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GOVERNOR

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Inspection Report

Provider Name: Brown, Susan Marie	Provider Information	Certificate No: C2364
Provider Address: 2019 Rambler Road, Lexington, KY, 40503-2406	Provider Type: CERTIFIED	Capacity: 6

Inspection Type: Annual Inspection	Inspection Information	Inspection No: 897
Visit Start Date: 12/08/2011 1:10 PM	Visit End Date: 12/08/2011 2:25 PM	No. of Children Present:

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



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

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

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

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

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

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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.

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**

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**

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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

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.

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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

922 KAR 2:100 - Section 10

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

In Compliance

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

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



Inspection Report

- 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

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 In Compliance

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.

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



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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

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.

- 6) Immediately adjacent to changing area used for infants and toddlers Not Applicable

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

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



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.

1) Before and after diapering a child

Not Applicable

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.

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

Not Applicable

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.

2) Clean Clothing

In Compliance



Inspection Report

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

Not Applicable

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

Not Applicable

2) Surface is clean

Not Applicable

3) Surface is padded

Not Applicable

4) Surface is free of holes, tears, rips or other damage

Not Applicable

5) Surface is nonabsorbent

Not Applicable

6) Surface is easily cleaned

Not Applicable

7) Surface is free of items not used for diapering

Not Applicable

106 - Individual Disposable Cloths

Not Applicable

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

Not Applicable

922 KAR 2:100 - Section 11

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

108 - Use of Gloves

Not Applicable

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

In Compliance

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

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 **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.

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**
- 6) Individual linens are provided **In Compliance**
- 7) Linens changed weekly/immediately, if soiled or wet **In Compliance**

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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.**

5) Crib/play pen meets CPSC standards

Not Applicable

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

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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.

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

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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**

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 **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**

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**



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- 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**
- 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**



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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
- 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

Not Applicable

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



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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.

Signature of
Provider/Representative

Title

Date