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

Melissa A. Moore, Director

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Eric Friedlander SECRETARY

Adam Mather **INSPECTOR GENERAL**

	Inspection Report	
	Provider Information	
Provider Name: Lansdowne Elementary - LEAP After School Program	Provider Type: LICENSED TYPE I	License No: L359001
Provider Address: 336 Redding Rd, Lexington, KY, 40517		Capacity: 125
Owner(s): Fayette County Public Schools		Director(s): Simson, Betty
	Inspection Information	
Inspection Type: Renewal Application		Inspection No: 7520
Visit Start Date: 05/08/2012 2:30 PM	Visit End Date: 05/08/2012 4:00 PM	
	No. of Children Present: 10	
	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 In Compliance

2) Cleaning

Cabinet For Health and Family Services

Web site: http://chfs.ky.gov/

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Inspection Report	
135 - Adequate Adults/Qualified Staff	
922 KAR 2:110 - Section 5	
(10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:	
(a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;	
(b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff per	erson 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 sta	aff-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:	
 Be separately maintained in a defined area unique to the group; and Have specific staff assigned to, and responsible for, the group. 	
	In Comuliance
	In Compliance
	In Compliance
	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.	shan be
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 KRS 620.030(3); and	pursuant to
(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
	In Compliance
	In Compliance
	-
7) Cooperate with State	In Compliance

8) Have Director



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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 ce the hours of operation.	nter during
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 (days of notification in accordance with KRS 199.896(5)(c).	(5) working
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 shat 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. 	ll report to
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 subm 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: A child; or 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 admir regulation, 922 KAR 2:090, and 922 KAR 2:120.	nistrative
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 otherwis by law.	e required
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.	
	In Compliant
1) CRC	In Compliance

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2) CAN

130 - Staff in charge in Director's absence

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 designat person in charge shall carry out the duties of the director.	ed staff
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 dur operation.	ing hours of
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 h 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 do that the adult is free of tuberculosis. 	
1) CRC	Not Applicable
2) CAN	Not Applicable
3) ТВ	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: A procedure to inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.03 Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-car 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 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 active 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



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Inspection Report	
184 - Staff remain awake	
922 KAR 2:120 - Section 2 (11) (f) Staff shall: 1. If employed by a Type I center, remain awake while on duty; or	
2. If employed by or is the operator of a Type II center, remain awake until every child in care is asleep.	Compliance
1) Type I In (184 - Staff remain awake	Compliance
 922 KAR 2:120 - Section 2 (11) (f) Staff shall: If employed by a Type I center, remain awake while on duty; or 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	t 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 la	aws.
1) Fire Marshal In C	Compliance
2) Zoning In C	Compliance
214 - Construction/Renovation Notification Not	t Applicable
922 KAR 2:120 - Section 4 (17) The Department of Housing, Buildings and Construction, State Fire Marshal's Office, and cabinet shall be contacted concerning a plan building, addition, or major renovation prior to construction.	nned new
245 - Sick Child Exclusion In C	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 C	Compliance
2) Parent contacted In C	Compliance
3) Removed as soon as possible In C	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 C	Compliance
2) Copy of regulations In C	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 is in operation; and 	
3) Other Employment In C	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

2) 922 KAR 2:110

3) 922 KAR 2:120

111 - Staff Management



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In Compliance

In Compliance

In Compliance

192 KKR 2:110 - Section 4 (1) (i) Compliance 2) Policies in Compliance 2) Policies in Compliance 2) Policies in Compliance 23 KKR 2:110 - Section 4 (1) (ii) Supervise staff conduct to ensure implementation of program policies and procedures; (ii) Compliance 2) Implementation of Folicy in Compliance (ii) Compliance 2) Implementation of Folicy in Compliance (iii) Compliance 2) Staff Section 4 (1) (ii) Compliance (iii) Compliance (ii) Conduct, manage, and document in writing staff meetings; (iii) Conduct, manage, and document in writing staff meetings; (iii) Compliance 32 KKR 2:110 - Section 4 (1) (iii) Conduct, manage, and document in writing staff meetings; (iii) Compliance 32 KKR 2:110 - Section 4 (1) (iii) Conduct, manage, and document in writing staff meetings; (iii) Compliance 32 KKR 2:110 - Section 4 (1) (iii) Conduct, manage, and document in writing staff meetings; (iii) Compliance 32 KKR 2:110 - Section 4 (1) (iii) Conduct, manage, and document in writing atter in case and classroom performance through an annual written performance evaluation; 32 KKR 2:110 - Section 4 (1) (iii) Conduct, manage, and conduct of each child; 32 KKR 2:110 - Section 4 (1) (iii) Conduct, manag	Inspection Report	
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922 KAR 2:110 - Section 4 (1) In Compliance 91 - Parent Notification In Compliance 922 KAR 2:110 - Section 4 (1) In Compliance 922 KAR 2:110 - Section 4 (1) In Compliance 922 KAR 2:110 - Section 4 (1) In Compliance 922 KAR 2:110 - Section 4 (1) In Compliance 922 KAR 2:110 - Section 4 (1) In Compliance 922 KAR 2:110 - Section 4 (1) In Compliance 922 KAR 2:110 - Section 4 (1) In Compliance 1. Criminal records check required by KRS 199.999(19); and In Compliance 2. Child abuse or neglect check in accordance with 922 KAR 1:470; In Compliance 1) CRC In Compliance 2. Child abuse or neglect check in accordance with 922 KAR 1:470; In Compliance 2. Child abuse or neglect check in accordance with 922 KAR 1:470; In Compliance 2. Child abuse or neglect check in accordance with 922 KAR 1:470; In Compliance 2. Child abuse or neglect check in accordance with 922 KAR 1:470; In Compliance 2. All All red records In Compliance 2. All red records In Compliance 2. Parental/Family Involvement Activity In Compliance 2. Parental/Family Involvement Activity In Compliance		luation;
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922 KAR 2:110 - Section 4 (1) (m) Notify the parent immediately of an accident or incident requiring medical treatment of a child; 20 - 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. ciminal records check required by KRS 199.886(19); and 2. Child abuse or neglect check in accordance with 922 KAR 1:470; 1) CRC In Compliance 2) CAN In Compliance 2) CAN In Compliance 21 - Altered/Palsified 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 22 FAR 2:110 - Section 4 (1) (p) Coordinate at least one (1) annual activity involving parental or family participation. Employee Records 7 - Submission of background checks timely/Left alone 922 KAR 2:100 - 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 employeed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a: 1. Child abuse or neglect check described in 922 KAR 1:470; and 2. Criminal records check required by KRS 199.896(19); and (b) Shall not be left alone in the presence of a child if each required background check has not been completed. 1) 90 day period In Compliance 2) Child Abuse and Neglect In Compliance 3) CRC In Compliance In Compliance 10 compliance 10 compliance		
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3) CRC In Complianc	1) 90 day period	In Compliance
	2) Child Abuse and Neglect	In Compliance
4) Left alone In Complianc	3) CRC	In Compliance
	4) Left alone	In Compliance



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Inspection	Report
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inspection Report	
18 - Background check/Termination	
 922 KAR 2:090 - Section 5 (3) Upon completion of a child abuse or neglect check or criminal records check, described in subsection (2)(a) of this section, a licer 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	
 (12) For the director, employee, volunteer, or any person with supervisory or disciplinary control over, or having direct contact with a 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: Previous state of residence, if the individual has been a resident outside of Kentucky in the previous five (5) years; or Current state of residence, if other than Kentucky; 	child, results
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: High school diploma; GED or qualifying documentation from a comparable educational entity; or 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: A statement from a health professional that the individual is free of active tuberculosis: or 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 t skills: (a)Infant and child cardiopulmonary resuscitation; and (b) Infant and child first aid. 	he following
1) CPR	In Compliance
2) First Aid	In Compliance

Kentucky

Inspection Report	
131 - Adequate Substitute(s)	
 922 KAR 2:110 - Section 5 (6) Child-care centers shall have available in case of need: (a) One (1) qualified substitute staff person for a Type II child-care center; or (b) Two (2) qualified substitute staff persons for a Type I child-care center 	
1) Type I	In Compliance
131 - Adequate Substitute(s)	
 922 KAR 2:110 - Section 5 (6) Child-care centers shall have available in case of need: (a) One (1) qualified substitute staff person for a Type II child-care center; or (b) Two (2) qualified substitute staff persons for a Type I child-care center 	
2) Type II	Not Applicable
139 - Training	
 922 KAR 2:110 - Section 5 (14) A staff person with supervisory authority over a child shall complete the following: (a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment; (b) Nine (9) hours cabinet-approved child development training within the first year of employment; and (c) Fifteen (15) hours of cabinet-approved training during each subsequent year of employment. 	
1) Orientation	In Compliance
2) 9 hours-first year	In Compliance
3) 15 hours annually	In Compliance
317 - Driver requirements	Not Applicable
 922 KAR 2:120 - Section 12 (18) A driver of a vehicle transporting a child for a center shall: (a) Be at least twenty one (21) years old; (b) Complete the background checks as described in 922 KAR 2:110; (c) Hold a current driver's license which has not been suspended or revoked during the last five (5) years; (d) Not have had any convictions concerning vehicle operation in the past twelve (12) months; and (e) Not caused an accident which resulted in the death of a person. 	
1) Be 21 years old or over	Not Applicable
2) Background checks	Not Applicable
3) Drivers license	Not Applicable
4) No convictions for vehicle operation	Not Applicable
5) No accident causing death	Not Applicable
Programming	
169 - Program of Activities Followed	
922 KAR 2:120 - Section 2 (4) The child-care center shall provide a daily planned program of activities: (a) Posted in writing in a conspicuous location with each age group and followed;	
1) Posted	In Compliance
2) Followed	In Compliance
170 - Individualized/Developmentally Appropriate	In Compliance
922 KAR 2:120 - Section 2 (4) (b) Geared to the individual needs and developmental levels of each child served;	
171 - Areas of Development	In Compliance
922 KAR 2:120 - Section 2 (4) (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being;	

Kentucky

172 - Curriculum Areas	
 922 KAR 2:120 - Section 2 (4) (d) That offers a variety of creative activities including the following: Art; Music; Dramatic play; Stories and books; Science; Block building; Tactile activity; Culture; 	
1) Art	In Compliance
2) Music 3) Dramatic Play	In Compliance 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) Ago Appropriato Matorials	In Compliance

1) Age Appropriate Materials

In Compliance



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3) 2 hors in Compliance 4) Discussed with Parents in Compliance 6) Educational tool in Compliance 17 - Atternate Activity in Compliance 18) 22 KAR 2130 - Section 2 in Compliance 19) 32 KAR 2130 - Section 2 in Compliance 19) 4 House shall be implemented to afford the child familiarity with the daily schedule of activity. in Compliance 19) 22 KAR 2130 - Section 2 in Compliance in Compliance 19) 4 Nating Period in Compliance in Compliance 192 KAR 2130 - Section 2 in Compliance in Compliance 192 KAR 2130 - Section 2 in Compliance in Compliance 192 KAR 2130 - Section 2 in Compliance in Compliance 192 KAR 2130 - Section 2 in Compliance in Compliance 192 KAR 2130 - Section 2 in Compliance in Compliance 192 KAR 2130 - Section 2 in Compliance in Compliance 192 KAR 2130 - Section 2 in Compliance in Compliance 19 Nating for an activity to start or compliance in Compliance in Compliance 19 Nating for activity in Compliance in Compliance 19 Nating for activity	Inspection Report	
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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 Section 3	5) Associated with food	In Compliance
(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 Section 3	185 - Electronic Viewing/Listening planned program	
2(4)(d). In Compliance 1) Viewing devices In Compliance 2) Listening devices In Compliance 187 - Computer Monitoring Device In Compliance 922 KAR 2:120 - Section 3 In Compliance		hed Section
2) Listening devices In Compliance In Compli		
187 - Computer Monitoring Device In Compliance 922 KAR 2:120 - Section 3	1) Viewing devices	In Compliance
922 KAR 2:120 - Section 3	2) Listening devices	In Compliance
	187 - Computer Monitoring Device	In Compliance
(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.	(3) Computer equipment shall be equipped with a monitoring device which limits access by a child to items inappropriate for a child t	o view or

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195 - Rest Period	
922 KAR 2:120 - Section 3 (11) Except for an infant, toddler, or a child who attends nontraditional hours of care, a child shall have rest periods not to exce child who does not sleep shall be permitted to play quietly after a reasonable rest period specific to the needs of the child.	ed two (2) hours. A
1) 2 hour limit	In Compliance
2) Alternate activity	In Compliance
196 - Safe Sleep Placement	Not Applicable
922 KAR 2:120 - Section 3 (12) Staff in a child-care center shall follow the most current policy of the American Academy of Pediatrics, located at http://ww placing a child to sleep.	w.aap.org/, when
234 - Infant/Toddler with older children	Not Applicable
922 KAR 2:120 - Section 5 (2) An infant or toddler may participate in an activity with an older child for no more than one (1) hour.	
282 - Toilet Training	Not Applicable
922 KAR 2:120 - Section 10 (5) Toilet training shall be coordinated with the child's parent.	
Premises - Classroom	
118 - Health, Safety, Comfort	In Compliance
922 KAR 2:110 - Section 4 (1) (I) Provide for the health, safety, and comfort of each child;	
191 - Inaccessible Items	
 (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

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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:	

(b) Following are protected: 1. Windows: 2. Doors; 3. Stoves; 4. Heaters; 5. Furnaces; 6. Pipes; and 7. Stairs. 1) Windows In Compliance In Compliance 2) Doors 3) Stoves In Compliance In Compliance 4) Heaters In Compliance 5) Furnaces 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. In Compliance 1) Floors smooth/good repair In Compliance 2) Walls smooth/good repair 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



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	Not Applicable
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	Not Applicable
2) No liquid substances	Not Applicable
3) No dirt	Not Applicable
4) Not damp	Not Applicable
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

2) Good repair

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In Compliance

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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 2) Locked 	In Compliance 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.

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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	

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

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inspection Report	
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:	of Water
(a) More than twenty-five (25) children shall meet the specifications of the Cabinet for Environmental and Public Protection Division established in KRS Chapter 151; or	of water,
(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	o 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 v	vith 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:	
(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

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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

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



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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;	
 After toileting or assisting a child in toileting; 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



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11) Handwashing before administering first aid

190 - Staff Communicable Disease

In Compliance

In Compliance

Not Applicable

In Compliance

In Compliance

In Compliance

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

2) Statement from health professional

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

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

284 - Training Chair

922 KAR 2:120 - Section 10

(7) If a toilet training chair is used, the chair shall be: (a) Emptied promptly; and (b) Sanitized after each use.

1) Emptied promptly

2) Sanitized

285 Soiled Di Clath

2) Store in a covered container In Compliance 3) Washed and disposed In Compliance 3) Washed and disposed In Compliance 287 - Diapering equipment/Supervision Not Applicable 292 KAR 2:120 - Section 10 (10) When a child is diapered, the dial shall: (a) Not be left unattended; and (b) Be placed on a surface that is: (b) Be placed on a surface that is: (c) Clean; (c) Padded; (c) Fee of holes, rips, tears, or other damage; (d) Non a control is diapered, the diaper changing. Not Applicable 1) Child not unattended Not Applicable 2) Clean surface Not Applicable 2) Clean surface Not Applicable 3) Surface free from holes Not Applicable 4) Surface free from holes Not Applicable 5) Easily cleaned surface Not Applicable 6) Free of non-diapering items Not Applicable 7) Surface free from holes Not Applicable 8) Easily cleaned surface Not Applicable 9) Z KAR 2:120 -	285 - Soiled Diapers/Clothing	
(a) Changed when solied 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 20 Stored in a covered container in Compliance 3) Washed and disposed in Compliance 27 - Dispering equipment/Supervision Not Applicable 222 KAZ 2:120 - Section 10 (10) When a child is diapered, the child shall: (a) Not be left unsttended; and (b) Be placed on a surface that is: 1. Clean; 2. Padded; 3. Free of holes; rips, tears, or other damage; 4. Nonabsorbent; 4. Nonabsorbent; 5. Easily cleaned; and 6. Free of any items not used for diaper changing. 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 5) Zakar 2:120 - Section 10 Not Applicable 5) Easily cleaned surface Not Applicable	922 KAR 2:120 - Section 10	
(b) Stored in a covered container temporarily; and In Compliance (c) Washed or disposed of at least once a day. In Compliance 1) Charged as needed In Compliance 2) Stored in a covered container In Compliance 3) Washed and disposed In Compliance 3) Washed and disposed In Compliance 287 - Dispering 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: (b) Be placed on a surface that is: In Clean; 1. Clean; 2. Padded; 3. Free of holes, rips, tears, or other damage; Nonabsorbent; 5. Easily cleaned; and Free of any items not used for diaper changing. 1) Child not unattended Not Applicable 3) Padded Surface Not Applicable 4) Surface free from holes Not Applicable 5) Easily cleaned; and Not Applicable 6) Free of non-diapering items Not Applicable 6) Free of non-diapering items Not Applicable 7) Child not unattended Not Applicable 8) Easily cleaned; surface Not Applicable		
(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 Not Applicable 52 KAR 2:120 - Section 10 (10) When a child is dispered, the child shall: Not Applicable (a) Not be left unsttended; and Not Applicable (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. In Child not unsattended 1) Child not unsattended Not Applicable Not Applicable 2) Clean surface Not Applicable Not Applicable 3) Padded Surface Not Applicable Not Applicable 4) Surface free from holes Not Applicable Not Applicable 5) Easily cleaned surface Not Applicable Second not Applicable 6) Free of non-diapering items Not Ap		
1) Changed as needed In Compliance 2) Stored in a covered container In Compliance 3) Washed and disposed 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 holes and the child shall: 2) Clean surface Mot Applicable 2) Clean surface Mot Applicable 3) Free of no holes 5) Easily cleaned; surface 1) Child not unattended 4) Surface free from holes 5) Easily cleaned surface 6) Free of non-diapering items 2) East wipes Mot Applicable 22 KAR 2:120 - Section 10 (11) Unleas allergic, individual disposable washcloths shall be used to thoroughly clean the affected area of the child. 22 VAR 2:120 - Section 10 (12) Staff shall disinfect the diapering surface affer each child is diapered. 10 Linder the diapering surface affer each child is diapered. 11 Child hole unattended is the child is diapered. 12 Staff shall disinfect the diapering surface affer each child is diapered. 13 Precesing the surface affer each child is diapered. 14 Surface free fron holes 15 Easily cleaned surf		
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4) Surface free from holes 5) Easily cleaned surface 6) Free of non-diapering items 228 - Wipes 922 KAR 2:120 - Section 10 (11) Unless allergic, individual disposable washcloths shall be used to thoroughly clean the affected area of the child. 228 - Disinfect Diaper Surface 922 KAR 2:120 - Section 10 (12) Staff shall disinfect the diapering surface after each child is diapered.	2) Clean surface	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.	3) Padded 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 922 KAR 2:120 - Section 10 (12) Staff shall disinfect the diapering surface after each child is diapered.	4) Surface free from holes	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.	5) Easily cleaned surface	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 922 KAR 2:120 - Section 10 (12) Staff shall disinfect the diapering surface after each child is diapered.	6) Free of non-diapering items	Not Applicable
(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.	288 - Wipes	Not Applicable
289 - Disinfect Diaper Surface Not Applicable 922 KAR 2:120 - Section 10 (12) Staff shall disinfect the diapering surface after each child is diapered.	922 KAR 2:120 - Section 10	
922 KAR 2:120 - Section 10 (12) Staff shall disinfect the diapering surface after each child is diapered.	(11) Unless allergic, individual disposable washcloths shall be used to thoroughly clean the affected area of the child.	
(12) Staff shall disinfect the diapering surface after each child is diapered.	289 - Disinfect Diaper Surface	Not Applicable
	922 KAR 2:120 - Section 10	
290 - Disposable Gloves In Compliance	(12) Staff shall disinfect the diapering surface after each child is diapered.	
	290 - Disposable Gloves	In Compliance

290 - Disposable Gloves

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Inspection Report	
922 KAR 2:120 - Section 10 (13) If staff wear disposable gloves, the gloves shall be changed and disposed after each child is diapered.	
291 - Children's Individual Items	
922 KAR 2:120 - Section 10 (14) Combs, towels or washcloths, brushes, and toothbrushes used by a child shall be: (a) Individually stored in separate containers; and (b) Plainly labeled with the child's name.	
1) Individually stored	In Compliance
2) Labeled	In Compliance
292 - Toothbrushes	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 conta	amination
(10) rootipaste used by multiple clinicien shan be dispensed onto an intermediate surface such as waxed paper to avoid cross condi- 297 - Toy Sanitation Procedure	Not Applicable
 (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.	

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



Inspection Report	
248 - Nonprescription medication protocol	
922 KAR 2:120 - Section 7	
(5) Nonprescription medication: (a) May be given to a child only with the written daily request of the:	
1. Parent; or	
2. Person exercising custodial control of the child; and	
(b) Shall be administered according to the instructions on the label.	
1) Written daily request 2) Administered according to label	In Compliance 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 pursuan 2:120;	t to 922 KAR
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 ago and each student trained are under the direct supervision of a qualified staff i	norson who
(b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff meets the requirements of this section; and	person who
(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 s	staff-to-child
ratio.	In Compliants
1) Ratio Compliance	In Compliance
2) Under 18 directly supervised	In Compliance
162 - Ratios and Group Size	In Compliance

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Kentucky

Inspection Report	
 922 KAR 2:120 - Section 2 (2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows: Age of Children Ratio Maximum Group Size* Infant 1 staff for 5 children 10 Toddler 1 staff for 6 children 12 2 to 3 years 1 staff for 10 children 20 3 to 4 years 1 staff for 12 children 24 4 to 5 years 1 staff for 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 included in the staff-to-child ratio.	l shall be
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) Sumplies shall be stored as that the adult can reach them without leaving the shild unattended	
(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 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 (5) of this section;	subsection
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

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Inspection Report	
2) Glass	In Compliance
3) Rubbish	In Compliance
4) Flammable Materials	In Compliance
218 - Playground Safe	In Compliance
922 KAR 2:120 - Section 4 (18) (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.	



229 Sand Bay	
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.	
	Net Applieghts
1) Drainage 2) Covered	Not Applicable
	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 wi	th 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 parts	aint.
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



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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 v of activities during the day, as specified in Section 2 of this administrative regulation.	vith a variety
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 the half (3 1/2) hours per day.	ee and one-
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.	

Kentucky

Inspection Report	
294 - Toys/Equipment/Furniture	
922 KAR 2:120 - Section 11 (1) All toys, equipment, and furniture contacted by a child shall be: (a) Kept clean and in good repair and (b) Free of peeling, flaking, or chalking paint.	
1) Clean	In Compliance
2) Good repair	In Compliance
3) Free from peeling, flaking, chalking paint	In Compliance
295 - Indoor/outdoor Equipment	
 922 KAR 2:120 - Section 11 (2) Indoor and outdoor equipment shall: (a) Be clean, safe, and in good repair; (b) Meet the physical, developmental needs, and interests of children of different age groups; (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based papoisonous material, and flaking or chalking paint; and (d) Be designed to guard against entrapment or situations that may cause strangulation. 	aint,
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	Not Applicable
 922 KAR 2:120 - Section 12 (1) A center shall document compliance with KRS Chapter 186 and 603 KAR 5:072 pertaining to: (a) Vehicles; (b) Drivers; and (c) Insurance. 	
1) Vehicles	Not Applicable
2) Drivers	Not Applicable
3) Insurance	Not Applicable
301 - Requirements for Transportation Services	Not Applicable
 922 KAR 2:120 - Section 12 (2) A center providing or arranging transportation service shall: (a) Be licensed and approved by the cabinet or its designee prior to transporting a child; (b) Have a written plan that details the type of transportation, staff schedule, transportation schedule, and transportation route; and (c) Have written policies and procedures, including emergency procedures practiced monthly by staff that transport children. 	
1) Licensed and Approved	Not Applicable

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Inspection Report	
2) Written plan and schedules	Not Applicable
3) Written policies and procedures	Not Applicable
4) Monthly emergency procedures for staff	Not Applicable
302 - Transportation Notification and Policies/ Procedures	Not Applicable
 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 (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: Transporting a child; Loading and unloading a child; and Providing adequate supervision of a child. 1) Type of Transportation offered	
3) Staff plan for transportation	Not Applicable
4) Full Insurance Coverage	Not Applicable
5) Emergency evacuation plan	Not Applicable
6) Third party agreements	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	Not Applicable
 (4) A vehicle used to transport children shall be equipped with: (a) A fire extinguisher; (b) First aid supplies as described in Section 7 of this administrative regulation; (c) Emergency reflective triangles; and (d) A device to cut the restraint system, if necessary. 	
1) Fire Extinguisher	Not Applicable
2) First aid supplies	Not Applicable
3) Reflective triangles	Not Applicable
4) Cutting device	Not Applicable
304 - Transit/School bus	Not Applicable
922 KAR 2:120 - Section 12 (5) Transportation provided by licensed public transportation or a school bus shall comply with subsections (1) and (2) of this section.	
305 - Vehicle Requirements	Not Applicable
 922 KAR 2:120 - Section 12 (6) A vehicle used to transport children shall meet the following requirements: (a) A twelve (12) or more passenger vehicle shall display a current certification of inspection from the Transportation Cabinet on the owindow. (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. 	designated
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
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Inspection Report	
922 KAR 2:120 - Section 12	
(7) The appropriate car safety seat meeting federal motor vehicle safety standards in 49 C.F.R. 571.213 shall be used for each child.	
307 - Pre-trip Inspection	Not Applicable
922 KAR 2:120 - Section 12	
(8) A daily inspection of the vehicle shall be performed and documented for the following: (a) Tires;	
(b) Lights, signals, mirrors, gauges, and wiper blades;	
(c) Safety restraints; (d) Fuel; and	
(e) Free of debris.	
1) Tires	Not Applicable
2) Lights	Not Applicable
3) Signals	Not Applicable
4) Mirrors	Not Applicable
5) Gauges	Not Applicable
6) Wiper blades	Not Applicable
7) Safety restraints	Not Applicable
8) Fuel	Not Applicable
9) Free of debris	Not Applicable
308 - Ratios	Not Applicable
922 KAR 2:120 - Section 12 (9)	
(a) The staff-to-child ratios set forth in Section 2(2) of this administrative regulation shall apply to vehicle transport, if not inconsistent	nt with
special requirements or exceptions in this section. (b) An individual who is driving with a shild in the variable shall supervise no more than four (4) shildren under the one of five (5)	
(b) An individual who is driving with a child in the vehicle shall supervise no more than four (4) children under the age of five (5).	
1) Ratios	Not Applicable
2) Lone driver	Not Applicable
309 - Seating	Not Applicable
922 KAR 2:120 - Section 12 (10) Each child shall:	
(a) Have a seat;	
(b) Be individually belted or harnessed in the seat; and	
(c) Remain seated while the vehicle is in motion.	Net Applicable
1) Each child has a seat	Not Applicable
2) Belted	Not Applicable
3) Remain seated	Not Applicable
310 - Child Unattended	Not Applicable
922 KAR 2:120 - Section 12 (11) A child shall not be left:	
(a) Unattended at the site of aftercare delivery; and	
(b) Unattended in a vehicle.	
1) At site	Not Applicable
2) On vehicle	Not Applicable
311 - Pre-arranged plan	Not Applicable
922 KAR 2:120 - Section 12	
(12) If the parent or designee is unavailable, a prearranged written plan shall be completed to designate where the child can be picke	-
312 - Unaccompanied child crossing street	Not Applicable
922 KAR 2:120 - Section 12 (13) A child shall not be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an a	dult.
(13) A child shall not be picked up of derivered to a location that requires crossing the street of highway unless accompanied by an a 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	-
(45) A vahiala shall be refueled when not being used to transport a shild. If a marganey refueling or repair is personany during transport	nting oll

(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.

Kentucky

Inspection Report	
315 - Driver not in seat	Not Applicable
922 KAR 2:120 - Section 12	
(16) If the driver is not in the driver's seat, the:	
(a) Engine shall be turned off; (b) Keys shall be removed; and	
(c) Emergency brake shall be set.	
1) Engine off	Not Applicable
2) Keys removed	Not Applicable
3) Emergency brake on	Not Applicable
316 - Children's transportation records	Not Applicable
922 KAR 2:120 - Section 12	
(17) Transportation services provided shall: (a) Be recorded in writing and include:	
1. The first and last name of the child transported; and	
2. The time each child gets on and the time each child gets off;	
(b) Be completed by a staff member other than the driver; and	
(c) Be kept for five (5) years.	Not Annlin shin
1) Recorded in writing	Not Applicable
2) First and last name of children	Not Applicable
3) Time on	Not Applicable
4) Time off	Not Applicable
5) Documented by other staff	Not Applicable
6) Kept for 5 years	Not Applicable
318 - Hazardous Items	Not Applicable
922 KAR 2:120 - Section 12 (19) Guns, ammunition, alcohol, or illegal substances shall not be transported in a vehicle transporting children.	
1) Guns	Not Applicable
2) Ammunition	Not Applicable
3) Alcohol	Not Applicable
4) Illegal substances	Not Applicable
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

Kentucky

Inspection Report	
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;	
 Quick thawed as part of the cooking process; or 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;	
(a) Food storage ditensits, (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 261 - Bottles	In Compliance
922 KAR 2:120 - Section 8	Not Applicable
(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.	

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



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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. 	
(u) Except in a Type in center when a mean's 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



Inspection	Report
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inspection Report	
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, establis Chapter 217. 1) Kept at zero degrees or below 2) Thawed at refrigerator temperatures 3) Thawed under water	shed in KRS In Compliance In Compliance 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
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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

S22 KAR 2:120 - Section 9 (d) A weekly menu shall be: (e) Propared: (i) Dated (i) Dated (i) Dated (i) Bated in advance in a conspicuous place; (ii) Bated in ider thirty (3) days; and (ii) Statifuitions to a posted weekly menu shall be noted on the day the meal is served. 1) Propared In Compliance 2) Dated In Compliance 3) Posted In Compliance 4) On File In Compliance 5) Substitutions noted In Compliance 6) Breakfast Requirements Not Applicable 266 - Breakfast Requirements Not Applicable (i) Milk Not Applicable 2) Bread Not Applicable 3) Foreat / Milk Not Applicable 27 - Snack Requirements Not Applicable 287 - Snack Requirements Not Applicable 287 - Snack Requirements In Compliance 3) Foreit / Milk Not Applicable 3) Foreit / Milk In Compliance 3) Foreit / Milk In Compliance 3) Foreit / Milk In Compliance 3) Foreit / Milk select two from the list In C	265 - Menu	
i o Propared; io Dotted in advance in a conspicuous place; io Dotted in advance in a conspicuous place; (i) Dotted in advance in a conspicuous place; in Compliance (i) Prepared in Compliance 1) Prepared in Compliance 3) Posted in Compliance 3) Posted in Compliance 4) On File in Compliance 5) Substitutions noted in Compliance 26 Frankfust Requirements Not Applicable 272 XM2 7120 - Section 9 Section 9 Section 9 (c) First Section 9 Section 9 Section 9 (c) Preserved Not Applicable Not Applicable 1) Milk Not Applicable Not Applicable 20 Preserved Not Applicable Not Applicable 3) Fruit/Vegetable/Julce Not Applicable Not Applicable 27 - Sack Requirements Section 9 Section 9 Section 9 (i) State State Into Come the list In Compliance In Compliance 29 Protein ** Must select two from the list In Compliance Section 9 Section 9 (ii) Assate State Two from the list In Compliance Section 9		
(b) Datisft (c) Datisft (c) Datisft (c) Datisft (d) Substitutions to a positive weiky 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 626 - Breakfast Requirements Not Applicable 5026 - Breakfast Requirements Not Applicable 5026 - Breakfast Requirements Not Applicable 100 precent julce. 1 11 Milk: Not Applicable 10 precent julce. Not Applicable 11 Milk: Not Applicable 2) Bread Not Applicable 3) Frait/Wegetable/uicic Not Applicable 2) Bread Not Applicable 3) Frait/Wegetable/uicic Not Applicable 2) Bread Not Applicable 3) Frait/Wegetable/uicic In Compliance (d) Armit, anall include two (2) of the following: In Compliance (e) Pretine '' Must select two from the list In Compliance 1) Milk: '' Must select two from the list<		
i of potted in advance in a conspications place; (d) Kept on file for kirtly (d) 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 26. Erackhast Requirements Not Applicable 922 KAR 2:120 - Section 8 (f) Breakst shall include: (a) Nik; (h) Operant juice Not Applicable 10 Mik Not Applicable Not Applicable 27 - Snack Kequirements Not Applicable Not Applicable 10 Mik; (c) Frantiti, 2. Vapotship; or		
Image:		
1) Propared in Compliance 2) Dated in Compliance 3) Posted in Compliance 4) On File in Compliance 5) Substitutions noted in Compliance 65 Breakfast Requirements Not Applicable 266 - Breakfast shall include: (a) Miki; (b) Breakfast shall include: (a) Miki; (c) I. Fruit; 2. Vegetable; or 3. 100 porcord tuice. Not Applicable 1) Mik Not Applicable 2) Frait/Vegetable/Juice Not Applicable 27 - Snack Requirements Not Applicable 3) Fruit/Vegetable/Juice Not Applicable 287 - Snack Requirements Not Applicable 292 KAR 2:120 - Section 9 (b) Assack shall include two (2) of the following: (a) Miki; (b) Pratein; (c) Break; (c) Break; or		
2) Dated in Compliance 3) Posted in Compliance 4) On File in Compliance 5) Substitutions noted in Compliance 5) Substitutions noted in Compliance 5) Substitutions noted in Compliance 5) Substitutions noted in Compliance 2) Packar 2:120 - Section 9 (5) Breakfast shall include: (a) Milk; (b) Breakfast shall include: (a) Milk; (b) Breakfast shall include: (a) Milk; (b) Breakfast shall include: (a) Milk; (b) Breakfast shall include: (c) Breakfast shall include: (a) Milk; (b) Breakfast shall include: (c) Breakfast of (c) Bre		
3) Posted In Compliance 4) On File In Compliance 5) Substitutions noted In Compliance 5) Substitutions noted In Compliance 50: Preakfast Requirements Not Applicable 522 KAR 2:120 - Section 9 (5) Breakfast shall include: (a) Milk; (b) Breakfast shall include: (c) 1. Fruit; 2. Vogetable; or 3. TOD precent juice. 1) Milk Not Applicable 20: Frankfulle (C) 1. Fruit; (c) Sanck Requirements 522 KAR 2:120 - Section 9 (f) A sanck shall include two (2) of the following: (a) Milk; (b) Protein; (c) Breakf, or 1) Milk In Compliance 2. Vogetable; or 3. ToD precent juice. 1) Milk In Compliance 2. Vogetable; or 3. ToD precent juice. 3. ToD precent juice. 4. The following: (a) Breakf or (b) Protein; (c) Breakf or 4. The following: (c) Breakf or 4. The following: (c) Protein; (c) Breakf or 3. Difference: 3. Difference: 3. Difference: 3. Difference: 3. Difference: 3. Difference: 5. Section 9 (1) Linch and dimore shall include: (a) Milk; (b) Protein; (c) Breakf or (c) Theore, and dimore shall include: (a) Milk; (b) Protein; (c) Breakf or (c) Theore, and dimore shall include: (a) Milk; (b) Protein; (c) Breakf or (c) Theore, and dimore shall include: (c) Direcki; (c) Breakf or (c) Theore, and dimore shall include: (c) Direcki; (c) Breakf or (c) Direcki; (c) Breakf or (c) Direcki; (c) Breakf or (c) Theore, and dimore shall include: (c) Milk; (c) Protein; (c) Breakf or (c) Theore, and dimore shall include: (c) Milk; (c) Protein; (c) Breakf or (c) Theore, and dimore shall include: (c) Protein; (c) Breakf or (c) Direcki; (c) Protein; (c) Breakf or (c) Direcki; (c) Breakf or (c) Theore, and andimore shall include: (c) Protein; (c) Breakf or (c) Breakf or		-
4) On File In Compliance 5) Substitutions noted In Compliance 266 - Breakfast Requirements Not Applicable 267 - Sneakfast shall includes: (a) Mik; (a) Mik; (b) Breakfast shall includes: (b) Breakfast shall includes: (b) Breakfast shall includes: (c) I. Fruit; 2. Vegetable; or 3. 100 percent juice. Not Applicable 752 KAR 2:120 - Section 9 (b) Anneck shall include two (2) of the following: (a) Mik; (b) Protein; (b) C) Bread; or (c) I. Fruit; (c) Bread; or (c) I. Fruit; (c) Bread; or (c) I. Fruit; (a) Wits select two from the list In Compliance 1) Mik * Must select two from the list In Compliance 1) Protein ** Must select two from the list In Compliance 1) Futive Spetable/Juice ** Must select two from the list In Compliance 2) Brotein ** Must select two from the list In Compliance		
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	1) Milk	Not Applicable
3) Broad	2) Protein	Not Applicable
5) Bleau Not Applicable	3) Bread	Not Applicable
4) 2 Vegetables or Fruit and Vegetable Not Applicable	4) 2 Vegetables or Fruit and Vegetable	Not Applicable



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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 p	lace 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, establish Chapter 217;	ed in KKS
(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	nd
(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
	In Compliance
2) Food stored in nonabsorbent containers on the floor if maintained in a sanitary condition	•
271 - Fruits and Vegetables Washed	In Compliance
922 KAR 2:120 - Section 9 (10) Fruits and vegetables shall be washed before cooking or serving.	
172 - 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) Unloss served immediately, refrigerated pending service	
(b) Unless served immediately, refrigerated pending service.	In Course!
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
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Cabinet For Health and Family Services Web site: http://chfs.ky.gov/



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Inspection Report	
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.	
· · · · · · · · · · · · · · · · · · ·	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;	
	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;	center
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 on file within thirty (30) days of enrollment;	:060, placed
	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 req	uirements;

a. KKG 199.090, Kights for children in child-care programs and their parents, custodians, or guardians - posting and distribution re 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



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

2) Departure

101 - Staff Schedule

In Compliance In Compliance

In Compliance

922 KAR 2:110 - Section 3

(6) A written schedule of staff working hours;

104 - Earthquake/Tornado Drills

922 KA	R 2:110	- Section	3
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(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	
		4

105 - Fire Drills

922 KAR 2:110 - Section 3	
(10) A written record of practiced fire drills conducted monthly detailing the date, time, and	l 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	Not Applicable
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 620.0 Written policy that specifies that the procedures that were taught a)30; and 2.
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 m 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: Current rates for child care; and 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. 	ake
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 plac	e;
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
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Inspection Report		
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 undomestica shall not be allowed at a child-care center.	ated, wild, or exotic	
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 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	

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