace, Louisville, KY, 40258	<b>Provider Type:</b> CERTIFIED	<b>Capacity:</b> 6

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 5081
<b>Visit Start Date:</b> 01/03/2012 12:30 PM	<b>Visit End Date:</b> 01/03/2012 1:15 PM	
<b>No. of Children Enrolled:</b> 10	<b>No. of Children Present:</b> 6	

**Inspection Report**

**Supervision**

<b>68 - Outdoor Supervision</b>	<b>In Compliance</b>
<b>922 KAR 2:100 - Section 10</b> <b>(15) Each child in an outdoor play area shall be under the direct supervision of the provider or assistant.</b>	

<b>89 - General Supervision</b>	<b>In Compliance</b>
<b>922 KAR 2:100 - Section 10</b> <b>(36) A child who is not asleep shall be visually supervised.</b>	

**General Administration**

<b>39 - Conditions for Revocation</b>	
<b>922 KAR 2:100 - Section 7</b> <b>(1) A family child-care home provider's certification shall be revoked if the provider:</b> <b>(a) Knowingly misrepresents or submits false information on the application or other form required by the cabinet or its designee;</b> <b>(b) Interferes with a cabinet representative's ability to perform an official duty;</b> <b>(c) Refuses, during the hours of operation, access by a parent or cabinet representative to:</b> <b>1. A child; or</b> <b>2. Space in the home used for child care;</b> <b>(d) Is convicted of a criminal charge that threatens the health, safety, or welfare of a child in care;</b> <b>(e) Is unable to operate a family child-care home due to a medical condition; or</b> <b>(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.</b>	
<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>



**Inspection Report**

**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**

**In Compliance**

**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**

**Not Applicable**

**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**

**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**

**In Compliance**

**2) Direct supervision**

**In Compliance**

**3) Provides care in the home**

**In Compliance**

**4) Used in the absence of the provider**

**In Compliance**

**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**

**In Compliance**

**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**

**Inspection Report**

**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**

**In Compliance**

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

- (5) A certified family child-care home provider shall keep all 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**

**142 - Parent/Family Activity**

**In Compliance**

**Inspection Report**

**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** **In Compliance**
- 2) Adult in Home CAN** **In Compliance**
- 3) Adult in Home TB** **In Compliance**
- 4) Assistant CRC** **In Compliance**
- 5) Assistant CAN** **In Compliance**
- 6) Assistant TB** **In Compliance**

**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**

**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.**

**In Compliance**

**51 - Assistant CPR/FA, if 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** **In Compliance**
- 2) First Aid** **In Compliance**

**53 - Assistant Training Requirements, if 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**

**Inspection Report**

**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**

**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**

**Inspection Report**

**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.

4) Carbon monoxide detector

**Not Applicable**

**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**

**Not Applicable**

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

**Not Applicable**

2) Stored in separate, locked containers

**Not Applicable**

3) Gun container requires key or combination

**Not Applicable**

4) Ammunition container requires key or combination

**Not Applicable**

**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**

**Not Applicable**

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

**Not Applicable**

2) Floor furnace

**Not Applicable**

3) Freestanding heater

**Not Applicable**

4) Fireplace

**Not Applicable**

**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**

**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.**

**In Compliance**

**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**



Inspection Report

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.**

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

**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.**

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

**Inspection Report**

**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.**

**5) Before dispensing medication** **Not Applicable**

**100 - Toilet Training** **In Compliance**

**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**

**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** **In Compliance**

**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.**

**107 - Diapering Surface Disinfected** **In Compliance**



**Inspection Report**

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

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

**108 - Use of Gloves**

**In Compliance**

**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.**

**First Aid/Medication**

**118 - Medication Locked**

**In Compliance**

**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.**

**119 - Prescription Medication Administration**

**Not Applicable**

**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.**

**120 - Nonprescription Medication Administration**

**Not Applicable**

**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**

**Not Applicable**

**2) Administered according to instructions on the label**

**Not Applicable**

**121 - Medication**

**Not Applicable**

**922 KAR 2:100 - Section 13**

**(4) Medications shall be:**

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

**1) Labeled**

**Not Applicable**

**2) Administered according to directions**

**Not Applicable**

**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**

**Inspection Report**

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**
- 3) Age appropriate **In Compliance**
- 4) Safe **In Compliance**

**71 - Swimming Pool** **Not Applicable**

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 **Not Applicable**
- 2) Has a water filtering system **Not Applicable**
- 3) Supervised when in use **Not Applicable**
- 4) Inaccessible to children when not in use **Not Applicable**

**72 - Above-Ground Pool** **Not Applicable**

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 **Not Applicable**
- 2) Hand/foot holds are inaccessible when not in use **Not Applicable**

**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.



Inspection Report

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

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

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 In Compliance
- 2) Vehicle equipped with seat belts In Compliance
- 3) Appropriate car safety seats In Compliance
- 4) Children remain seated In Compliance
- 5) Children under 13 ride in the back seat In Compliance
- 6) Valid driver's license In Compliance
- 7) Emergency/identifying information for each child in vehicle In Compliance
- 8) Registration and insurance In Compliance

128 - Child Not Left Unattended In Compliance

922 KAR 2:100 - Section 15

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

129 - Pick-Up Truck In Compliance

922 KAR 2:100 - Section 15

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

Inspection Report

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

Not Applicable

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

Not Applicable

2) Bottle is not propped

Not Applicable

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

Not Applicable

4) Bottle is not heated in microwave

Not Applicable

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.

**Inspection Report**

**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**

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

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

**In Compliance**

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

**Not 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.**

- 1) Prepared** **Not Applicable**
- 2) Labeled** **Not Applicable**
- 3) Provided by parent** **Not Applicable**

**117 - Bottles**

**Not Applicable**

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

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

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

- 1) Labeled** **Not Applicable**
- 2) Covered** **Not Applicable**
- 3) Refrigerated** **Not Applicable**

Inspection Report

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.

- |  |               |
|--|---------------|
| 1) Current immunization certificate  | In Compliance |
| 2) Record completed and signed by parent   | In Compliance |
| 3) Record retained on file on child's first day of attendance                        | In Compliance |
| 4) Record includes child's name, address, date of birth                              | In Compliance |
| 5) Record includes name of individual to whom child may be released                  | In Compliance |
| 6) Record includes general status of child's health                                  | In Compliance |
| 7) Record includes allergies or restrictions of activities                           | In Compliance |
| 8) Record includes emergency contacts  | In Compliance |
| 9) Record includes name and phone number of the child's physician/preferred hospital | In Compliance |
| 10) Record includes authorization for emergency medical care                         | In Compliance |
| 143 - Written Child Care Agreement/Approved Pick-Up List                             | In Compliance |

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.

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 |
| 3) Liability insurance | In Compliance |





Inspection Report

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.

2) Out of state background Not Applicable

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
5) Holidays In Compliance
6) Vacation In Compliance
7) Illness In Compliance



**Inspection Report**

**8) Emergency pick-up**

**In Compliance**

**Posted Documentation**

**25 - Certificate Posted**

**In Compliance**

**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.**

**88 - Daily Routine Plan**

**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**

**104 - Diapering/Handwashing Procedures**

**In Compliance**

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

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

**141 - Posting Requirements**

**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**

**124 - Supervised/Vaccinated**

**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**

**125 - Parent Notification**

**In Compliance**

**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.**

**126 - Prohibited Animals**

**In Compliance**

**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

