Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL

Melissa A. Moore, Director
Division of Regulated Child Care
Eastern Branch
455 Park Place, Suite 120A
Lexington, KY 40511
Phone: (859) 246-2301 Fax: (859) 246-2307
https://chfs.ky.gov/agencies/os/oig

Eric Friedlander
SECRETARY

Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Information

Provider Name: Early Learning Village ASP
Provider Type: LICENSED TYPE I
License No: L358747
Provider Address: 200 Laralan Ave, Frankfort, KY, 40601
Capacity: 99
Owner(s): Franklin Co. Board of Education
Director(s): Goins, Heather

Inspection Information

Inspection Type: Renewal Application
Inspection No: 8118
Visit Start Date: 04/23/2012 2:00 PM
Visit End Date: 04/23/2012 3:30 PM
No. of Children Present:

Inspection Report

Supervision

167 - Children supervised/Protected

922 KAR 2:120 - Section 2 (3)
(a) Each center shall maintain a child care program that assures each child will be:
1. Provided adequate supervision at all times; and
2. Protected from abuse or neglect.

1) Adequately supervised at all times — **In Compliance**

2) Protected from abuse/neglect — **In Compliance**

186 - Activity Areas/Equipment/Materials — **In Compliance**

922 KAR 2:120 - Section 3
(2) Activity areas, equipment, and materials shall be arranged so that the child's activity can be given adequate supervision by staff.

232 - Supply Storage — **In Compliance**

922 KAR 2:120 - Section 4
(28) Supplies shall be stored so that the adult can reach them without leaving the child unattended.

Staffing Requirements

117 - Cooking/Cleaning Staffing

922 KAR 2:110 - Section 4 (1)
(k) Assure that additional staff are available during cooking and cleaning hours, if necessary, to maintain staff-to-child ratios pursuant to 922 KAR 2:120;

1) Cooking — **In Compliance**

2) Cleaning — **In Compliance**

135 - Adequate Adults/Qualified Staff

922 KAR 2:110 - Section 5
(10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:
(a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;
(b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and
(c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.

1) Ratio Compliance	**In Compliance**
2) Under 18 directly supervised	**In Compliance**

162 - Ratios and Group Size **In Compliance**

922 KAR 2:120 - Section 2
(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:

Age of Children	Ratio	Maximum Group Size*
Infant	1 staff for 5 children	10
Toddler	1 staff for 6 children	12
2 to 3 years	1 staff for 10 children	20
3 to 4 years	1 staff for 12 children	24
4 to 5 years	1 staff for 14 children	28
5 to 7 years	1 staff for 15 children	30
7 and older	1 staff for 25 children	
(for before and after school)	1 staff for 20 children	30
(full day of care)		

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

163 - Defined Groups

922 KAR 2:120 - Section 2 (2)
(a) In a Type I center, a group size shall:
1. Be separately maintained in a defined area unique to the group; and
2. Have specific staff assigned to, and responsible for, the group.

1) Separate/Defined Area	**In Compliance**
2) Specific Staff	**In Compliance**

166 - Related Children **In Compliance**

922 KAR 2:120 - Section 2
(d) If a child related to the director, employee, or person under the supervision of the licensee is receiving care in the center, the child shall be included in the staff-to-child ratio.

General Administration

23 - Qualify and Maintain a License

922 KAR 2:090 - Section 5
(8) To qualify for and maintain a license, a child-care center shall:
(a) Provide written documentation from the local authority showing compliance with local zoning requirements;
(b) Be approved by the Office of the State Fire Marshal or designee;
(c) Have an approved water and sewage system in accordance with local, county, and state laws;
(d) Have adequate equipment, supplies, and staff to serve initial enrollment of children;
(e) Provide written proof of liability insurance coverage of at least $100,000 per occurrence;
(f) Comply with provisions of this administrative regulation, 922 KAR 2:110, and 922 KAR 2:120;
(g) Cooperate with the state agency during an investigation of an alleged complaint, including an allegation of child abuse or neglect pursuant to KRS 620.030(3); and
(h) Have a director who meets the requirements listed in 922 KAR 2:110.

1) Zoning	**In Compliance**
2) Fire Marshal	**In Compliance**
3) Water/Sewage	**In Compliance**
4) Equipment/Supplies/Staff	**In Compliance**
5) Liability Insurance	**In Compliance**
6) Comply with Regulations	**In Compliance**
7) Cooperate with State	**In Compliance**
8) Have Director	**In Compliance**

24 - Denied Access — **In Compliance**

922 KAR 2:090 - Section 5
(9) A child-care center shall allow the cabinet or its designee and parent of an enrolled child unannounced access to the child-care center during the hours of operation.

41 - Immediate Threat — **In Compliance**

922 KAR 2:090 - Section 8
(8) A statement of deficiency that poses an immediate threat to the health, safety, or welfare of a child shall be corrected within five (5) working days of notification in accordance with KRS 199.896(5)(c).

47 - Report to Licensee

922 KAR 2:090 - Section 10
(4) A director, employee, volunteer, any person with supervisory or disciplinary control over, or having direct contact with, a child shall report to the licensee if:
(a) Convicted of a violent crime or sex crime defined by KRS 17.165(1) through (3);
(b) The subject of a cabinet child abuse or neglect investigation; or
(c) Found by the cabinet or a court to have abused or neglected a child.

1) Violent/Sex Crime Conviction — **In Compliance**

2) Child Abuse/Neglect Investigation — **In Compliance**

3) Substantiation of Abuse/Neglect — **In Compliance**

48 - Failure to Report to Cabinet — **In Compliance**

922 KAR 2:090 - Section 10
(5) Each licensee shall report to the cabinet or its designee if the licensee, director, employee, volunteer, or another person who submitted to a background check meets a criterion of subsection (4) of this section.

52 - Interference/Denied Access

922 KAR 2:090 - Section 10
(9) A child-care center's license shall be revoked if:
(a) A representative of the center interferes with a cabinet representative's ability to perform an official duty; or
(b) A cabinet representative or parent is denied access to:
1. A child; or
2. The child-care center.

1) Center representative interferes with Cabinet/Official duty — **In Compliance**

2) Cabinet representative denied access to child — **In Compliance**

3) Cabinet representative denied access to center — **In Compliance**

4) Parent denied access to child — **In Compliance**

5) Parent denied access to center — **In Compliance**

89 - Licensee responsibility

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

1) 922 KAR 2:090 — **In Compliance**

2) 922 KAR 2:110 — **In Compliance**

3) 922 KAR 2:120 — **In Compliance**

91 - Confidential Information — **In Compliance**

922 KAR 2:110 - Section 2
(3) Information concerning a child or the child's parent shall be kept in strict confidence by child-care center staff, except as otherwise required by law.

92 - Volunteer/Board Member Compliance — **In Compliance**

922 KAR 2:110 - Section 2
(4) A volunteer or board member shall comply with the policies and procedures of the child-care center.

94 - Resident Interference — **Not Applicable**

922 KAR 2:110 - Section 2
(6) An activity of a person living in a child-care center that is a dwelling unit shall not interfere with the child-care center program.

127 - Staff Conviction/Substantiation

922 KAR 2:110 - Section 5
(2) A child-care center shall not employ a person:
(a) Convicted of a crime pursuant to KRS 17.165(5); or
(b) Found by the cabinet to have abused or neglected a child, pursuant to 922 KAR 1:470.

1) CRC — **In Compliance**

2) CAN — In Compliance

130 - Staff in charge in Director's absence — In Compliance

922 KAR 2:110 - Section 5
(5) One (1) adult staff person shall be designated as being in charge. If the director is not present in the child-care center, the designated staff person in charge shall carry out the duties of the director.

136 - Controlled Substance/Alcohol

922 KAR 2:110 - Section 5
(11) Except for medication prescribed by a physician, a controlled substance or alcohol use shall not be permitted on the premises during hours of operation.

1) Controlled Substance — In Compliance

2) Alcohol — In Compliance

137 - Staff Awake on Duty — In Compliance

922 KAR 2:110 - Section 5
(12) Each staff person shall remain awake while on duty except as specified in 922 KAR 2:120, Section 2(11)(f).

138 - Adult Resident — Not Applicable

922 KAR 2:110 - Section 5
(13) For each adult residing at a child-care center, the results of the following shall be maintained on file at the center:
(a) Criminal records check indicating that the adult has not been convicted of a crime pursuant to KRS 17.165(5);
(b) Child abuse and neglect checks in accordance with 922 KAR 1:470, indicating that the adult has not been found by the cabinet to have abused or neglected a child; and
(c) A copy of the results of a negative tuberculosis skin test or a health professional's statement documenting that the adult is free of tuberculosis. Every two (2) years, the adult shall provide evidence of a negative tuberculosis skin or health professional's statement documenting that the adult is free of tuberculosis.

1) CRC — Not Applicable

2) CAN — Not Applicable

3) TB — Not Applicable

142 - Change of Director — Not Applicable

922 KAR 2:110 - Section 6
(3) A licensee shall report to the cabinet within one (1) week:
(a) Any resignation, termination, or change of director; and
(b) The name of the acting director who satisfies the requirement of Section (4) of this administrative regulation.

1) Notice of change — Not Applicable

2) Acting director — Not Applicable

168 - Abuse/Neglect

922 KAR 2:120 - Section 2 (3)
(b) The program shall include:
1. A procedure to inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.030; and
2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.

1) Abuse/Neglect procedure — In Compliance

183 - Requirements for Nontraditional care — Not Applicable

922 KAR 2:120 - Section 2
(11) If nontraditional hours of care are provided:
(a) Including time spent in school, a child shall not be permitted to spend more than sixteen (16) hours in the child-care center during one (1) twenty-four (24) hour period;
(b) At least one (1) staff member shall be assigned responsibility for each sleeping room;
(c) A child present for an extended period of time during waking hours shall receive a program of well-balanced and constructive activity geared to the child's age level and developmental needs;
(d) A child sleeping three (3) hours or more shall sleep in:
1. Pajamas; or
2. A nightgown;
(e) If a child attends school from the child-care center, the child shall be offered breakfast;

1) No more than 16 hours — Not Applicable

2) Staff member per sleep room — Not Applicable

3) Balanced appropriate programming — Not Applicable

4) Sleepwear-3 hours or more — Not Applicable

5) Breakfast before School — Not Applicable

184 - Staff remain awake

922 KAR 2:120 - Section 2 (11)
(f) Staff shall:
1. If employed by a Type I center, remain awake while on duty; or
2. If employed by or is the operator of a Type II center, remain awake until every child in care is asleep.

1) Type I — **In Compliance**

184 - Staff remain awake

922 KAR 2:120 - Section 2 (11)
(f) Staff shall:
1. If employed by a Type I center, remain awake while on duty; or
2. If employed by or is the operator of a Type II center, remain awake until every child in care is asleep.

2) Type II — **Not Applicable**

198 - Fire Marshal/Zoning Compliance

922 KAR 2:120 - Section 4
(2) A child-care center shall be in compliance with the State Fire Marshal requirements established in KRS 227.220 and the local zoning laws.

1) Fire Marshal — **In Compliance**

2) Zoning — **In Compliance**

214 - Construction/Renovation Notification — **In Compliance**

922 KAR 2:120 - Section 4
(17) The Department of Housing, Buildings and Construction, State Fire Marshal's Office, and cabinet shall be contacted concerning a planned new building, addition, or major renovation prior to construction.

245 - Sick Child Exclusion — **In Compliance**

922 KAR 2:120 - Section 7
(2) A child showing signs of an illness or condition that may be communicable shall not be admitted to the regular child care program.

246 - Sick Child Protocol

922 KAR 2:120 - Section 7
(3) If a child becomes ill while at the center:
(a) The child shall be placed in a supervised area isolated from the rest of the children;
(b) The parent shall be contacted immediately; and
(c) Arrangements shall be made to remove the ch

1) Supervised, isolated area — **In Compliance**

2) Parent contacted — **In Compliance**

3) Removed as soon as possible — **In Compliance**

Director Requirements

90 - Operation instruction/Regulation copy

922 KAR 2:110 - Section 2
(2) Child-care center staff shall be:
(a) Instructed by the child-care center's director regarding requirements for operation; and
(b) Provided with a copy of this administrative regulation, 922 KAR 2:090, and 922 KAR 2:120.

1) Staff Instruction — **In Compliance**

2) Copy of regulations — **In Compliance**

109 - Director Qualifications

922 KAR 2:110 - Section 4 Director Requirements and Responsibilities.
(1) Effective with the adoption of this administrative regulation, a director shall:
(a) Be twenty-one (21) years of age;
(b) Have a high school diploma, a general equivalency diploma (GED), or qualifying documentation from a comparable educational entity;
(c) Not be employed in a position other than an on-site child care director, or director of multiple facilities, during the hours the child-care center is in operation; and

3) Other Employment — **In Compliance**

110 - Regulatory Compliance

922 KAR 2:110 - Section 4 (1)
(d) Ensure compliance with 922 KAR 2:090, 922 KAR 2:120, and this administrative regulation;

1) 922 KAR 2:090 — **In Compliance**

2) 922 KAR 2:110 — **In Compliance**

3) 922 KAR 2:120 — **In Compliance**

111 - Staff Management — **In Compliance**

922 KAR 2:110 - Section 4 (1)
(e) Manage the staff in their individual job descriptions;

112 - Policy Development

922 KAR 2:110 - Section 4 (1)
(f) Develop child-care center plans, policies, and procedures;

1) Plans — **In Compliance**

2) Policies — **In Compliance**

3) Procedures — **In Compliance**

113 - Staff Supervision

922 KAR 2:110 - Section 4 (1)
(g) Supervise staff conduct to ensure implementation of program policies and procedures;

1) Implementation of Policy — **In Compliance**

2) Implementation of Procedure — **In Compliance**

115 - Staff Meeting Documentation — **In Compliance**

922 KAR 2:110 - Section 4 (1)
(i) Conduct, manage, and document in writing staff meetings;

116 - Staff Evaluation — **In Compliance**

922 KAR 2:110 - Section 4 (1)
(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;

118 - Health, Safety, Comfort — **In Compliance**

922 KAR 2:110 - Section 4 (1)
(l) Provide for the health, safety, and comfort of each child;

119 - Parent Notification — **In Compliance**

922 KAR 2:110 - Section 4 (1)
(m) Notify the parent immediately of an accident or incident requiring medical treatment of a child;

120 - No Background checks - Caregiver Alone

922 KAR 2:110 - Section 4 (1)
(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the:
1. Criminal records check required by KRS 199.896(19); and
2. Child abuse or neglect check in accordance with 922 KAR 1:470;

1) CRC — **In Compliance**

2) CAN — **In Compliance**

121 - Altered/Falsified Records

922 KAR 2:110 - Section 4 (1)
(o) Assure each mandatory record specified in Section 3 of this administrative regulation has not been altered or falsified; and

1) Altered records — **In Compliance**

2) Falsified records — **In Compliance**

122 - Parental/Family Involvement Activity — **In Compliance**

922 KAR 2:110 - Section 4 (1)
(p) Coordinate at least one (1) annual activity involving parental or family participation.

Employee Records

17 - Submission of background checks timely/Left alone

922 KAR 2:090 - Section 5
(2) A director, employee, volunteer, or any person with supervisory or disciplinary control over or having direct contact with a child shall submit to a background check; and
(a) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:
1. Child abuse or neglect check described in 922 KAR 1:470; and
2. Criminal records check required by KRS 199.896(19); and
(b) Shall not be left alone in the presence of a child if each required background check has not been completed.

1) 90 day period — **In Compliance**

2) Child Abuse and Neglect — **In Compliance**

4) Left alone — **In Compliance**

17 - Submission of background checks timely/Left alone

922 KAR 2:090 - Section 5
(2) A director, employee, volunteer, or any person with supervisory or disciplinary control over or having direct contact with a child shall submit to a background check; and
(a) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:
1. Child abuse or neglect check described in 922 KAR 1:470; and
2. Criminal records check required by KRS 199.896(19); and
(b) Shall not be left alone in the presence of a child if each required background check has not been completed.

3) CRC — **Not In Compliance**

Findings:

General: Based on Review of Documentation, it was found that one (1) staff who was rehired on 08/23/11 did not have evidence of a new criminal records check.

18 - Background check/Termination

922 KAR 2:090 - Section 5
(3) Upon completion of a child abuse or neglect check or criminal records check, described in subsection (2)(a) of this section, a licensee shall discharge immediately a director, employee, volunteer, or any person:
(a) Whose name is listed on the central registry established by 922 KAR 1:470; or
(b) Who has been convicted of a crime defined by KRS 17.165(1) through (3).

1) Name on central registry — **In Compliance**

2) Conviction — **In Compliance**

102 - Staff Training Record

922 KAR 2:110 - Section 3
(7) A written record of training participation for each child-care center staff person, to include:
(a) The training source;
(b) Location;
(c) Date; and
(d) Number of clock hours completed;

1) Training Source — **In Compliance**

2) Location — **In Compliance**

3) Date — **In Compliance**

4) Clock Hours — **In Compliance**

103 - Professional Development — **In Compliance**

922 KAR 2:110 - Section 3
(8) A written annual plan for child-care staff professional development;

107 - Maintenance of Background check/Out of State

922 KAR 2:110 - Section 3
(12) For the director, employee, volunteer, or any person with supervisory or disciplinary control over, or having direct contact with a child, results of the:
(a) Criminal records check in accordance with KRS 17.165;
(b) Child abuse and neglect check in accordance with 922 KAR 1:470; and
(c) Background check from:
1. Previous state of residence, if the individual has been a resident outside of Kentucky in the previous five (5) years; or
2. Current state of residence, if other than Kentucky;

1) Criminal Records Check — **In Compliance**

2) Child Abuse/Neglect Check — **In Compliance**

3) Previous State of Residence — **In Compliance**

4) Current State other than KY — **In Compliance**

125 - Educational Requirements — **In Compliance**

922 KAR 2:110 - Section 5 Staff Requirements.
(1) Child-care center staff;
(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:
1. High school diploma;
2. GED or qualifying documentation from a comparable educational entity; or
3. Commonwealth Child Care Credential as described in 922 KAR 2:250;

126 - T.B. Verification — **In Compliance**

922 KAR 2:110 - Section 5 (1)
(b) Shall provide, prior to employment and every two years thereafter:
1. A statement from a health professional that the individual is free of active tuberculosis: or
2. A copy of the results of a negative tuberculin skin test.

128 - CPR/First Aid Coverage

922 KAR 2:110 - Section 5
(3) At least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:
(a)Infant and child cardiopulmonary resuscitation; and
(b) Infant and child first aid.

1) CPR — **In Compliance**

2) First Aid — **In Compliance**

131 - Adequate Substitute(s)

922 KAR 2:110 - Section 5
(6) Child-care centers shall have available in case of need:
(a) One (1) qualified substitute staff person for a Type II child-care center; or
(b) Two (2) qualified substitute staff persons for a Type I child-care center

1) Type I — **In Compliance**

131 - Adequate Substitute(s)

922 KAR 2:110 - Section 5
(6) Child-care centers shall have available in case of need:
(a) One (1) qualified substitute staff person for a Type II child-care center; or
(b) Two (2) qualified substitute staff persons for a Type I child-care center

2) Type II — **Not Applicable**

139 - Training

922 KAR 2:110 - Section 5
(14) A staff person with supervisory authority over a child shall complete the following:
(a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment;
(b) Nine (9) hours cabinet-approved child development training within the first year of employment; and
(c) Fifteen (15) hours of cabinet-approved training during each subsequent year of employment.

1) Orientation — **In Compliance**

2) 9 hours-first year — **In Compliance**

139 - Training

922 KAR 2:110 - Section 5
(14) A staff person with supervisory authority over a child shall complete the following:
(a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment;
(b) Nine (9) hours cabinet-approved child development training within the first year of employment; and
(c) Fifteen (15) hours of cabinet-approved training during each subsequent year of employment.

3) 15 hours annually — **Not In Compliance**

Findings:

General: Based on Review of Documentation, it was found that one (1) staff file out of ten (10) staff files reviewed did not have evidence of the required 15 hours of annual training.

317 - Driver requirements — **Not Applicable**

922 KAR 2:120 - Section 12
(18) A driver of a vehicle transporting a child for a center shall:
(a) Be at least twenty one (21) years old;
(b) Complete the background checks as described in 922 KAR 2:110;
(c) Hold a current driver's license which has not been suspended or revoked during the last five (5) years;
(d) Not have had any convictions concerning vehicle operation in the past twelve (12) months; and
(e) Not caused an accident which resulted in the death of a person.

1) Be 21 years old or over — **Not Applicable**

2) Background checks — **Not Applicable**

3) Drivers license — **Not Applicable**

4) No convictions for vehicle operation — **Not Applicable**

5) No accident causing death — **Not Applicable**

Programming

169 - Program of Activities Followed

922 KAR 2:120 - Section 2
(4) The child-care center shall provide a daily planned program of activities:
(a) Posted in writing in a conspicuous location with each age group and followed;

1) Posted — **In Compliance**

2) Followed — **In Compliance**

170 - Individualized/Developmentally Appropriate — In Compliance

922 KAR 2:120 - Section 2 (4)
(b) Geared to the individual needs and developmental levels of each child served;

171 - Areas of Development — In Compliance

922 KAR 2:120 - Section 2 (4)
(c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being;

172 - Curriculum Areas

922 KAR 2:120 - Section 2 (4)
(d) That offers a variety of creative activities including the following:
1. Art;
2. Music;
3. Dramatic play;
4. Stories and books;
5. Science;
6. Block building;
7. Tactile activity;
8. Culture;

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

173 - Motor Skills

922 KAR 2:120 - Section 2 (4) (d)
9. Indoor or outdoor play in which a child makes use of both small and large muscles;

1) Small muscles	**In Compliance**
2) Large muscles	**In Compliance**

174 - Balance of Activities

922 KAR 2:120 - Section 2 (4) (d)
10. A balance of active and quiet play, including group and individual activity;

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

175 - Free Choice and Self Help Procedures

922 KAR 2:120 - Section 2 (4) (d)
11. An opportunity for a child to:
a. Have some free choice of activities;
b. If desired, play apart from the group at times; and
c. Practice developmentally-appropriate self-help procedures in respect to:
(i) Clothing;
(ii) Toileting;
(iii) Hand-washing; and
(iv) Eating;

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

176 - Electronic Viewing/Listening Devices

922 KAR 2:120 - Section 2 (4) (d)
12. Use of electronic viewing and listening devices if the:
a. Material is appropriate to the child using the equipment;
b. Material does not include any violence, adult content viewing, or inappropriate language;
c. Viewing or listening is limited to two (2) hours per day;
d. Viewing or listening is discussed with parents prior to viewing or listening; and
e. Viewing or listening is designed as an educational tool.

1) Age Appropriate Materials	**In Compliance**
2) Appropriate Content	**In Compliance**
3) 2 hours	**In Compliance**
4) Discussed with Parents	**In Compliance**
5) Educational tool	**In Compliance**

177 - Alternate Activity **In Compliance**

922 KAR 2:120 - Section 2
(5) A child who does not wish to use the electronic devices during the planned program shall be offered other appropriate activities.

178 - Regularity of Routine **In Compliance**

922 KAR 2:120 - Section 2
(6) Regularity of routines shall be implemented to afford the child familiarity with the daily schedule of activity.

179 - Sufficient Activity Time **In Compliance**

922 KAR 2:120 - Section 2
(7) Sufficient time shall be allowed for an activity so that a child may progress at their own developmental rate.

180 - Waiting Period

922 KAR 2:120 - Section 2
(8) A child shall not be required to stand or sit for a prolonged period of time:
(a) During an activity;
(b) While waiting for an activity to start; or
(c) As punishment.

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

181 - School Age Care

922 KAR 2:120 - Section 2
(9) If school-age care is provided:
(a) A separate area or room shall be provided in a Type I center; and
(b) Each child shall be provided a snack after school.

1) Separate area	**In Compliance**

182 - Discipline

922 KAR 2:120 - Section 2
(10) A child shall not be subjected to:
(a) Corporal physical discipline pursuant to KRS 199.896(18);
(b) Loud, profane, threatening, frightening, or abusive language; or
(c) Discipline that is associated with:
1. Rest;
2. Toileting; or
3. Food.

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

185 - Electronic Viewing/Listening planned program

922 KAR 2:120 - Section 3 General Requirements.
(1) Electronic viewing and listening devices shall only be used in the center as a part of the child's planned program of activity described Section 2(4)(d).

1) Viewing devices	**In Compliance**

2) Listening devices — In Compliance

187 - Computer Monitoring Device — In Compliance

922 KAR 2:120 - Section 3
(3) Computer equipment shall be equipped with a monitoring device which limits access by a child to items inappropriate for a child to view or hear.

195 - Rest Period — Not Applicable

922 KAR 2:120 - Section 3
(11) Except for an infant, toddler, or a child who attends nontraditional hours of care, a child shall have rest periods not to exceed two (2) hours. A child who does not sleep shall be permitted to play quietly after a reasonable rest period specific to the needs of the child.

1) 2 hour limit — Not Applicable

2) Alternate activity — Not Applicable

196 - Safe Sleep Placement — Not Applicable

922 KAR 2:120 - Section 3
(12) Staff in a child-care center shall follow the most current policy of the American Academy of Pediatrics, located at http://www.aap.org/, when placing a child to sleep.

234 - Infant/Toddler with older children — Not Applicable

922 KAR 2:120 - Section 5
(2) An infant or toddler may participate in an activity with an older child for no more than one (1) hour.

282 - Toilet Training — Not Applicable

922 KAR 2:120 - Section 10
(5) Toilet training shall be coordinated with the child's parent.

Premises - Classroom

118 - Health, Safety, Comfort — In Compliance

922 KAR 2:110 - Section 4 (1)
(l) Provide for the health, safety, and comfort of each child;

191 - Inaccessible Items

922 KAR 2:120 - Section 3
(7) The following shall be inaccessible to a child in care:
(a) Toxic cleaning supplies, poisons, and insecticides;
(b) Knives and sharp objects;
(c) Matches, cigarettes, lighters, and flammable liquids;
(d) Plastic bags;
(e) Litter and rubbish;
(f) Bar soap; and
(g) Personal belongings of staff.

1) Toxic cleaning supplies, poisons, and insecticides — In Compliance

2) Knives and sharp objects — In Compliance

3) Matches, cigarettes, lighters, and flammable liquids — In Compliance

4) Plastic bags — In Compliance

5) Litter and rubbish — In Compliance

6) Bar soap — In Compliance

7) Personal belongings of staff — In Compliance

197 - Premises Requirements

922 KAR 2:120 - Section 4 Premises Requirements.
(1) The premises shall be:
(a) Suitable for the purpose intended;
(b) Kept clean and in good repair; and
(c) Equipped with a land-line telephone accessible to a room used by a child.

1) Suitable — In Compliance

2) Clean — In Compliance

3) Good repair — In Compliance

4) Land-line phone accessible — In Compliance

200 - Building Requirements

922 KAR 2:120 - Section 4
(4) The building shall be constructed to ensure the:
(a) Building is:
1. Dry;
2. Adequately heated;
3. Ventilated; and
4. Well lit, including clean light fixtures:
a. That are in good repair in all areas; and
b. Shielded or have shattered proof bulbs installed; and

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

201 - Protected Items

922 KAR 2:120 - Section 4 (4)
(b) Following are protected:
1. Windows;
2. Doors;
3. Stoves;
4. Heaters;
5. Furnaces;
6. Pipes; and
7. Stairs.

1) Windows	**In Compliance**
2) Doors	**In Compliance**
3) Stoves	**In Compliance**
4) Heaters	**In Compliance**
5) Furnaces	**In Compliance**
6) Pipes	**In Compliance**
7) Stairs	**In Compliance**

202 - 35 Square Feet per child **In Compliance**

922 KAR 2:120 - Section 4
(5) Exclusive of the kitchen, bathroom, hallway, and storage area, there shall be a minimum of thirty-five (35) square feet of space per child.

205 - Floors, walls, Ceilings

922 KAR 2:120 - Section 4
(8) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

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

212 - Building Temperature

922 KAR 2:120 - Section 4
(15) The temperature of the inside area of the premises shall be:
(a) Sixty-five (65) to seventy-five (75) degrees Fahrenheit during the winter; or
(b) Sixty-eight (68) to eighty-two (82) degrees Fahrenheit during the summer months.

1) Winter Temperature sixty-five to seventy-five	**In Compliance**
2) Summer Temperature sixty-eight to eighty-two	**In Compliance**

233 - Infant/Toddler indoor space — **Not Applicable**

922 KAR 2:120 - Section 5 Infant and Toddler Play Requirements.
(1) Infant and toddler inside areas shall:
(a) Be separate from an area used by an older child;
(b) Not be an exit or entrance; and
(c) Have adequate crawling space for an infant or toddler away from general traffic patterns of the center.

1) Separate from older children	Not Applicable
2) Not Exit/ Entrance	Not Applicable
3) Adequate crawling space	Not Applicable
4) Traffic Pattern	Not Applicable

239 - Cots/ Mats Location Restrictions

922 KAR 2:120 - Section 6
(4) If cots or mats are used, floors shall be free from:
(a) Drafts;
(b) Liquid substances;
(c) Dirt; and
(d) Dampness.

1) No drafts	In Compliance
2) No liquid substances	In Compliance
3) No dirt	In Compliance
4) Not damp	In Compliance

279 - Toilet Room

922 KAR 2:120 - Section 10
(2) A toilet room shall:
(a) 1. Be provided for each gender; or
2. A plan shall be implemented to use the same toilet room at separate times;
(b) Have a supply of toilet paper; and
(c) Be cleaned and sanitized daily.

1) Provided for each gender/plan to use separately	In Compliance
2) Toilet Paper	In Compliance
3) Clean/Sanitized	In Compliance

280 - Sink

922 KAR 2:120 - Section 10
(3) A sink shall be;
(a) Located in or immediately adjacent to toilet rooms;
(b) Equipped with hot and cold running water that allows for hand washing;
(c) Equipped with hot water no more than 110 degrees Fahrenheit;
(d) Equipped with liquid soap and single use disposable hand drying material;
(e) Equipped with an easily cleanable, covered waste receptacle; and
(f) Immediately adjacent to a changing area used for infants and toddlers.

1) Located in or immediately adjacent to toilet rooms	In Compliance
2) Equipped with hot running water that allows for hand washing	In Compliance
3) Equipped with cold running water that allows for hand washing	In Compliance
4) Equipped with hot water no more than 110 degrees Fahrenheit	In Compliance
5) Equipped with liquid soap and single use disposable hand drying material	In Compliance
6) Equipped with an easily cleanable, covered waste receptacle	In Compliance
7) Immediately adjacent to a changing area used for infants and toddlers	In Compliance

281 - Toilet

922 KAR 2:120 - Section 10
(4) Each toilet shall:
(a) Be kept in clean condition;
(b) Be kept in good repair;
(c) Be in a lighted room; and
(d) Have ventilation to outside air.

1) Clean	In Compliance
2) Good repair	In Compliance

3) Lighted Room	In Compliance
4) Ventilated	In Compliance

General Premises

191 - Inaccessible Items

922 KAR 2:120 - Section 3
(7) The following shall be inaccessible to a child in care:
(a) Toxic cleaning supplies, poisons, and insecticides;
(b) Knives and sharp objects;
(c) Matches, cigarettes, lighters, and flammable liquids;
(d) Plastic bags;
(e) Litter and rubbish;
(f) Bar soap; and
(g) Personal belongings of staff.

1) Toxic cleaning supplies, poisons, and insecticides	In Compliance
2) Knives and sharp objects	In Compliance
3) Matches, cigarettes, lighters, and flammable liquids	In Compliance
4) Plastic bags	In Compliance
5) Litter and rubbish	In Compliance
6) Bar soap	In Compliance
7) Personal belongings of staff	In Compliance

192 - Guns/Ammunition storage

922 KAR 2:120 - Section 3
(8) Guns and ammunition shall be stored separately in a locked area outside of the designated child care area.

1) Separate storage	In Compliance
2) Locked	In Compliance

193 - Smoking Protocol

922 KAR 2:120 - Section 3
(9) Smoking shall:
(a) Be permitted in accordance with local ordinances;
(b) Be allowed only in outside designated areas; and
(c) Not be permitted in the presence of a child.

1) Local Ordinance	In Compliance
2) Outdoor Designated Area	In Compliance
3) Not in the presence of children	In Compliance

197 - Premises Requirements

922 KAR 2:120 - Section 4 Premises Requirements.
(1) The premises shall be:
(a) Suitable for the purpose intended;
(b) Kept clean and in good repair; and
(c) Equipped with a land-line telephone accessible to a room used by a child.

1) Suitable	In Compliance
2) Clean	In Compliance
3) Good repair	In Compliance
4) Land-line phone accessible	In Compliance

199 - Fire exits clear In Compliance

922 KAR 2:120 - Section 4
(3) Fire and emergency exits shall be kept clear of debris.

200 - Building Requirements

922 KAR 2:120 - Section 4
(4) The building shall be constructed to ensure the:
(a) Building is:
1. Dry;
2. Adequately heated;
3. Ventilated; and
4. Well lit, including clean light fixtures:
a. That are in good repair in all areas; and
b. Shielded or have shattered proof bulbs installed; and

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

201 - Protected Items

922 KAR 2:120 - Section 4 (4)
(b) Following are protected:
1. Windows;
2. Doors;
3. Stoves;
4. Heaters;
5. Furnaces;
6. Pipes; and
7. Stairs.

1) Windows	**In Compliance**
2) Doors	**In Compliance**
3) Stoves	**In Compliance**
4) Heaters	**In Compliance**
5) Furnaces	**In Compliance**
6) Pipes	**In Compliance**
7) Stairs	**In Compliance**

203 - Pest Control

922 KAR 2:120 - Section 4
(6) Measures shall be utilized to control the presence of:
(a) Rodents;
(b) Flies;
(c) Roaches; and
(d) Other vermin.

1) No rodents	**In Compliance**
2) No flies	**In Compliance**
3) No Roaches	**In Compliance**
4) Other Vermin	**In Compliance**

204 - Protected Openings **In Compliance**

922 KAR 2:120 - Section 4
(7) An opening to the outside shall be effectively protected against the entrance of vermin by:
(a) Self-closing doors;
(b) Closed windows;
(c) Screening;
(d) Controlled air current; or
(e) Other effective means.

205 - Floors, walls, Ceilings

922 KAR 2:120 - Section 4
(8) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

1) Floors smooth/good repair	**In Compliance**

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

206 - Water Supply Requirements

922 KAR 2:120 - Section 4
(9) The water supply shall be:
(a) Potable;
(b) Protected from contamination;
(c) Adequate in quality and volume;
(d) Under sufficient pressure to permit unrestricted use; and
(e) Obtained from an approved public water supply or a source approved by the local health department.

1) Potable	In Compliance
2) Protected	In Compliance
3) Adequate Quality/Volume	In Compliance
4) Under pressure	In Compliance
5) Obtained from Approved water source	In Compliance

207 - Ground Water Supplies

922 KAR 2:120 - Section 4
(10) Groundwater supplies for a center caring for:
(a) More than twenty-five (25) children shall meet the specifications of the Cabinet for Environmental and Public Protection Division of Water, established in KRS Chapter 151; or
(b) Twenty-five (25) children or less shall secure approval from the:
1. Cabinet for Environmental and Public Protection; or
2. Local health department.

1) More than 25 children	In Compliance
2) 25 children or less	In Compliance

208 - Sewage Disposal In Compliance

922 KAR 2:120 - Section 4
(11) Sewage shall be properly disposed by a method approved by the:
(a) Cabinet for Environmental and Public Protection; or
(b) Cabinet.

209 - Plumbing Code In Compliance

922 KAR 2:120 - Section 4
(12) All plumbing shall comply with the State Plumbing Code established in KRS 211.3470.

210 - Solid Waste In Compliance

922 KAR 2:120 - Section 4
(13) Solid waste shall be kept in a suitable receptacle in accordance with local, county and state law, as governed by KRS 211.350 to 211.380.

211 - Child Care Program Interference In Compliance

922 KAR 2:120 - Section 4
(14) If a portion of the building is used for a purpose other than child care, necessary provisions shall be made to avoid interference with the child care program.

212 - Building Temperature

922 KAR 2:120 - Section 4
(15) The temperature of the inside area of the premises shall be:
(a) Sixty-five (65) to seventy-five (75) degrees Fahrenheit during the winter; or
(b) Sixty-eight (68) to eighty-two (82) degrees Fahrenheit during the summer months.

1) Winter Temperature sixty-five to seventy-five	In Compliance
2) Summer Temperature sixty-eight to eighty-two	In Compliance

224 - Indoor gross motor space requirements

922 KAR 2:120 - Section 4
(20) If a child-care center does not have access to an outdoor play area, an indoor space shall:
(a) Be used as a play area;
(b) Have a minimum of sixty (60) square feet per child, separate from and in addition to the thirty-five (35) square feet minimum pursuant to subsection (5) of this section;
(c) Include equipment for gross motor skills;
(d) Be well-ventilated;
(e) Be heated; and
(f) Have a protective surface of at least two (2) inches thick around equipment intended for climbing.

1) Play area	**In Compliance**
2) 60 sq. ft	**In Compliance**
3) Include equipment	**In Compliance**
4) Well ventilated	**In Compliance**
5) Heated	**In Compliance**
6) 2 inch thick protective surface	**In Compliance**

229 - Prohibited Bodies of Water

922 KAR 2:120 - Section 4
(25) Bodies of water that shall not be utilized include:
(a) Portable wading pools;
(b) Natural bodies of water: and (c) Unfiltered, nondisinfected containers.

1) Wading pools	**In Compliance**
2) Natural	**In Compliance**
3) Unfiltered, nondisinfected	**In Compliance**

278 - Minimum Toilet/Urinal requirements **In Compliance**

922 KAR 2:120 - Section 10
(1) A child-care center shall have a minimum of one (1) toilet and one (1) lavatory for each twenty (20) children. Urinals may be substituted for up to one-half (1/2) of the number of toilets required for a male toilet room.

279 - Toilet Room

922 KAR 2:120 - Section 10
(2) A toilet room shall:
(a) 1. Be provided for each gender; or
2. A plan shall be implemented to use the same toilet room at separate times;
(b) Have a supply of toilet paper; and
(c) Be cleaned and sanitized daily.

1) Provided for each gender/plan to use separately	**In Compliance**
2) Toilet Paper	**In Compliance**
3) Clean/Sanitized	**In Compliance**

280 - Sink

922 KAR 2:120 - Section 10
(3) A sink shall be;
(a) Located in or immediately adjacent to toilet rooms;
(b) Equipped with hot and cold running water that allows for hand washing;
(c) Equipped with hot water no more than 110 degrees Fahrenheit;
(d) Equipped with liquid soap and single use disposable hand drying material;
(e) Equipped with an easily cleanable, covered waste receptacle; and
(f) Immediately adjacent to a changing area used for infants and toddlers.

1) Located in or immediately adjacent to toilet rooms	**In Compliance**
2) Equipped with hot running water that allows for hand washing	**In Compliance**
3) Equipped with cold running water that allows for hand washing	**In Compliance**
4) Equipped with hot water no more than 110 degrees Fahrenheit	**In Compliance**
5) Equipped with liquid soap and single use disposable hand drying material	**In Compliance**
6) Equipped with an easily cleanable, covered waste receptacle	**In Compliance**
7) Immediately adjacent to a changing area used for infants and toddlers	**In Compliance**

281 - Toilet

922 KAR 2:120 - Section 10
(4) Each toilet shall:
(a) Be kept in clean condition;
(b) Be kept in good repair;
(c) Be in a lighted room; and
(d) Have ventilation to outside air.

1) Clean	**In Compliance**
2) Good repair	**In Compliance**
3) Lighted Room	**In Compliance**
4) Ventilated	**In Compliance**

Hygienic Practices

188 - Child Personal care/Handwashing

922 KAR 2:120 - Section 3
(4) A child shall;
(a) Be helped with personal care and cleanliness; and
(b) Wash his or her hands with liquid soap and warm running water:
1. Upon arrival at the center;
2. Before and after eating or handling food;
3. After toileting or diaper change;
4. After handling animals;
5. After wiping or blowing nose;
6. After touching items soiled with body fluids or wastes; and
7. After outdoor or indoor play time.

1) Personal Care/Cleanliness	**In Compliance**
2) Handwashing upon arrival	**In Compliance**
3) Handwashing before eating/handling food and after eating/handling food	**In Compliance**
4) Handwashing after toileting or diaper change	**In Compliance**
5) Handwashing after handling animals	**In Compliance**
6) Handwashing after wiping/blowing nose	**In Compliance**
7) Handwashing after touching soiled item	**In Compliance**
8) Handwashing after outdoor/indoor play	**In Compliance**

189 - Staff Hygiene/Hand Washing

922 KAR 2:120 - Section 3
(5) Staff shall:
(a) Maintain personal cleanliness;
(b) Conform to hygienic practices while on duty; and
(c) Wash their hands with liquid soap and running water:
1. Upon arrival at the center;
2. After toileting or assisting a child in toileting;
3. Before and after diapering each child;
4. After wiping or blowing a child's or own nose;
5. After handling animals;
6. After caring for a sick child;
7. Before and after feeding a child or eating;
8. Before dispensing medication; and
9. If possible, before administering first aid.

1) Personal Cleanliness	**In Compliance**
2) Hygienic practices	**In Compliance**
3) Handwashing upon arrival	**In Compliance**
4) Handwashing after toileting or assisting child	**In Compliance**
5) Handwashing before/after diapering	**In Compliance**
6) Handwashing after wiping nose	**In Compliance**
7) Handwashing after handling animals	**In Compliance**
8) Handwashing after caring for a sick child	**In Compliance**
9) Handwashing before and after feeding a child	**In Compliance**
10) Handwashing before dispensing medication	**In Compliance**

11) Handwashing before administering first aid — In Compliance

190 - Staff Communicable Disease

922 KAR 2:120 - Section 3
(6) A staff person suspected of being infected with a communicable disease shall:
(a) Not perform duties that may allow for the transmission of the disease until the infectious condition can no longer be transmitted; and
(b) Provide a statement from a health professional, if requested.

1) Not perform duties while contagious — In Compliance

2) Statement from health professional — In Compliance

283 - Diapers/Clean clothing supply

922 KAR 2:120 - Section 10
(6) An adequate quantity of freshly laundered or disposable diapers and clean clothing shall be available.

1) Diapers — Not Applicable

283 - Diapers/Clean clothing supply

922 KAR 2:120 - Section 10
(6) An adequate quantity of freshly laundered or disposable diapers and clean clothing shall be available.

2) Clean clothing — In Compliance

284 - Training Chair — Not Applicable

922 KAR 2:120 - Section 10
(7) If a toilet training chair is used, the chair shall be:
(a) Emptied promptly; and
(b) Sanitized after each use.

1) Emptied promptly — Not Applicable

2) Sanitized — Not Applicable

285 - Soiled Diapers/Clothing

922 KAR 2:120 - Section 10
(8) Diapers or clothing shall be:
(a) Changed when soiled or wet;
(b) Stored in a covered container temporarily; and
(c) Washed or disposed of at least once a day.

1) Changed as needed — In Compliance

2) Stored in a covered container — In Compliance

3) Washed and disposed — In Compliance

287 - Diapering equipment/Supervision — Not Applicable

922 KAR 2:120 - Section 10
(10) When a child is diapered, the child shall:
(a) Not be left unattended; and
(b) Be placed on a surface that is:
1. Clean;
2. Padded;
3. Free of holes, rips, tears, or other damage;
4. Nonabsorbent;
5. Easily cleaned; and
6. Free of any items not used for diaper changing.

1) Child not unattended — Not Applicable

2) Clean surface — Not Applicable

3) Padded Surface — Not Applicable

4) Surface free from holes — Not Applicable

5) Easily cleaned surface — Not Applicable

6) Free of non-diapering items — Not Applicable

288 - Wipes — Not Applicable

922 KAR 2:120 - Section 10
(11) Unless allergic, individual disposable washcloths shall be used to thoroughly clean the affected area of the child.

289 - Disinfect Diaper Surface — Not Applicable

922 KAR 2:120 - Section 10
(12) Staff shall disinfect the diapering surface after each child is diapered.

290 - Disposable Gloves — Not Applicable

922 KAR 2:120 - Section 10
(13) If staff wear disposable gloves, the gloves shall be changed and disposed after each child is diapered.

291 - Children's Individual Items

922 KAR 2:120 - Section 10
(14) Combs, towels or washcloths, brushes, and toothbrushes used by a child shall be:
(a) Individually stored in separate containers; and
(b) Plainly labeled with the child's name.

1) Individually stored	**In Compliance**
2) Labeled	**In Compliance**

292 - Toothbrushes **Not Applicable**

922 KAR 2:120 - Section 10
(15) Toothbrushes shall be:
(a) Individually identified;
(b) Allowed to air dry; and
(c) Protected from contamination.

1) Identified	**Not Applicable**
2) Air Dry	**Not Applicable**
3) Protected	**Not Applicable**

293 - Toothpaste Procedure **Not Applicable**

922 KAR 2:120 - Section 10
(16) Toothpaste used by multiple children shall be dispensed onto an intermediate surface such as waxed paper to avoid cross contamination.

297 - Toy Sanitation Procedure **Not Applicable**

922 KAR 2:120 - Section 11
(4) Toys and other items that are considered mouth contact surfaces by a child not toilet trained shall be sanitized daily by:
(a) Scrubbing in warm, soapy water using a brush to reach into crevices;
(b) Rinsing in clean water;
(c) Submerging in a sanitizing solution for at least two (2) minutes; and
(d) Air dried.

First Aid/Medication

244 - First aid supplies

922 KAR 2:120 - Section 7
(3) If a child becomes ill while at the center:
(a) The child shall be placed in a supervised area isolated from the rest of the children;
(b) The parent shall be contacted immediately; and
(c) Arrangements shall be made to remove the child from the child-care center as soon as practicable.

1) Availability	**In Compliance**
2) Storage	**In Compliance**
3) Inventoried	**In Compliance**
4) Sanitized, if reusable	**In Compliance**
5) Maintained in sanitary manner	**In Compliance**
6) Liquid soap	**In Compliance**
7) Adhesive bandages	**In Compliance**
8) Sterile gauze	**In Compliance**
9) Medical tape	**In Compliance**
10) Scissors	**In Compliance**
11) Thermometer	**In Compliance**
12) Flashlight	**In Compliance**
13) Cold pack	**In Compliance**
14) First aid book	**In Compliance**
15) Disposibale gloves	**In Compliance**
16) Cardiopulmonary resuscitation mouthpiece protector	**In Compliance**

247 - Daily written request for prescription **In Compliance**

922 KAR 2:120 - Section 7
(4) Prescription medication shall not be administered to a child in care, without a daily written request of the parent.

248 - Nonprescription medication protocol

922 KAR 2:120 - Section 7
(5) Nonprescription medication:
(a) May be given to a child only with the written daily request of the:
1. Parent; or
2. Person exercising custodial control of the child; and
(b) Shall be administered according to the instructions on the label.

1) Written daily request	**In Compliance**
2) Administered according to label	**In Compliance**

249 - Administration Record

922 KAR 2:120 - Section 7
(6) The child-care center shall keep a written record of the administration of medication, including:
(a) Time;
(b) Date;
(c) Amount; and
(d) Name of staff person giving the medication.

1) Time	**In Compliance**
2) Date	**In Compliance**
3) Amount	**In Compliance**
4) Staff name	**In Compliance**

250 - Medication Storage

922 KAR 2:120 - Section 7
(7) Medication, including refrigerated medication, shall be:
(a) Stored in a separate and locked place, out of the reach of a child;
(b) Kept in the original bottle; and
(c) Properly labeled.

1) Separate and locked	**In Compliance**
2) Original Bottle	**In Compliance**
3) Labeled	**In Compliance**

251 - Expired Medication **In Compliance**

922 KAR 2:120 - Section 7
(8) Medication shall not be given to a child if the expiration date on the bottle has passed.

Outdoor Play Area - Staffing Requirements

117 - Cooking/Cleaning Staffing

922 KAR 2:110 - Section 4 (1)
(k) Assure that additional staff are available during cooking and cleaning hours, if necessary, to maintain staff-to-child ratios pursuant to 922 KAR 2:120;

1) Cooking	**In Compliance**
2) Cleaning	**In Compliance**

135 - Adequate Adults/Qualified Staff

922 KAR 2:110 - Section 5
(10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:
(a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;
(b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and
(c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.

1) Ratio Compliance	**In Compliance**
2) Under 18 directly supervised	**In Compliance**

162 - Ratios and Group Size **In Compliance**

922 KAR 2:120 - Section 2
(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:

Age of Children	Ratio	Maximum Group Size*
Infant	1 staff for 5 children	10
Toddler	1 staff for 6 children	12
2 to 3 years	1 staff for 10 children	20
3 to 4 years	1 staff for 12 children	24
4 to 5 years	1 staff for 14 children	28
5 to 7 years	1 staff for 15 children	30
7 and older	1 staff for 25 children	
(for before and after school)		30
	1 staff for 20 children	
(full day of care)		30

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

163 - Defined Groups

922 KAR 2:120 - Section 2 (2)
(a) In a Type I center, a group size shall:
1. Be separately maintained in a defined area unique to the group; and
2. Have specific staff assigned to, and responsible for, the group.

1) Separate/Defined Area — **In Compliance**

2) Specific Staff — **In Compliance**

166 - Related Children — **In Compliance**

922 KAR 2:120 - Section 2
(d) If a child related to the director, employee, or person under the supervision of the licensee is receiving care in the center, the child shall be included in the staff-to-child ratio.

Outdoor Play Area - Supervision

167 - Children supervised/Protected

922 KAR 2:120 - Section 2 (3)
(a) Each center shall maintain a child care program that assures each child will be:
1. Provided adequate supervision at all times; and
2. Protected from abuse or neglect.

1) Adequately supervised at all times — **In Compliance**

2) Protected from abuse/neglect — **In Compliance**

186 - Activity Areas/Equipment/Materials — **In Compliance**

922 KAR 2:120 - Section 3
(2) Activity areas, equipment, and materials shall be arranged so that the child's activity can be given adequate supervision by staff.

232 - Supply Storage — **In Compliance**

922 KAR 2:120 - Section 4
(28) Supplies shall be stored so that the adult can reach them without leaving the child unattended.

Outdoor Play Area

215 - Fence Requirement — **In Compliance**

922 KAR 2:120 - Section 4
(18) An outdoor play area shall be:
(a) Except for an after-school child care program, located on the premises of a public or state-accredited nonpublic school, fenced for the safety of the children;

216 - 60 Square Feet — **In Compliance**

922 KAR 2:120 - Section 4 (18)
(b) A minimum of sixty (60) square feet per child, separate from and in addition to the thirty-five (35) square feet minimum pursuant to subsection (5) of this section;

217 - Playground Clean

922 KAR 2:120 - Section 4 (18)
(c) Free from:
1. Litter;
2. Glass;
3. Rubbish; and
4. Flammable materials;

1) Litter — **In Compliance**

2) Glass — In Compliance

3) Rubbish — In Compliance

4) Flammable Materials — In Compliance

218 - Playground Safe — In Compliance

922 KAR 2:120 - Section 4 (18)
(d) Safe from foreseeable hazard;

219 - Playground well drained — In Compliance

922 KAR 2:120 - Section 4 (18)
(e) Well drained;

220 - Playground maintained — In Compliance

922 KAR 2:120 - Section 4 (18)
(f) Well maintained;

221 - Playground in good repair — In Compliance

922 KAR 2:120 - Section 4 (18)
(g) In good repair; and

222 - Playground visible — In Compliance

922 KAR 2:120 - Section 4 (18)
(h) Visible to staff at all times.

223 - Protective Surface

922 KAR 2:120 - Section 4
(19) A protective surface shall:
(a) Be provided for outdoor play equipment used to:
1. Climb;
2. Swing; and
3. Slide; and
(b) Have a fall zone equal to the height of the equipment.

1) To climb — In Compliance

2) To swing — In Compliance

3) To slide — In Compliance

4) Fall Zone — In Compliance

225 - Fences

922 KAR 2:120 - Section 4
(21) Fences shall be:
(a) Constructed of safe material;
(b) Stable; and
(c) In good condition.

1) Constructed of safe material — In Compliance

2) Stable — In Compliance

3) In good condition — In Compliance

235 - Infant/Toddler outdoor space — Not Applicable

922 KAR 2:120 - Section 5
(3) If a child-care center provides an outdoor play area for an infant or toddler, the outdoor area shall be:
(a) Shaded; and
(b) A separate area or scheduled at a different time than an older child.

1) Shaded — Not Applicable

2) Separate — Not Applicable

Outdoor Play Area - Equipment

226 - Anchored Equipment — In Compliance

922 KAR 2:120 - Section 4
(22) Supports for climbing apparatus and large equipment shall be securely fastened to the ground.

227 - Crawl Spaces — In Compliance

922 KAR 2:120 - Section 4
(23) Crawl spaces, such as tunnels, shall be short and wide enough to permit access by adults.

228 - Sand Box — **Not Applicable**

922 KAR 2:120 - Section 4
(24) A sandbox shall be:
(a) Constructed to allow for drainage;
(b) Covered when not in use;
(c) Kept clean; and
(d) Checked for vermin prior to use.

1) Drainage — **Not Applicable**

2) Covered — **Not Applicable**

3) Clean — **Not Applicable**

4) Checked for Vermin — **Not Applicable**

230 - Sufficient appropriate equipment

922 KAR 2:120 - Section 4
(26) A child-care center shall have enough toys, play apparatus, and age-appropriate developmental materials to provide each child with a variety of activities during the day, as specified in Section 2 of this administrative regulation.

1) Quantity — **In Compliance**

2) Age Appropriate — **In Compliance**

294 - Toys/Equipment/Furniture

922 KAR 2:120 - Section 11
(1) All toys, equipment, and furniture contacted by a child shall be:
(a) Kept clean and in good repair and
(b) Free of peeling, flaking, or chalking paint.

1) Clean — **In Compliance**

2) Good repair — **In Compliance**

3) Free from peeling, flaking, chalking paint — **In Compliance**

295 - Indoor/outdoor Equipment

922 KAR 2:120 - Section 11
(2) Indoor and outdoor equipment shall:
(a) Be clean, safe, and in good repair;
(b) Meet the physical, developmental needs, and interests of children of different age groups;
(c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and
(d) Be designed to guard against entrapment or situations that may cause strangulation.

1) Clean — **In Compliance**

2) Safe — **In Compliance**

3) Good repair — **In Compliance**

4) Meets needs — **In Compliance**

5) Free from harmful conditions — **In Compliance**

6) Guard against entrapment/strangulation — **In Compliance**

296 - Toys

922 KAR 2:120 - Section 11
(3) Toys shall be:
(a) Used according to the manufacturer's safety specifications;
(b) Durable; and
(c) Without sharp points or edges.

1) Used according to manufacturers specifications — **In Compliance**

2) Durable — **In Compliance**

3) No sharp points/edges — **In Compliance**

Equipment - General Premises

226 - Anchored Equipment — **In Compliance**

922 KAR 2:120 - Section 4
(22) Supports for climbing apparatus and large equipment shall be securely fastened to the ground.

227 - Crawl Spaces — **In Compliance**

922 KAR 2:120 - Section 4
(23) Crawl spaces, such as tunnels, shall be short and wide enough to permit access by adults.

298 - Children's Tables and Chairs — **In Compliance**

922 KAR 2:120 - Section 11
(5) Tables and chairs shall be of suitable size for children.

Equipment - Classroom

230 - Sufficient appropriate equipment

922 KAR 2:120 - Section 4
(26) A child-care center shall have enough toys, play apparatus, and age-appropriate developmental materials to provide each child with a variety of activities during the day, as specified in Section 2 of this administrative regulation.

1) Quantity — **In Compliance**

2) Age Appropriate — **In Compliance**

231 - Shelves/Storage

922 KAR 2:120 - Section 4
(27) Storage space shall be provided:
(a) In the form of low open shelves accessible to the children; and
(b) In sufficient quantity for each child's clothing.

1) Low, open, accessible — **In Compliance**

2) Sufficient quantity — **In Compliance**

236 - Cot/crib/bed/two inch thick mat available — **Not Applicable**

922 KAR 2:120 - Section 6 Sleeping and Napping Equipment.
(1) An individual cot, crib, baby bed, or two (2) inch thick waterproof mat shall be provided for a child in attendance for more than three and one-half (3 1/2) hours per day.

237 - Crib Mattress/Standards — **Not Applicable**

922 KAR 2:120 - Section 6
(2) A crib shall:
(a) Be equipped with a firm, comfortable waterproof mattress; and
(b) Meet the standards set forth in 16 C.F.R. 1508 and 1509.

1) Mattress — **Not Applicable**

2) Meets Standards — **Not Applicable**

238 - Sheets/Covers — **Not Applicable**

922 KAR 2:120 - Section 6
(3) Individual sheets and covers shall be:
(a) Provided for a child;
(b) Laundered a minimum of once per week or more often, if necessary; and
(c) Stored in a sanitary manner.

1) Provided — **Not Applicable**

2) Laundered — **Not Applicable**

3) Sanitary Storage — **Not Applicable**

240 - Twelve inch spacing — **Not Applicable**

922 KAR 2:120 - Section 6
(5) Cots, other equipment, and furnishings shall be spaced twelve (12) inches apart to allow free and safe movement by a person.

241 - Tiered Crib — **In Compliance**

922 KAR 2:120 - Section 6
(6) A tiered crib shall not be used.

242 - Cots/Mats sanitized — **Not Applicable**

922 KAR 2:120 - Section 6
(7) Cots or mats not labeled for individual use by a child shall be sanitized after each use.

243 - Cots/Mats in good Repair — **Not Applicable**

922 KAR 2:120 - Section 6
(8) Cots or mats shall not be ripped or torn.

294 - Toys/Equipment/Furniture

922 KAR 2:120 - Section 11
(1) All toys, equipment, and furniture contacted by a child shall be:
(a) Kept clean and in good repair and
(b) Free of peeling, flaking, or chalking paint.

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

295 - Indoor/outdoor Equipment

922 KAR 2:120 - Section 11
(2) Indoor and outdoor equipment shall:
(a) Be clean, safe, and in good repair;
(b) Meet the physical, developmental needs, and interests of children of different age groups;
(c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and
(d) Be designed to guard against entrapment or situations that may cause strangulation.

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

296 - Toys

922 KAR 2:120 - Section 11
(3) Toys shall be:
(a) Used according to the manufacturer's safety specifications;
(b) Durable; and
(c) Without sharp points or edges.

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

298 - Children's Tables and Chairs **In Compliance**

922 KAR 2:120 - Section 11
(5) Tables and chairs shall be of suitable size for children.

299 - Staff Seating **In Compliance**

922 KAR 2:120 - Section 11
(6) Chairs appropriate for staff shall be provided to use when feeding, holding, or playing with a child.

Transportation

300 - Transportation Compliance

922 KAR 2:120 - Section 12
(1) A center shall document compliance with KRS Chapter 186 and 603 KAR 5:072 pertaining to:
(a) Vehicles;
(b) Drivers; and
(c) Insurance.

1) Vehicles	**In Compliance**
2) Drivers	**In Compliance**
3) Insurance	**In Compliance**

301 - Requirements for Transportation Services

922 KAR 2:120 - Section 12
(2) A center providing or arranging transportation service shall:
(a) Be licensed and approved by the cabinet or its designee prior to transporting a child;
(b) Have a written plan that details the type of transportation, staff schedule, transportation schedule, and transportation route; and
(c) Have written policies and procedures, including emergency procedures practiced monthly by staff that transport children.

1) Licensed and Approved	**In Compliance**

301 - Requirements for Transportation Services

922 KAR 2:120 - Section 12
(2) A center providing or arranging transportation service shall:
(a) Be licensed and approved by the cabinet or its designee prior to transporting a child;
(b) Have a written plan that details the type of transportation, staff schedule, transportation schedule, and transportation route; and
(c) Have written policies and procedures, including emergency procedures practiced monthly by staff that transport children.

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

302 - Transportation Notification and Policies/ Procedures

922 KAR 2:120 - Section 12
(3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:
(a) Type of transportation offered;
(b) Type of vehicle used for transportation;
(c) Plan for ensuring staff perform duties relating to transportation properly;
(d) Full insurance coverage for each vehicle;
(e) Agency policy and procedures relating to an emergency plan for evacuating the vehicle;
(f) Contracts, agreements, or documents detailing arrangements with any third party for services; and
(g) Safety procedures for:
1. Transporting a child;
2. Loading and unloading a child; and
3. Providing adequate supervision of a child.

1) Type of Transportation offered	**In Compliance**
4) Full Insurance Coverage	**In Compliance**
6) Third party agreements	**In Compliance**

302 - Transportation Notification and Policies/ Procedures

922 KAR 2:120 - Section 12
(3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:
(a) Type of transportation offered;
(b) Type of vehicle used for transportation;
(c) Plan for ensuring staff perform duties relating to transportation properly;
(d) Full insurance coverage for each vehicle;
(e) Agency policy and procedures relating to an emergency plan for evacuating the vehicle;
(f) Contracts, agreements, or documents detailing arrangements with any third party for services; and
(g) Safety procedures for:
1. Transporting a child;
2. Loading and unloading a child; and
3. Providing adequate supervision of a child.

2) Vehicles used	**Not Applicable**
3) Staff plan for transportation	**Not Applicable**
5) Emergency evacuation plan	**Not Applicable**
7) Safety procedure for transporting children	**Not Applicable**
8) Safety for loading and unloading	**Not Applicable**
9) Safety for providing adequate supervision	**Not Applicable**

303 - Vehicle equipment

922 KAR 2:120 - Section 12
(4) A vehicle used to transport children shall be equipped with:
(a) A fire extinguisher;
(b) First aid supplies as described in Section 7 of this administrative regulation;
(c) Emergency reflective triangles; and
(d) A device to cut the restraint system, if necessary.

1) Fire Extinguisher	**In Compliance**
2) First aid supplies	**In Compliance**
3) Reflective triangles	**In Compliance**
4) Cutting device	**In Compliance**

304 - Transit/School bus **In Compliance**

922 KAR 2:120 - Section 12
(5) Transportation provided by licensed public transportation or a school bus shall comply with subsections (1) and (2) of this section.

305 - Vehicle Requirements

922 KAR 2:120 - Section 12
(6) A vehicle used to transport children shall meet the following requirements:
(a) A twelve (12) or more passenger vehicle shall display a current certification of inspection from the Transportation Cabinet on the designated window.
(b) A vehicle that requires traffic to stop while loading and unloading a child shall be equipped with a system of:
1. Signal lamps;
2. Identifying colors; and
3. Cautionary words.
(c) A vehicle shall be equipped with seat belts for each occupant to be individually secured.
(d) A vehicle shall not transport children and hazardous materials at the same time.

1) Transportation Cabinet Certification	**Not Applicable**
2) Signal Lamps	**Not Applicable**
3) Identifying colors	**Not Applicable**
4) Cautionary words	**Not Applicable**
5) Seat belts	**Not Applicable**
6) No hazardous materials	**Not Applicable**

306 - Car Seats **Not Applicable**

922 KAR 2:120 - Section 12
(7) The appropriate car safety seat meeting federal motor vehicle safety standards in 49 C.F.R. 571.213 shall be used for each child.

307 - Pre-trip Inspection

922 KAR 2:120 - Section 12
(8) A daily inspection of the vehicle shall be performed and documented for the following:
(a) Tires;
(b) Lights, signals, mirrors, gauges, and wiper blades;
(c) Safety restraints;
(d) Fuel; and
(e) Free of debris.

1) Tires	**In Compliance**
2) Lights	**In Compliance**
3) Signals	**In Compliance**
4) Mirrors	**In Compliance**
5) Gauges	**In Compliance**
6) Wiper blades	**In Compliance**
7) Safety restraints	**In Compliance**
8) Fuel	**In Compliance**
9) Free of debris	**In Compliance**

308 - Ratios

922 KAR 2:120 - Section 12 (9)
(a) The staff-to-child ratios set forth in Section 2(2) of this administrative regulation shall apply to vehicle transport, if not inconsistent with special requirements or exceptions in this section.
(b) An individual who is driving with a child in the vehicle shall supervise no more than four (4) children under the age of five (5).

1) Ratios	**In Compliance**
2) Lone driver	**In Compliance**

309 - Seating

922 KAR 2:120 - Section 12
(10) Each child shall:
(a) Have a seat;
(b) Be individually belted or harnessed in the seat; and
(c) Remain seated while the vehicle is in motion.

1) Each child has a seat	**In Compliance**
2) Belted	**In Compliance**
3) Remain seated	**In Compliance**

310 - Child Unattended

922 KAR 2:120 - Section 12
(11) A child shall not be left:
(a) Unattended at the site of aftercare delivery; and
(b) Unattended in a vehicle.

1) At site	**In Compliance**
2) On vehicle	**In Compliance**

311 - Pre-arranged plan **Not Applicable**

922 KAR 2:120 - Section 12
(12) If the parent or designee is unavailable, a prearranged written plan shall be completed to designate where the child can be picked up.

312 - Unaccompanied child crossing street **In Compliance**

922 KAR 2:120 - Section 12
(13) A child shall not be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an adult.

313 - Vehicle Headlamps **Not Applicable**

922 KAR 2:120 - Section 12
(14) A vehicle transporting a child shall have the headlamps on.

314 - Refueling **Not Applicable**

922 KAR 2:120 - Section 12
(15) A vehicle shall be refueled when not being used to transport a child. If emergency refueling or repair is necessary during transporting, all children shall be removed and supervised by an adequate number of adults while refueling or repair is occurring.

315 - Driver not in seat **Not Applicable**

922 KAR 2:120 - Section 12
(16) If the driver is not in the driver's seat, the:
(a) Engine shall be turned off;
(b) Keys shall be removed; and
(c) Emergency brake shall be set.

1) Engine off	**Not Applicable**
2) Keys removed	**Not Applicable**
3) Emergency brake on	**Not Applicable**

316 - Children's transportation records

922 KAR 2:120 - Section 12
(17) Transportation services provided shall:
(a) Be recorded in writing and include:
1. The first and last name of the child transported; and
2. The time each child gets on and the time each child gets off;
(b) Be completed by a staff member other than the driver; and
(c) Be kept for five (5) years.

1) Recorded in writing	**In Compliance**
2) First and last name of children	**In Compliance**
3) Time on	**In Compliance**
4) Time off	**In Compliance**
5) Documented by other staff	**In Compliance**
6) Kept for 5 years	**In Compliance**

318 - Hazardous Items

922 KAR 2:120 - Section 12
(19) Guns, ammunition, alcohol, or illegal substances shall not be transported in a vehicle transporting children.

1) Guns	**In Compliance**
2) Ammunition	**In Compliance**
3) Alcohol	**In Compliance**
4) Illegal substances	**In Compliance**

Inspection Report

Food Service - Classroom

194 - Bottle Feeding — **Not Applicable**

922 KAR 2:120 - Section 3
(10) While bottle feeding an infant, the:
(a) Child shall be held; and
(b) Bottle shall not be:
1. Propped;
2. Left in the mouth of a sleeping infant; or
3. Heated in a microwave.

1) Child held — **Not Applicable**

2) Not Propped — **Not Applicable**

3) Not with sleeping infant — **Not Applicable**

4) Not heated in microwave — **Not Applicable**

254 - Requirements for children's meal service

922 KAR 2:120 - Section 8
(3) A child shall be:
(a) Seated with sufficient room to manage food and tableware; and
(b) Supplied with individual eating utensils designed for use by a child.

1) Seated with sufficient room — **In Compliance**

2) Individual utensils — **In Compliance**

256 - Refrigerator

922 KAR 2:120 - Section 8
(5) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:
(a) Have an indicating thermometer or other appropriate temperature measuring device;
(b) Be in a safe environment for preservation; and
(c) Be forty-five (45) degrees Fahrenheit or below, or 140 degrees Fahrenheit or above.

1) Thermometer — **In Compliance**

2) Safe environment — **In Compliance**

3) 45 degrees or below — **In Compliance**

257 - Frozen Food

922 KAR 2:120 - Section 8
(6) Except when being thawed for preparation or use, frozen food shall be:
(a) Kept at a temperature of zero degrees Fahrenheit or below; and
(b) If potentially hazardous:
1. Thawed at refrigerator temperatures;
2. Thawed under cool, potable running water;
3. Quick thawed as part of the cooking process; or
4. Thawed by another method in accordance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217.

1) Kept at zero degrees or below — **In Compliance**

2) Thawed at refrigerator temperatures — **In Compliance**

259 - Kitchen Equipment clean and sanitary

922 KAR 2:120 - Section 8
(8) The following shall be clean and sanitary:
(a) Eating and drinking utensils;
(b) Kitchenware;
(c) Food contact surfaces of equipment;
(d) Food storage utensils;
(e) Cooking surfaces of equipment; and
(f) Nonfood contact surfaces of equipment.

1) Eating and drinking utensils — **In Compliance**

2) Kitchenware — **In Compliance**

3) Food contact surfaces of equipment — **In Compliance**

4) Food storage utensils — **In Compliance**

5) Cooking surfaces of equipment — **In Compliance**

6) Nonfood contact surfaces of equipment — **In Compliance**

260 - Single Service Article

922 KAR 2:120 - Section 8
(9) A single-service article shall be:
(a) Stored;
(b) Handled and dispensed in a sanitary manner; and
(c) Used only once.

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

261 - Bottles — **Not Applicable**

922 KAR 2:120 - Section 8
(10) Bottles shall be:
(a) Individually labeled;
(b) Promptly refrigerated; and
(c) Covered when not in use.

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

262 - Meal Schedule — **In Compliance**

922 KAR 2:120 - Section 9 Food Requirements.
(1) There shall be at least a two (2) hour lapse, but no longer than three (3) hours lapse, between each meal or snack.

263 - Child Present Served — **In Compliance**

922 KAR 2:120 - Section 9
(2) A child present at meal or snack time shall be served.

273 - Individual Portion — **In Compliance**

922 KAR 2:120 - Section 9
(12) An individual portion of food served to a child or adult shall not be served again.

275 - Drinking Water — **In Compliance**

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

277 - Parent provided formula/breast milk — **Not Applicable**

922 KAR 2:120 - Section 9
(16) A parent who provides formula or breast milk to the center for the child shall prepare the liquid and label its container.

1) Prepared	**Not Applicable**
2) Labeled	**Not Applicable**

Food Service

252 - Kitchen Requirements — **Not Applicable**

922 KAR 2:120 - Section 8 Kitchen Requirements.
(1) The kitchen shall:
(a) Be clean;
(b) Be equipped for the proper:
1. Preservation;
2. Storage;
3. Preparation; and
4. Serving of food;
(c) Be adequately ventilated to the outside air; and
(d) Except in a Type II center when a meal is not being prepared, not be used for the activity of a child.

1) Clean	**Not Applicable**
2) Equipped for preservation	**Not Applicable**
3) Equipped for storage	**Not Applicable**
4) Equipped for preparation	**Not Applicable**
5) Equipped for serving	**Not Applicable**
6) Ventilated	**Not Applicable**
7) Not for Child activity	**Not Applicable**

253 - Food Service Permit — **Not Applicable**

922 KAR 2:120 - Section 8
(2) A center required to have a food service permit shall be in compliance with 902 KAR 45:005 and this administrative regulation.

255 - Food preparation utensils

922 KAR 2:120 - Section 8
(4) Convenient and suitable sanitized utensils shall be:
(a) Provided; and
(b) Used to minimize handling of food during preparation.

1) Sanitized	**In Compliance**
2) Provided	**In Compliance**
3) Used to Minimize Handling of Food	**In Compliance**

256 - Refrigerator

922 KAR 2:120 - Section 8
(5) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:
(a) Have an indicating thermometer or other appropriate temperature measuring device;
(b) Be in a safe environment for preservation; and
(c) Be forty-five (45) degrees Fahrenheit or below, or 140 degrees Fahrenheit or above.

1) Thermometer	**In Compliance**
2) Safe environment	**In Compliance**
3) 45 degrees or below	**In Compliance**

257 - Frozen Food

922 KAR 2:120 - Section 8
(6) Except when being thawed for preparation or use, frozen food shall be:
(a) Kept at a temperature of zero degrees Fahrenheit or below; and
(b) If potentially hazardous:
1. Thawed at refrigerator temperatures;
2. Thawed under cool, potable running water;
3. Quick thawed as part of the cooking process; or
4. Thawed by another method in accordance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217.

1) Kept at zero degrees or below	**In Compliance**
2) Thawed at refrigerator temperatures	**In Compliance**
3) Thawed under water	**In Compliance**
4) Quick thawed	**In Compliance**
5) Thawed according to food safety standards	**In Compliance**

258 - Food Contact Items

922 KAR 2:120 - Section 8
(7) Equipment, utensils, and surfaces contacting food shall be:
(a) Smooth;
(b) Free of breaks, open seams, cracks, and chips;
(c) Accessible for cleaning; and
(d) Nontoxic.

1) Equipment smooth, free from breaks, open seams, cracks and chips, accessible for cleaning, and nontoxic	**In Compliance**
2) Utensils smooth, free from breaks, open seams, cracks and chips, accessible for cleaning, and nontoxic	**In Compliance**
3) Food contact surfaces smooth, free from breaks, open seams, cracks and chips, accessible for cleaning, and nontoxic	**In Compliance**

259 - Kitchen Equipment clean and sanitary

922 KAR 2:120 - Section 8
(8) The following shall be clean and sanitary:
(a) Eating and drinking utensils;
(b) Kitchenware;
(c) Food contact surfaces of equipment;
(d) Food storage utensils;
(e) Cooking surfaces of equipment; and
(f) Nonfood contact surfaces of equipment.

1) Eating and drinking utensils	**In Compliance**
2) Kitchenware	**In Compliance**

3) Food contact surfaces of equipment — In Compliance

4) Food storage utensils — In Compliance

5) Cooking surfaces of equipment — In Compliance

6) Nonfood contact surfaces of equipment — In Compliance

264 - Meals Required

922 KAR 2:120 - Section 9
(3) The child-care center shall serve:
(a) 1. Breakfast; or 2. A mid-morning snack;
(b) Lunch;
(c) A mid-afternoon snack; and
(d) Dinner.

1) Breakfast — Not Applicable

2) Mid-morning snack — Not Applicable

3) Lunch — Not Applicable

5) Dinner — Not Applicable

264 - Meals Required

922 KAR 2:120 - Section 9
(3) The child-care center shall serve:
(a) 1. Breakfast; or 2. A mid-morning snack;
(b) Lunch;
(c) A mid-afternoon snack; and
(d) Dinner.

4) Mid-afternoon snack — In Compliance

265 - Menu

922 KAR 2:120 - Section 9
(4) A weekly menu shall be:
(a) Prepared;
(b) Dated;
(c) Posted in advance in a conspicuous place;
(d) Kept on file for thirty (30) days; and
(e) Substitutions to a posted weekly menu shall be noted on the day the meal is served.

1) Prepared — In Compliance

2) Dated — In Compliance

3) Posted — In Compliance

4) On File — In Compliance

5) Substitutions noted — In Compliance

266 - Breakfast Requirements — Not Applicable

922 KAR 2:120 - Section 9
(5) Breakfast shall include:
(a) Milk;
(b) Bread; and
(c)1. Fruit;
2. Vegetable; or
3. 100 percent juice.

1) Milk — Not Applicable

2) Bread — Not Applicable

3) Fruit/Vegetable/Juice — Not Applicable

267 - Snack Requirements

922 KAR 2:120 - Section 9
(6) A snack shall include two (2) of the following:
(a) Milk;
(b) Protein;
(c) Bread; or
(d)1. Fruit;
2. Vegetable; or
3. 100 percent juice.

1) Milk ** Must select two from the list — In Compliance

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

268 - Lunch/Dinner Requirements — Not Applicable

922 KAR 2:120 - Section 9
(7) Lunch and dinner shall include:
(a) Milk;
(b) Protein;
(c) Bread; and
(d) 1. Two (2) vegetables; or 2. A fruit and one (1) vegetable.

1) Milk	Not Applicable
2) Protein	Not Applicable
3) Bread	Not Applicable
4) 2 Vegetables or Fruit and Vegetable	Not Applicable

269 - Food Requirements

922 KAR 2:120 - Section 9
(8) Food shall be:
(a) Clean;
(b) Free from:
1. Spoilage;
2. Adulteration; and
3. Misbranding;
(c) Safe for human consumption;
(d) Withheld from service or discarded if the food is hermetically sealed, nonacidic, or low-acidic food that has been processed in a place other than a commercial food-processing establishment;
(e) Obtained from a source that is in compliance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217;
(f) Acceptable if from an established commercial food store;
(g) Served in a quantity reflecting the developmental stage of the child with additional portions provided upon request of the child; and
(h) Protected against contamination from:
1. Dust;
2. Flies;
3. Rodents and other vermin;
4. Unclean utensils and work surfaces;
5. Unnecessary handling;
6. Coughs and sneezes;
7. Flooding;
8. Drainage; and
9. Overhead leakage.

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

270 - Food Storage

922 KAR 2:120 - Section 9
(9) Food shall be stored on:
(a) Clean racks;
(b) Clean shelves;
(c) Other clean surfaces; or
(d) If maintained in a sanitary condition, food in nonabsorbent containers may be stored on the floor.

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

271 - Fruits and Vegetables Washed — In Compliance

922 KAR 2:120 - Section 9
(10) Fruits and vegetables shall be washed before cooking or serving.

272 - Potentially hazardous foods

922 KAR 2:120 - Section 9
(11) Meat salads, poultry salads, and cream filled pastries shall be:
(a) Prepared with utensils that are clean; and
(b) Unless served immediately, refrigerated pending service.

1) Prepared with clean utensils — **In Compliance**

2) Refrigerated pending service — **In Compliance**

273 - Individual Portion — **In Compliance**

922 KAR 2:120 - Section 9
(12) An individual portion of food served to a child or adult shall not be served again.

274 - Wrapped Food — **In Compliance**

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

275 - Drinking Water — **In Compliance**

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

277 - Parent provided formula/breast milk — **Not Applicable**

922 KAR 2:120 - Section 9
(16) A parent who provides formula or breast milk to the center for the child shall prepare the liquid and label its container.

1) Prepared — **Not Applicable**

2) Labeled — **Not Applicable**

Children's Records

96 - Enrollment Information

922 KAR 2:110 - Section 3
The following records shall be maintained at the child-care center for 5 years:
(1) Sufficient records to:
(a) Identify each child enrolled in the child-care center; and
(b) Enable the person in charge to contact each child's:
1. Parent at:
a. Home; or
b. Place of employment; and
2. Family physician; and
(c) Identify the name of each person designated in writing by the parent to pick up the child;

1) Identification Information — **In Compliance**

2) Parent Contact Information — **In Compliance**

3) Physician Contact — **In Compliance**

4) Designated Pick-up — **In Compliance**

97 - Emergency/Medical Information

922 KAR 2:110 - Section 3 The following records shall be maintained at the child-care center for five (5) years:
(2) Each child's medical history, along with authorization for emergency medical care, signed by the parent and left with the child-care center director at the time of enrollment;

1) Medical History — **In Compliance**

2) Emergency Authorization — **In Compliance**

98 - Immunization Certificate — **In Compliance**

922 KAR 2:110 - Section 3
The following records shall be maintained at the child-care center for five (5) years:
(3) Except as provided in KRS 214.036, a current immunization certificate showing that the child is immunized pursuant to 902 KAR 2:060, placed on file within thirty (30) days of enrollment;

99 - Documentation for Off Premise Trip — **In Compliance**

922 KAR 2:110 - Section 3
The following records shall be maintained at the child-care center for five (5) years:
(4) Permission forms for each trip off the premises signed by the parent;

Written Documentation

93 - Policies and Procedures

922 KAR 2:110 - Section 2
(5) Program policies and procedures shall:
(a) Be in writing; and
(b) Include:
1. Staff policies;
2. Job descriptions;
3. An organization chart;
4. Chain of command; and
5. Other procedures necessary to ensure implementation of:
a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;
b. 922 KAR 2:090, Child-care center licensure;
c. 922 KAR 2:120, Child-care center health and safety standards; and
d. This administrative regulation.

1) Writing	**In Compliance**
2) Staff Policies	**In Compliance**
3) Job Description	**In Compliance**
4) Organization Chart	**In Compliance**
5) Chain of Command	**In Compliance**
6) Other Procedures-a) Rights for Children b)922 KAR 2:090 c) 922 KAR 2:110 d)922 KAR 2:120	**In Compliance**

100 - Daily Attendance Records

922 KAR 2:110 - Section 3
(5) Daily attendance records documenting the arrival and departure time of each child;

1) Arrival	**In Compliance**
2) Departure	**In Compliance**

101 - Staff Schedule **In Compliance**

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

104 - Earthquake/Tornado Drills

922 KAR 2:110 - Section 3
(9) A written record of quarterly, practiced earthquake and tornado drills detailing the date, time, and children who participated;

1) Earthquake - conducted quarterly	**In Compliance**
2) Earthquake - includes date	**In Compliance**
3) Earthquake - includes time	**In Compliance**
4) Earthquake - includes children who participated	**In Compliance**
5) Tornado - conducted quarterly	**In Compliance**
6) Tornado - includes date	**In Compliance**
7) Tornado - includes time	**In Compliance**
8) Tornado - includes children who participated	**In Compliance**

105 - Fire Drills

922 KAR 2:110 - Section 3
(10) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated;

1) Date	**In Compliance**
2) Time	**In Compliance**
3) Children	**In Compliance**
4) Conducted monthly	**In Compliance**

108 - Report Documentation Maintenance **In Compliance**

922 KAR 2:110 - Section 3
(13) A written record of reports to the cabinet required in Section 6(1) of this administrative regulation.

143 - Notification of Changes — **Not Applicable**

922 KAR 2:110 - Section 6
(4) Written notification of the following shall be made to the cabinet to allow for approval before implementation:
(a) Change of ownership;
(b) Change of location;
(c) Increase in capacity;
(d) Change in hours of operation;
(e) Change of services in the following categories:
1. Infant;
2. Toddler;
3. Two (2) years to school-age;
4. School-age;
5. Nontraditional hours; or
6. Transportation; or
(f) Addition to the square footage a child-care center's premises.

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

168 - Orientation procedures

922 KAR 2:120 - Section 2
(b) The program shall include:
1. A procedure to inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.030; and 2. Written policy that specifies that the procedures that were taught a

2) Written Orientation Policy	**In Compliance**

Posted Documentation

29 - License — **In Compliance**

922 KAR 2:090 - Section 5
(14) The license shall be posted in a conspicuous place in the child-care center.

95 - Posting Requirements

922 KAR 2:110 - Section 2
(7) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:
(a) Each statement of deficiency and civil monetary penalty notice issued by the cabinet during the current licensure year;
(b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
(c) A description of services provided by the child-care center, including:
1. Current rates for child care; and
2. Each service charged separately and in addition to the basic rate for child care.
(d) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
(e) Daily schedule.

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

106 - Disaster Course of Action

922 KAR 2:110 - Section 3
(11) A written plan and diagram outlining the course of action in the event of natural or manmade disaster, posted in a prominent place;

1) Posted written Plan — In Compliance

2) Posted diagram — In Compliance

114 - Daily Activities

922 KAR 2:110 - Section 4 (1)
(h) Post a schedule of daily activities, to include lists and dates of activities to be conducted with the children in each classroom;

1) Posted — In Compliance

2) List of Activities — In Compliance

3) Dates of Activities — In Compliance

Posted Documentation - Classroom

114 - Daily Activities

922 KAR 2:110 - Section 4 (1)
(h) Post a schedule of daily activities, to include lists and dates of activities to be conducted with the children in each classroom;

1) Posted — In Compliance

2) List of Activities — In Compliance

3) Dates of Activities — In Compliance

286 - Diapering/hand washing — Not Applicable

922 KAR 2:120 - Section 10
(9) The proper methods of diapering and hand-washing shall be posted at each diaper changing area.

Animals

319 - Animal Requirements — Not Applicable

922 KAR 2:120 - Section 13
(1) Animals shall be:
(a) Supervised by an adult if in the presence of a child in care; and
(b) Certified as properly vaccinated against rabies.

1) Supervised — Not Applicable

2) Vaccinated — Not Applicable

321 - Prohibited Animals — Not Applicable

922 KAR 2:120 - Section 13
(3) Except if used as planned program activity in the control of an animal specialist, an animal that is considered undomesticated, wild, or exotic shall not be allowed at a child-care center.

1) Undomesticated — Not Applicable

2) Wild — Not Applicable

3) Exotic — Not Applicable

C.O.

13 - Corporation/ LLC/ Partnership

922 KAR 2:090 - Section 4
(3) If the applicant for licensure is a:
(a) Corporation or a limited liability company, the application shall include a current certificate of existence or authorization from the Secretary of State; or
(b) Partnership, the application shall include a written statement from each partner that the partnership is current and viable.

1) Corporation/LLC statement — Not Inspected

2) Partnership statement — Not Inspected

Signature of Provider/Representative | Title | Date