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INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Kline, Susan Alice	<b>Provider Information</b>	<b>CLR No:</b> C0812
<b>Provider Address:</b> 3840 Walhampton Drive, , Lexington, KY, 40517, 1639	<b>Provider Type:</b> CERTIFIED	<b>Capacity:</b> 6

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 345393
<b>Date Initiated:</b> 06/24/2025 9:55 AM	<b>Date Concluded:</b> 06/24/2025 10:50 AM	
<b>No. of Children Enrolled:</b> 4	<b>No. of Children Present:</b> 3	

Inspection Report	
Background Checks	In Compliance
<b>5 - Applicability and exceptions</b> <b>922 KAR 2:280. Section 2. Applicability and Exceptions.</b> <b>This administrative regulation shall apply to a child care staff member, including:</b> <b>(1) An owner, operator, or employee of a child care provider;</b> <b>(2) A child-care center licensee or director;</b> <b>(3) An adult household member of a Type II child-care center, family child-care home, or registered relative child care provider;</b> <b>(4) An employee who is present during the time a child is receiving care;</b> <b>(5) Any person with supervisory or disciplinary control over a child in care; and</b> <b>(6) Any person having unsupervised contact with a child in care.</b>	<b>In Compliance</b>
<b>10 - Background check/submitted/frequency/re-employment/out of state</b>	<b>In Compliance</b>

**922 KAR 2:280. Section 3. Implementation and Enforcement.**

- (1) A child care staff member shall complete the background checks required in accordance with this administrative regulation and be found to have no disqualifying offense prior to becoming a child care staff member.
- (2) A current or prospective child care staff member shall be subject to background checks in accordance with Sections 4 and 5 of this administrative regulation at intervals pursuant to 45 C.F.R. 98.43(d).
- (3) A child care provider shall request a background check in accordance with this administrative regulation once during each five (5) year period of employment for each current child care staff member.
- (4) Prior to re-employment, a child care staff member shall repeat background checks required by this administrative regulation if they have been separated from employment with a child care provider within Kentucky for a period of one-hundred and eighty (180) consecutive days or more.

**922 KAR 2:280 - Section 4. Procedures and Payments.**

- (1) To initiate the process of obtaining a background check on a prospective child care staff member, the child care provider shall:
  - (a) Request the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;
  - (b) Request the prospective child care staff member complete and sign the:
    - 1. DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and
    - 2. DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and
  - (c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information in order for the cabinet to perform a check of the:
    - 1. Child abuse and neglect central registry pursuant to 922 KAR 1:470;
    - 2. National Sex Offender Public Web site; and
    - 3. Sex Offender Registry established in accordance with KRS 17.500 through 17.580.

**922 KAR 2:280. Section 4. Procedures and Payments.**

- (4) Upon submission of payment in accordance with subsections (2) and (3) of this section, the child care staff member shall:
  - (a) Have no more than thirty (30) calendar days from the date of payment pursuant to subsections (2) and (3) of this section, to submit his or her fingerprints at an authorized collection site for NBCP to check state and national criminal history records; and
  - (b) Present his or her driver's license or other government-issued photo identification to the designated agent at an authorized collection site prior to fingerprint submission.

**922 KAR 2:280. Section 5. Checks of Other States.**

- (1) If a prospective child care staff member resides in or has resided in another state within the last five (5) years, the cabinet, in accordance with 45 C.F.R. 98.43(b)(3), shall:
  - (a) Request from each state of current or prior residency, in accordance with the state's laws, policies, and procedures:
    - 1. A state criminal records check by means of fingerprints for the state of residence unless the state participates in the FBI National Fingerprint File Program;
    - 2. A check of the state's sex offender registry or repository; and
    - 3. A check of the state-based child abuse and neglect registry and database; and
  - (b) Direct results of the checks required in paragraph (a) of this subsection be provided to the cabinet.
- (2) If the prospective child care staff member's current or prior state of residency participates in the FBI's National Fingerprint File Program, a prospective child care staff member shall be exempt from the requirements of subsection (1)(a)1. of this section.
- (3) In accordance with KRS 336.220, an employer shall pay any fee charged by another state for a background check as permitted pursuant to 45 C.F.R. 98.43(f) for a prospective or current child care staff member.

**15 - Underage staff**

**In Compliance**

**922 KAR 2:280. Section 3. Implementation and Enforcement.**

- (5) A parent or guardian shall be required to consent to the background check of an individual who is under the age of eighteen (18).

**20 - NBCP not operational**

**In Compliance**

**922 KAR 2:280. Section 4. Procedures and Payments.**

- (8)(a) If the NBCP portal is not operational, the cabinet may request a federal waiver that would allow a prospective staff member to undergo a:
  - 1. Child abuse and neglect central registry check pursuant to 922 KAR 1:470;
  - 2. Criminal records check conducted by the Kentucky Justice and Public Safety Cabinet or Administrative Office of the Courts;
  - 3. National Sex Offender Public Website check in accordance with 34 U.S.C. 20921; and
  - 4. Sex Offender Registry check in accordance with KRS 17.500 through 17.580.
- (b) A background check completed through the NBCP portal shall be required as soon as operational.

**25 - Disqualifying background check result**

**In Compliance**

**922 KAR 2:280. Section 6. Disqualifying Background Check Results.**

(1) Unless a rehabilitative review pursuant to Section 9 of the administrative regulation determines the individual is eligible to be hired, an individual shall be ineligible to:

(a) Be hired as a child care staff member or be an adult household member of a registered relative child care provider, family child-care home, or Type II child-care center if the individual:

1. Meets a criterion specified in 45 C.F.R. 98.43(c);

2. Has been convicted of, or has entered an Alford plea, a plea of guilty, or a plea of nolo contendere to:

a. A drug-related felony, and five (5) years has not elapsed since the person was fully discharged from imprisonment, probation, or parole;

b. A sex or violent crime pursuant to KRS 17.165;

c. A felony offense under:

(i) KRS Chapter 209, protection of adults;

(ii) KRS Chapter 506, inchoate offenses;

(iii) KRS Chapter 511, burglary and related offenses;

(iv) KRS Chapter 515, robbery;

(v) KRS Chapter 520, escape and other offense related to custody;

(vi) KRS Chapter 525, riot, disorderly conduct, and related offense;

(vii) KRS Chapter 527, offenses relating to firearms and weapons;

(viii) KRS Chapter 529, prostitution offenses; or

(ix) KRS Chapter 530, family offenses, excluding KRS 530.050; or

d. A misdemeanor offense under:

(i) KRS 525.130, cruelty to animals in the second degree - exemptions - offense involving equines; or

(ii) KRS 525.135, torture of dog or cat;

3. Is listed on:

a. The central registry established in accordance with 922 KAR 1:470; or

b. Another state's state-based child abuse and neglect registry or database;

4. Has been convicted of, or has entered an Alford plea, plea of guilty, or a plea of nolo contendere to, an offense under a criminal statute of the United States or of another state similar to an offense specified in this paragraph;

5. Has an open warrant for a disqualifying offense established in this paragraph; or

6. Has a pending charge for a criminal offense specified in this paragraph; or

(b) Serve as an owner, child-care provider's licensee, administrative staff, or director if the individual has been convicted of, or has entered an Alford plea, a plea of guilty, or a plea of nolo contendere to, a felony offense involving fraud, embezzlement, theft, or forgery.

(2) An individual who has received a pardon for a disqualifying offense, has had the record expunged, or has evidenced dismissal of a warrant or disqualifying charge may serve as a child care staff member.

**30 - Ineligible employment**

**In Compliance**

**922 KAR 2:280. Section 6. Disqualifying Background Check Results.**

(3) Unless there is a pending informal review, rehabilitative review, or appeal in accordance with Section 7 of this administrative regulation, a child care provider shall be ineligible for the Child Care Assistance Program and shall be subject to a cabinet action against the child care provider's license in accordance with 922 KAR 2:090, certification in accordance with 922 KAR 2:100, or registration in accordance with 922 KAR 2:180, if the child care provider:

(a) Employs a child care staff member who is ineligible for employment under subsections (1) and (2) of this section; or

(b) Is a registered relative child care provider, certified family child-care home, or Type II licensed child-care center and includes an adult household member who has a disqualifying background check result in accordance with subsections (1)(a) and (2) of this section.

**35 - Disqualifying criteria/3 day notification**

**In Compliance**

**922 KAR 2:280 - Section 7. Notice of A Disqualifying Background Check Result and Appeals.**

(2) In addition to the cabinet's notification in accordance with subsection (1) of this section, a child care provider that receives notice from the cabinet that a prospective or current child care staff member has been determined to have a disqualifying background check result in accordance with Section 6 of this administrative regulation shall notify the child care staff member of the cabinet's determination within three (3) business days of receipt of the notice.

**40 - Termination of staff member**

**In Compliance**

**922 KAR 2:280 - Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.**

(1) If a prospective or current child care staff member has not requested an informal review or a rehabilitative review in accordance with Section 9 of this administrative regulation, the child care provider shall:

(a)1. Terminate the child care staff member no later than ten (10) calendar days after receipt of notice of the cabinet's determination, including the disqualifying background check result;

**45 - Relocation of family member**

**In Compliance**

**922 KAR 2:280 - Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.**

(1) If a prospective or current child care staff member has not requested an informal review or a rehabilitative review in accordance with Section 9 of this administrative regulation, the child care provider shall:

(a)2. Change residence of an adult household member in the child care provider's home no later than fifteen (15) calendar days after receipt of notice of the cabinet's determination, including disqualifying background check result;

**50 - Electronic notification to cabinet if no review requested**

**In Compliance**

## Inspection Report

**922 KAR 2:280 - Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.**

- (1) If a prospective or current child care staff member has not requested an informal review or a rehabilitative review in accordance with Section 9 of this administrative regulation, the child care provider shall:
- (b) Use the NBCP to provide electronic notification to the cabinet affirming the child care staff member's dismissal or household member's change in residence within three (3) business days of termination or residence change.

### 55 - Direct contact during informal/rehabilitative review

In Compliance

**922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.**

(2)(a) If a prospective or current child care staff member or adult household member requests an informal review or a rehabilitative review in accordance with Section 9 of this administrative regulation, the child care provider:

1. May retain the child care staff member pending resolution of the informal review or rehabilitative review; and
2. Shall ensure that the child care staff member:
  - a. Is subject to direct, onsite supervision; or
  - b. Does not have duties or proximity that involves one-on-one contact with a child in care.

### 60 - Termination/Relocation after informal or rehabilitative appeal

In Compliance

**922 KAR 2:280 - Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.**

(2)(b) A child care provider shall terminate the child care staff member or relocate the adult household member if the:

1. Informal review upholds the cabinet's determination of a disqualifying background check result, or the rehabilitative review committee does not grant a waiver; and
2. Child care staff member does not request an administrative hearing in accordance with Section 7(5) of this administrative regulation, in which the child care provider shall terminate the child care staff member or relocate the adult household member no later than the thirty-first calendar day following written notice of the results of the informal review or rehabilitative review.

### 65 - Providing care during administrative hearing appeal

In Compliance

**922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.**

(2)(c) If a child care staff member or adult household member requests an administrative hearing in accordance with Section 7(5) of this administrative regulation to appeal the decision from an informal review or rehabilitative review, the child care provider:

1. May retain the child care staff member pending the appeal's resolution if the child care staff member:
  - a. Remains subject to direct, onsite supervision; or
  - b. Does not have duties or proximity that involves one-on-one contact with a child in care;

### 70 - Termination/relocation after hearing

In Compliance

**922 KAR 2:280. Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.**

(2)(c) If a child care staff member or adult household member requests an administrative hearing in accordance with Section 7(5) of this administrative regulation to appeal the decision from an informal review or rehabilitative review, the child care provider:

2. Shall terminate the child care staff member or relocate the adult household member no later than the thirty-first calendar day from the issuance of the final order if the child care staff member or adult household member does not prevail.

### 75 - Electronic notification to cabinet after hearing

In Compliance

**922 KAR 2:280 - Section 8. Termination or Relocation of a Child Care Staff Member upon Receipt of Notice of a Disqualifying Background Check Result.**

(2)(d) Using the NBCP, the child care provider shall provide electronic notification to the cabinet affirming the individual's dismissal or relocation within three (3) business days of the termination or relocation.

### 80 - Restrictions for rehabilitative review

In Compliance

**922 KAR 2:280 - Section 9. Rehabilitative Review.**

(2)(b) If a prospective or current child care staff member requests a rehabilitative review, the child care staff member:

1. May be retained by the child care provider pending the rehabilitative review; and
2. Shall be subject to restrictions and termination or relocation in accordance with Section 8 of this administrative regulation.

### 85 - Employment Status

In Compliance

**922 KAR 2:280 - Section 11. Status of Employment.**

(1) A child care provider shall maintain the employment or residential status of each child care staff member who has submitted to a fingerprint-based criminal background check by reporting the status using the NBCP Web-based system.

### Supervision

In Compliance

### 90 - Outdoor Supervision

In Compliance

**922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.**

(14) Each child in an outdoor play area shall be under the direct supervision of the provider or assistant.

### 92 - Outdoor Supervision/Hazards

In Compliance

## Inspection Report

### 922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(17) Children in an outside play area shall have constant and active supervision and shall be protected by physical or natural barriers that prohibit access to:

- (a) Traffic;
- (b) Gullies; and
- (c) Other hazards.

(18) Constant and active supervision shall be maintained around any body of water and shall be inaccessible to children by secured physical or natural barriers of adequate height and appropriately secured except in accordance with subsections (19) and (20) of this section.

#### 95 - General Supervision

In Compliance

### 922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(11) A child who does not sleep shall be permitted to play quietly and be visually supervised.

#### General Administration

In Compliance

#### 120 - Number of Children

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

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

(3) A provider shall have an assistant present if the provider cares for more than:

- (a) Four (4) infants, including the provider's own or related infants; or
- (b) Six (6) children under the age of six (6) years old, including the provider's own or related children.

#### 125 - Total Capacity

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

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

#### 130 - Respite Requirement

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

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

- (a) Receive an eight (8) hour period of respite after working sixteen (16) consecutive hours during a twenty-four (24) hour period; and
- (b) Employ an assistant during the period of respite.

#### 135 - Assistant required

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

(7) An assistant shall be:

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

#### 136 - Contract Substitute Requirements

In Compliance

### 922 KAR 2:100 - Section 11. Contract Substitute Staff Member Requirements.

(1) A contract substitute staff member shall:

- (a) Comply with the training requirements established in Section 10 of this administration regulation;
- (b) Be employed by an outside agency and provide the required documentation to verify the contractual agreement between the certified child-care home and the outside agency;
- (c) Provide a hard copy file containing all required staff records to be kept on-site at the certified child-care home and maintained at the home for five (5) years;
- (d) Be entered into the cabinet-designated database as a staff member of the outside organization in accordance with 922 KAR 2:240;
- (e) Be the responsibility of the certified child-care home while working on-site; and
- (f) Have supervisory authority over a child only if the requirements of 922 KAR 2:280 and this administrative regulation are met.

#### 138 - Contract Substitute Training

In Compliance

### 922 KAR 2:100 - Section 11. Contract Substitute Staff Member Requirements.

(2) Except for an employee of a child-care center program authorized by 42 U.S.C. 9831-9852, an owner or employee of a contract agency possessing a Kentucky Early Care and Education Trainer's Credential shall not train an employee of the same contract agency in order to meet the training requirements established in:

- (a) KRS 199.8982(1)(a)6. and (2), 922 KAR 2:180, 922 KAR 2:240, 922 KAR 2:250, 922 KAR 2:270, or this administrative regulation; or
- (b) A child development associate credential.

#### 145 - Alcohol/Controlled Substance/Smoking

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

(10) During hours of operation, a provider and another person in the home shall:

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

#### 150 - Assistant Present in Provider's Absence

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

(11) During a provider's absence, an assistant shall be physically present with a child in care during hours of operation.

## Inspection Report

### 155 - Provider Has No Other Employment

In Compliance

922 KAR 2:100 - Section 10. Standards for the Provider.

(12) A provider shall:

- (a) Not be employed outside of the home during regular hours of operation;

### 160 - Health, safety and comfort

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(1) A provider shall ensure the health, safety, and comfort of each child.

### 165 - Overnight Care

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(12) If overnight care is provided, a provider or an assistant shall:

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

### 170 - Off Premises Requirements

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

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

### 175 - Pick-Up Procedure

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(17) A child shall be released from a family child-care home to:

- (a) The child's custodial parent;
- (b) The person designated in writing by the parent to receive the child; or
- (c) In an emergency, a person designated over the telephone by the parent.

### 180 - Record Maintenance

In Compliance

922 KAR 2:100 - Section 19. Records.

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

### 185 - Reports to Cabinet

In Compliance

922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.

The certified family child-care home provider shall:

(11) Report:

(a) The following to the cabinet within twenty-four (24) hours from the time of discovery:

- 1. A communicable disease pursuant to 902 KAR 2:020, which shall also be reported to the local health department;
- 2. An accident or injury to a child that requires medical care;
- 3. An incident that results in legal action by or against the family child-care home that:

a. Affects:

- (i) A child in care;
- (ii) The provider;
- (iii) An assistant; or
- (iv) A member of the provider's household; or

b. Includes the provider's discontinuation or disqualification from a governmental assistance program due to fraud, abuse, or criminal conviction related to that program;

4. An incident involving fire or other emergency, including a vehicular accident when the provider is transporting a child receiving child care services; or

5. A report of child abuse or neglect that:

- a. Has been accepted by the cabinet in accordance with 922 KAR 1:330; and
- b. Names the alleged perpetrator as the:
  - (i) Provider;
  - (ii) Provider's assistant; or
  - (iii) Member of the provider's household;

(b) The death of a child to the cabinet within one (1) hour;

(c) Temporary or permanent closure as soon as practicable to the cabinet and the parent of a child in the family child-care home; or

(d) A child care staff member meeting a disqualifying criterion or background check result in accordance with 922 KAR 2:280.

### Provider Requirements

In Compliance

### 200 - Recognize symptoms of illness/provide first aid

In Compliance

922 KAR 2:100 - Section 16. Medication and First Aid.

(8) A provider and an assistant shall:

- (a) Be able to recognize symptoms of childhood illnesses;
- (b) Be able to provide basic first aid;

### 205 - Protect from abuse/neglect

In Compliance

922 KAR 2:100 - Section 16. Medication and First Aid.

(8) A provider and an assistant shall:

- (c) Maintain a child care program that assures affirmative steps are taken to protect children from abuse or neglect pursuant to KRS 600.020(1).



## Inspection Report

### 210 - Confidentiality of Children's Records

In Compliance

922 KAR 2:100 - Section 19. Records.

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

### 215 - Reporting Abuse/Neglect

In Compliance

922 KAR 2:100 - Section 19. Records.

(4) A certified family child-care home provider shall:

(a) Report an incident of suspected child abuse or neglect pursuant to KRS 620.030;

### 220 - Cabinet access

In Compliance

922 KAR 2:100 - Section 19. Records.

(4) A certified family child-care home provider shall:

(b) Provide the cabinet access and information in the completion of the investigation pursuant to KRS 620.030.

### 225 - Information to Parents

In Compliance

922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.

The certified family child-care home provider shall:

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

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

### 230 - Access to Home

In Compliance

922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.

The certified family child-care home provider shall:

(6) Allow a parent, the cabinet, the cabinet's designee, or another agency with regulatory authority access to the family child-care home at any time a child is in care;

### 235 - Parent/Family Activity

In Compliance

922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.

The certified family child-care home provider shall:

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

### Provider Records

In Compliance

### 240 - Provider CPR/First Aid

In Compliance

922 KAR 2:100 - Section 2. Certification Process.

(4) An applicant shall be currently certified by an agency approved in accordance with 922 KAR 2:240 in infant, child, and adult:

(a) Cardiopulmonary resuscitation (CPR); and

(b) First aid.

### 245 - Adult in home/Assistant

In Compliance

922 KAR 2:100 - Section 2. Certification Process.

(5) An adult living in the home of the applicant, present during the hours of operation or having unsupervised contact with a child in care, and the applicant's assistant shall:

(a) Complete background checks in accordance with 922 KAR 2:280;

### 250 - Adult in home/Assistant TB

In Compliance

922 KAR 2:100 - Section 2. Certification Process.

(5) An adult living in the home of the applicant, present during the hours of operation or having unsupervised contact with a child in care, and the applicant's assistant shall:

(b) Submit a copy of negative tuberculin results or a health professional's statement documenting that the adult is free of active tuberculosis.

### 255 - New Adult

In Compliance

922 KAR 2:100 - Section 2. Certification Process.

(6) If an adult other than an adult listed on the initial application begins living in the provider's home, present during the hours of operation or having unsupervised contact with a child in care, the adult shall submit to background and health checks within thirty (30) calendar days of residence within the household.

### 260 - Orientation/training plan

In Compliance

## Inspection Report

### 922 KAR 2:100 - Section 2. Certification Process.

(9) Within three (3) months of submission to the cabinet of a complete OIG-DRCC-03, an applicant shall:

(a) In accordance with KRS 199.8982(1)(a)(6), demonstrate completion of six (6) hours of cabinet-approved pre-service orientation training in the following topics:

1. Federal minimum health and safety requirements established in 45 C.F.R. 98.41 related to:

- Prevention and control of infectious diseases, including immunization;
- Prevention of sudden infant death syndrome and use of safe sleeping practices;
- Administration of medication, consistent with standards for parental consent;
- Prevention of and response to emergencies due to food and allergic reactions;
- Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
- Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
- Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event;
- Handling and storage of hazardous materials and the appropriate disposal of biological contaminants; and
- Precautions in transporting children;

2. Recognizing and reporting child abuse; and

3. Developmentally appropriate practices; and

(b) Develop and implement a written plan for obtaining:

1. Three (3) hours of cabinet-approved training within the first year of operation, including one and one-half (1 1/2) hours of cabinet-approved pediatric abusive head trauma training in accordance with KRS 199.8982(2); and

2. Nine (9) hours of cabinet-approved training annually between July 1 and the following June 30 of each subsequent year of operation, including one and one-half (1 1/2) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years as required in Section 10(1) of this administrative regulation.

### 262 - Repeating Online Training

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

(13) A provider and an assistant shall not: Repeat online training courses, including pre-service orientation, unless:

(a) Five (5) years have passed since the online training was completed; or

(b) They are required to as part of a disciplinary directive by a state agency.

### 265 - Provider Training Requirements

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

(1)(a) Between July 1 and June 30 of each subsequent year of operation, a provider shall complete at least nine (9) hours of cabinet-approved early care and education training, including one and one-half (1 1/2) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years in accordance with KRS 199.8982(2).

(b) A provider or assistant's compliance with the training in accordance with paragraph (a) of this subsection or subsection (8) of this section shall be verified through the cabinet-designed database maintained pursuant to 922 KAR 2:240.

### 270 - Assistant CPR/FA, if applicable

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

(6) Prior to being left alone with a child, an assistant shall be certified by a cabinet-approved agency in infant, child, and adult:

(a) Cardiopulmonary resuscitation (CPR); and

(b) First aid.

### 275 - Assistant Training Requirements

In Compliance

### 922 KAR 2:100 - Section 10. Standards for the Provider.

(8) An assistant shall demonstrate completion of the training required by Section 2(9) of this administrative regulation within the timeframes established therein.

### Programming

In Compliance

### 280 - Diagnosed Special Needs

In Compliance

### 922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(2)(a) Care for a child with a special need shall be consistent with the nature of the need as documented by the child's health professional.

### 285 - Television/Video Viewing

In Compliance

### 922 KAR 2:100 - Section 13. Care Requirements for a Provider.

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

(a) Two (2) hours daily;

(b) The planned program activities; and

(c) Developmentally appropriate child-related content, as designated by standardized content guidelines.

### 290 - Infant sleep position

In Compliance

### 922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(7) An infant shall sleep and nap on the infant's back unless the infant's health professional signs a waiver that states the infant requires an alternate sleeping position.

### 295 - Rest time

In Compliance

### 922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(8) Rest time shall be provided for each child who is not school-age and who is in care for more than four (4) hours.

### 300 - Rest Period

In Compliance



## Inspection Report

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(10) Rest time shall not exceed two (2) hours for a preschool-age child unless the child is attending nontraditional hours or is sick.

### 305 - Curriculum Areas

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(13) A certified family child care home shall provide a daily planned program:

- (a) That is available to a parent of a child in care or the cabinet upon request;
- (b) Of activities that are developmentally appropriate for each child served;
- (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and
- (d) That offers a variety of creative activities, such as:
  - 1. Art or music;
  - 2. Math or numbers;
  - 3. Dramatic play;
  - 4. Stories and books;
  - 5. Science or nature;
  - 6. Block building or stacking;
  - 7. Tactile or sensory activity;
  - 8. Multi-cultural exposure;

### 310 - Activities

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(13) A certified family child care home shall provide a daily planned program:

- (d) That offers a variety of creative activities, such as:
  - 9. Indoor or outdoor play in which a child makes use of both small and large muscles;
  - 10. A balance of active and quiet play, including group and individual activity; and
  - 11. An opportunity for a child to:
    - a. Have some free choice of activities;
    - b. If desired, play apart from the group at times;

### 315 - Self-help procedures

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(13) A certified family child care home shall provide a daily planned program:

- (d) That offers a variety of creative activities, such as:
  - 11. An opportunity for a child to:
    - c. Practice developmentally appropriate self-help procedures in respect to:
      - (i) Clothing;
      - (ii) Toileting;
      - (iii) Hand-washing; and
      - (iv) Eating.

### 320 - Corporal Discipline

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

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

### 322 - Shaken Baby/Head Trauma/Maltreatment

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(16) A provider shall ensure precautions are taken to prevent shaken baby syndrome, abusive head trauma, and child maltreatment.

### 324 - Waste and Contaminant Disposal

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(18) Waste and biological contaminants, such as bodily fluids, blood, or excretions, shall be:

- (a) Disposed of in a manner that prevents exposure to children;
- (b) Inaccessible to children; and
- (c) In a covered plastic-lined receptacle with a close-fitting lid.

### 325 - Parent Communication

In Compliance

922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.

The certified family child-care home provider shall:

- (7) Communicate with each child's parent about the child's:
  - (a) Development;
  - (b) Activities;
  - (c) Likes; and
  - (d) Dislikes;

### Premises

In Compliance

### 330 - Free from risk of harm

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

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

- (a) Be free from risk of harm in accordance with the requirements of this administrative regulation;

### 335 - Heat/Cool/Light/Ventilation

In Compliance

## Inspection Report

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

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

(b) Have adequate:

1. Heating and cooling;
2. Light; and
3. Ventilation.

### 340 - Floor Level Requirements

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

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

- (a) Unblocked exit to the outside;
- (b) Smoke detector, including in the kitchen area and in the children's sleeping areas;
- (c) Properly maintained fire extinguisher, including in the kitchen area; and
- (d) Carbon monoxide detector if the home:
  1. Uses fuel burning appliances; or
  2. Has an attached garage.

### 345 - Harmful Items Inaccessible

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

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

- (a) Cleaning supplies, poisons, paints, and insecticides;
- (b) Knives, scissors, and sharp objects;
- (c) Power tools, lawn mowers, hand tools, nails, and other equipment;
- (d) Matches, cigarettes, lighters, combustibles, flammable liquids, and all fire hazards;
- (e) Plastic bags; and
- (f) Litter and rubbish.

### 350 - Guns/Ammunition

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(5) In accordance with KRS 527.070(1), firearms and ammunition shall be stored away from the presence of children, in separate locked containers, which, in order to be opened, require a:

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

### 355 - Covered Outlets

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

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

### 360 - Fan/Furnace/Heater/Fireplace

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(7) An electric fan, floor furnace, freestanding heater or fireplace, or other source of heat, shall:

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

### 365 - Telephone

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(8) A certified family child-care home shall have:

- (a) At least one (1) accessible and working telephone on each level used for child care while a child in care is present on that level;

### 370 - Emergency numbers

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(8) A certified family child-care home shall have:

(b) A list of emergency numbers posted on each level used for child care or maintained in the contacts of each telephone, including numbers for the:

1. Police;
2. Fire station;
3. Emergency medical care and rescue squad; and
4. Poison control center.

### 375 - Stairs/Steps

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(10) Stairs and steps used for children in care shall be:

- (a) Solid;
- (b) Safe; and
- (c) Railed.

### 380 - Stairs Blocked, if applicable

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(11) If an infant or toddler is in the care of a provider, indoor stairs with more than two (2) steps shall be blocked.

### 385 - 35 Square Feet

In Compliance

## Inspection Report

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(12) Exclusive of the bathroom and storage area, an indoor area, including furnishings, used for child care shall contain at least thirty-five (35) square feet per child for:

- (a) Play; and
- (b) Activities that meet the developmental needs of the children in care.

### 390 - Condition of Home

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(24) A family child-care home shall:

- (a) Be clean;
- (b) Be uncluttered;
- (c) Be free of insects and rodents;

### 395 - Water supply

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(24) A family child-care home shall:

- (d) Have a water supply that is:
  - 1. Potable;
  - 2. Adequate; and
  - 3. From an approved public water supply;

### 400 - Bathroom sanitary

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(24) A family child-care home shall:

- (e) Have bathrooms, including toilets, sinks, and potty chairs that are:
  - 1. Sanitary; and
  - 2. In good working condition.

### 405 - Openings Screened

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

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

### 410 - Garbage Stored Appropriately

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

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

### 415 - Toilet Room

In Compliance

922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

(1) A toilet room shall:

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

### 420 - Sink

In Compliance

922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

(2) A sink shall be:

- (a) Located near or in close proximity to toilets;
- (b) Equipped with hot and cold running water that allows for hand washing;
- (c) Equipped with hot water at a minimum temperature of ninety (90) degrees Fahrenheit and a maximum of 120 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) Near or in close proximity to a changing area used for infants and toddlers.

### 425 - Toilet

In Compliance

922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

(3) Each toilet shall:

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

### 430 - Sick Child Area

In Compliance

922 KAR 2:100 - Section 16. Medication and First Aid.

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

### 432 - Alcohol Consumption

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(4) Alcohol shall:

- (a) Not be consumed by any person on the certified family child-care home's premises during hours of operation;

### 433 - Alcohol Accessible to Children

In Compliance

## Inspection Report

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(4) Alcohol shall:

(b) Be kept out of reach and sight of a child in care.

### Hygienic Practices

In Compliance

#### 435 - Child Handwashing/Hand Sanitizer

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(4) A child shall:

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

1. Before and after eating or handling food;
2. After toileting or diaper change;
3. After handling animals;
4. After touching an item or an area of the body soiled with body fluids or waste; and
5. After outdoor and indoor play time; or

(b) Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available in accordance with paragraph (a) of this subsection. The child shall wash the child's hands as soon as practicable once liquid soap and warm running water are available.

#### 440 - Adult hand washing

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(5) A provider and an assistant shall:

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

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

(b) Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available in accordance with paragraph (a) of this subsection. The provider or assistant shall wash his or her hands as soon as practicable once liquid soap and warm running water are available.

#### 445 - Items not shared

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(6) A provider shall ensure that a child does not share:

- (a) Cups;
- (b) Eating utensils;
- (c) Wash cloths;
- (d) Towels; and
- (e) Toiletry items.

#### 450 - Toilet Training

In Compliance

922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

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

#### 455 - Clean Diapers/Clothing

In Compliance

922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

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

#### 460 - Soiled Diapers/Clothing

In Compliance

922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

(7) Diapers or clothing shall be:

- (a) Changed when soiled or wet;
- (b) Stored in a covered leak proof container temporarily; and
- (c) Washed or disposed of at least once a day.

#### 465 - Diapering not left unattended

In Compliance

922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

(9) If a child is being diapered, the child shall:

- (a) Not be left unattended;

#### 470 - Diapering Space

In Compliance

## Inspection Report

### 922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

(9) If a child is being diapered, the child shall:

(b) Be placed on a surface that is:

1. Clean;
2. Padded;
3. Free of holes, rips, tears, or other damage;
4. Nonabsorbent;
5. Easily cleaned; and
6. Free of items not used for diaper changing.

### 475 - Individual Disposable Cloths

In Compliance

### 922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

(10) Unless another cleaning method is authorized by the child's parent or prescribed by a physician, individual disposable washcloths shall be used to thoroughly clean the affected area of a child.

### 480 - Diapering Practice

In Compliance

### 922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

(11) A provider or an assistant shall disinfect the diapering surface after each child is diapered.

(12) If a provider or an assistant wear disposable gloves, the gloves shall be changed and disposed of after each child is diapered.

### First Aid/Medication

In Compliance

### 485 - Medication Locked/First Aid/Diaper cream/Sunscreen/Toothpaste

In Compliance

### 922 KAR 2:100 - Section 16. Medication and First Aid.

(1) Medication, including medicine that requires refrigeration, shall be stored in a locked container or area with a lock unless the medication is:

- (a) A first aid supply. A first aid supply shall be maintained in accordance with subsection (4) of this section;
- (b) Diaper cream, sunscreen, or toothpaste. Diaper cream, sunscreen, or toothpaste shall be inaccessible to a child in care;

### 490 - Medication Locked/Epi Pen

In Compliance

### 922 KAR 2:100 - Section 16. Medication and First Aid.

(1) Medication, including medicine that requires refrigeration, shall be stored in a locked container or area with a lock unless the medication is:

(c) An epinephrine auto-injector. A family child-care home shall comply with KRS 199.8951, including:

1. An epinephrine auto-injector shall be inaccessible to a child in care;
2. A certified family child-care home provider shall have training on the administration of an epinephrine auto-injector if the provider maintains an epinephrine auto-injector for a child;
3. A certified family child-care home shall seek emergency medical care for a child if an auto-injector is administered to a child; and
4. A certified family child-care home shall report to the child's parent and the cabinet in accordance with subsection (6) of this section and Section 20(10) of this administrative regulation if an epinephrine auto-injector is administered to a child;

### 495 - Medication Locked/Emergency or Rescue Meds

In Compliance

### 922 KAR 2:100 - Section 16. Medication and First Aid.

(1) Medication, including medicine that requires refrigeration, shall be stored in a locked container or area with a lock unless the medication is:

(d) An emergency or rescue medication for a child in care, such as medication to respond to diabetic or asthmatic condition, as prescribed by the child's physician. Emergency or rescue medication shall be inaccessible to a child in care.

### 500 - Medication administration

In Compliance

### 922 KAR 2:100 - Section 16. Medication and First Aid.

(2) Prescription and nonprescription medication shall be administered to a child in care:

- (a) With a written request of the child's parent or the child's prescribing health professional; or
  - (b) In accordance with KRS 311.646.
- (3) Prescription and nonprescription medications shall be:
- (a) Labeled; and
  - (b) Administered according to directions or instructions on the label.

### 505 - First Aid supplies accessible

In Compliance

### 922 KAR 2:100 - Section 16. Medication and First Aid.

(4) A provider shall:

- (a) Maintain first aid supplies that are easily accessible for use in an emergency, and these supplies shall be inaccessible to the children in care;

### 515 - First Aid Supplies

In Compliance

### 922 KAR 2:100 - Section 16. Medication and First Aid.

(5) First aid supplies shall include a fully-equipped first aid kit containing the following non-expired items:

- (a) Adhesive bandages;
- (b) Sterile gauze;
- (c) Medical tape;
- (d) Scissors;
- (e) Thermometer;
- (f) Disposable gloves; and
- (g) CPR mouthpiece.

### 520 - Parent Notification

In Compliance

## Inspection Report

922 KAR 2:100 - Section 16. Medication and First Aid.

(6) A provider shall provide immediate notification of a medical emergency to a child's:

- (a) Parent; or
- (b) Emergency contact, if the parent is unavailable.

### Outdoor Play Area

In Compliance

#### 525 - Outdoor Play Area Safe

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

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

#### 530 - Outdoor stationary equipment

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(15) Outdoor stationary play equipment shall be:

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

### Equipment

In Compliance

#### 535 - Toys

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(9) Equipment and toys shall be:

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

#### 540 - Trampoline

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

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

#### 545 - Swimming Pool

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(19) A swimming pool on the premises shall:

- (a) Be maintained and free of debris and body waste;
- (b) Have a water filtering system or be emptied daily;
- (c) Be supervised when in use, with a ratio of one (1) adult to one (1) infant or toddler; and
- (d) Be inaccessible to a child when not in use.

(20) An above-ground pool shall:

- (a) Have a stationary wall no less than four (4) feet tall;
- (b) Have hand holds or foot holds that are inaccessible when the pool is not in use; and
- (c) Be supervised when in use, with a ratio of one (1) adult to one (1) infant or toddler.

#### 550 - Playpens

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(27) Playpens and play yards shall:

- (a) Meet the federal standards as issued by the Consumer Product Safety Commission, including 16 C.F.R. 1221;
- (b) Be manufactured for commercial use; and
- (c) Not be used for sleeping or napping.

#### 555 - Infant rest time

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(9) Rest time shall include adequate space specified by the child's age as follows:

(a) For an infant:

1. An individual non-tiered crib that meets Consumer Product Safety Commission standards established in 16 C.F.R. 1219-1220;
2. A firm crib mattress in good repair with a clean tight-fitted sheet that is changed:
  - a. Weekly; or
  - b. Immediately if it is soiled or wet;
3. No loose bedding, such as a bumper or a blanket; and
4. No toys or other items except for the infant's pacifier;

#### 560 - Toddler/preschool rest time

In Compliance

922 KAR 2:100 - Section 13. Care Requirements for a Provider.

(9) Rest time shall include adequate space specified by the child's age as follows:

(b) For a toddler or preschool-age child:

1. An individual bed, a two (2) inch thick waterproof mat, or cot in good repair; and
2. Bedding that is in good repair and is changed:
  - a. Weekly; or
  - b. Immediately if it is soiled or wet.

#### 565 - Toilet Training Chair

In Compliance



## Inspection Report

922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

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

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

### Transportation

Not Applicable

570 - Written permission from parents

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

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

- (a) Have written permission from a parent to transport his or her child;

575 - Seat belts

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

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

- (b) Have a car or van equipped with seat belts;

580 - Car seats/seated/back seat

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

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

(c) Require that a child:

1. Be restrained in an appropriate safety seat meeting state and federal motor vehicle safety standards in accordance with KRS 189.125 and 49 C.F.R. 571.213;
2. Remain seated while the vehicle is in motion; and
3. If under thirteen (13) years of age, be transported in the back seat;

585 - Emergency/identifying info

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

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

- (d) Have emergency and identification information about each child in the vehicle if children are being transported;

590 - Laws for driver's license/insurance

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

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

- (e) Conform to state laws pertaining to vehicles, driver's license, and insurance pursuant to KRS 186.020.

595 - Child Not Left Unattended

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

(2) A child shall not be left unattended:

- (a) At the site of aftercare delivery; or
- (b) In a vehicle.

600 - Child Not in Vehicle During Repairs

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

(3) A child shall not be left in a vehicle while it is being repaired.

605 - Pick-Up Truck

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

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

610 - Hazardous Items

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

(5) Firearms, ammunition, alcohol, or illegal substances shall not be transported in a vehicle transporting children.

615 - No Hazardous Materials

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

(6) A vehicle shall not transport children and hazardous materials at the same time.

620 - Vehicle Headlamps

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

(7) A vehicle transporting a child shall have the headlamps on.

625 - Driver Not in Seat

Not Applicable

922 KAR 2:100 - Section 18. Transportation.

(8) 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.

630 - Driver Requirements

Not Applicable

## Inspection Report

### 922 KAR 2:100 - Section 18. Transportation.

(9) A driver of a vehicle transporting a child for a certified provider shall:

- (a) Be at least twenty-one (21) years old;
- (b) Complete:
  - 1. The background checks described in Section 2(2)(c)5 or 2(5) of this administrative regulation; and
  - 2. An annual check of the:
    - a. Kentucky driver history records in accordance with KRS 186.018; or
    - b. Driver history records through the state transportation agency that issued the driver's license;
- (c) Hold a current driver's license that has not been suspended or revoked during the last five (5) years; and
- (d) Not have caused an accident which resulted in the death of a person.

### Food Service/Food Program

In Compliance

### 635 - Milk requirements

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

(1) A provider and an assistant shall:

- (c) Serve:
  - 1. Breast milk or iron-fortified formula to a child:
    - a. Age birth to twelve (12) months; or
    - b. Beyond twelve (12) months of age as documented by the parent or the child's physician;
  - 2. Pasteurized whole milk to a child age twelve (12) months to twenty-four (24) months; or
  - 3. Pasteurized skim or low fat one (1) percent milk to a child age twenty-four (24) months to school-age.

### 640 - Breakfast

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

(7) Breakfast shall include:

- (a) Milk;
- (b) A whole grain or an enriched grain bread; and
- (c) Fruit, vegetable, or 100 percent juice.

### 645 - Snack

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

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

- (a) Milk;
- (b) Protein source;
- (c) Fruit, vegetable, or 100 percent juice; or
- (d) A whole grain or an enriched grain bread.

### 650 - Lunch/Dinner

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

(9) Lunch and dinner shall include:

- (a) Milk;
- (b) Protein source;
- (c) 1. Two (2) vegetables;
- 2. Two (2) fruits; or
- 3. One (1) fruit and one (1) vegetable; and
- (d) A whole grain or an enriched grain bread.

### Food Service

In Compliance

### 655 - Sanitary Preparation/Storage of Food

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

(1) A provider and an assistant shall:

- (a) Use sanitary procedures when preparing and serving food;
- (b) Refrigerate perishable food and beverages;

### 660 - Water requirements

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

(2) Water shall be:

- (a) Available to a child in care; and
- (b) Served in addition to meal requirements if a child requests throughout the day.

### 665 - Same food

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

(3) A certified family child-care home shall offer each child the same food items unless the child's parent or health professional documents a dietary restriction that necessitates an alternative food item for the child.

### 670 - Second servings

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

(4) Second servings shall be available to a child.

### 675 - Food not used as reward/punishment

In Compliance

## Inspection Report

### 922 KAR 2:100 - Section 15. Food Requirements.

#### (5) Food shall not be:

##### (a) Used for:

1. Reward; or
2. Discipline; or

##### (b) Withheld until all other food items are consumed.

### 680 - Food in appropriate amount and type

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

#### (6) Meals shall:

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

### 685 - Meals not served during TV viewing

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

#### (6) Meals shall:

- (c) Not be served during television or video viewing;

### 690 - Meal Frequency/Tableware

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

#### (6) Meals shall:

- (d) Be served every two (2) to three (3) hours; and
- (e) Be served to a child:
  1. Seated with sufficient room to manage food and tableware; and
  2. Supplied with individual eating utensils designed for use by a child.

### 695 - Weekly Menu

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

#### (10) A weekly menu shall be:

- (a) Prepared;
- (b) Dated;
- (c) Available to a parent of a child in care or the cabinet upon request; and
- (d) Kept on file for thirty (30) calendar days.

### 700 - Substitutions Noted on Menu

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

#### (11) Substitutions to a weekly menu shall be noted on the day the meal is served.

### 705 - Bottle Preparation By Parent, if applicable

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

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

### 710 - Bottles

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

#### (13) Each child's bottle shall be:

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

### 715 - Refrigerator

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

#### (14) The refrigerator shall:

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

### 720 - Freezer At Zero Degrees Fahrenheit

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

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

### 725 - Bottle-Feeding

In Compliance

### 922 KAR 2:100 - Section 15. Food Requirements.

#### (16) 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.

Inspection Report	
Children's Records	In Compliance
<b>730 - Immunization</b>	<b>In Compliance</b>
<p><b>922 KAR 2:100 - Section 19. Records.</b></p> <p>(1) A provider shall maintain:</p> <p>(a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.034;</p>	
<b>735 - Children's information</b>	<b>In Compliance</b>
<p><b>922 KAR 2:100 - Section 19. Records.</b></p> <p>(1) A provider shall maintain:</p> <p>(b) A written record for each child:</p> <ol style="list-style-type: none"> <li>1. Completed and signed by the child's parent;</li> <li>2. Retained on file on the first day the child attends the family child-care home; and</li> <li>3. To contain:               <ol style="list-style-type: none"> <li>a. Identifying information about the child, which includes, at a minimum, the child's name, address, and date of birth;</li> <li>b. Contact information to enable the provider to contact the child's:                   <ol style="list-style-type: none"> <li>(i) Parent at the parent's home or place of employment;</li> <li>(ii) Family physician; and</li> <li>(iii) Preferred hospital;</li> </ol> </li> <li>c. The name of each person who is designated in writing to pick-up the child;</li> <li>d. Food or other allergies in a documented care plan that includes:                   <ol style="list-style-type: none"> <li>(i) Instructions regarding the allergy, including any identifying symptoms;</li> <li>(ii) Steps taken to avoid and prevent the allergen; and</li> <li>(iii) A plan of treatment in the event of an allergic reaction, including medication, doses, and the administration of an epinephrine auto-injector in accordance with Section 16(1)(c) of this administrative regulation.</li> </ol> </li> <li>e. The child's general health status and medical history including, if applicable:                   <ol style="list-style-type: none"> <li>(i) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and</li> <li>(ii) Permission from the parent for third-party professional services in the family child-care home;</li> </ol> </li> <li>f. The name and phone number of each person to be contacted in an emergency situation involving or impacting the child;</li> <li>g. Authorization by the parent for the provider to seek emergency medical care for the child in the parent's absence;</li> </ol> </li> </ol>	
<b>740 - Permission for trips off premises</b>	<b>In Compliance</b>
<p><b>922 KAR 2:100 - Section 19. Records.</b></p> <p>(1) A provider shall maintain:</p> <p>(b) A written record for each child:</p> <ol style="list-style-type: none"> <li>3. To contain:           <ol style="list-style-type: none"> <li>h. A permission form and allergy care plan if applicable for each trip away from the family child-care home signed by the child's parent in accordance with Section 18(1) of this administrative regulation;</li> </ol> </li> </ol>	
<b>745 - Written child care agreement</b>	<b>In Compliance</b>
<p><b>922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.</b></p> <p>The certified family child-care home provider shall:</p> <p>(10) Maintain a written child care agreement with each child's parent, including the name of each person designated by the parent to pick up the child;</p>	
Written Documentation	
In Compliance	
<b>750 - Liability insurance</b>	<b>In Compliance</b>
<p><b>922 KAR 2:100 - Section 2. Certification Process.</b></p> <p>(2) An applicant for certification shall:</p> <p>(b) Obtain commercial liability insurance of at least \$50,000 per occurrence;</p>	
<b>755 - Zoning/Physician's Statement/Education</b>	<b>In Compliance</b>
<p><b>922 KAR 2:100 - Section 2. Certification Process.</b></p> <p>(2) An applicant for certification shall:</p> <p>(c) Submit within ninety (90) days of initiation of the application process:</p> <ol style="list-style-type: none"> <li>1. A completed OIG-DRCC-03, Initial Certification Application for Family Child-Care Home;</li> <li>2. A nonrefundable certification fee of ten (10) dollars pursuant to KRS 199.8982(1)(b);</li> <li>3. Written documentation from the local authority showing the child-care home is in compliance with local zoning requirements;</li> <li>4. Documentation of the requirements of KRS 199.8982(1)(a)1 through 3 and 5;</li> <li>5. Background checks completed in accordance with 922 KAR 2:280; and</li> <li>6. A physician's statement documenting that the family child-care home provider's health is satisfactory for operation of a family child-care home, including that the provider is free of active tuberculosis.</li> </ol> <p>(3) An applicant for certification shall have a:</p> <p>(a) High school diploma, general equivalency diploma (GED), or documentation from a comparable educational entity; or</p> <p>(b) Commonwealth Child Care Credential in accordance with 922 KAR 2:250.</p>	
<b>760 - Attendance Records Standards</b>	<b>In Compliance</b>

## Inspection Report

922 KAR 2:100 - Section 10. Standards for the Provider.

(12) A provider shall:

(b) Maintain daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 14, if a child receives services from the provider through the Child Care Assistance Program.

### 765 - Fire Drill Requirements

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(21) A fire drill shall be:

- (a) Conducted during hours of operation at least monthly; and
- (b) Documented.

### 770 - Earthquake/Tornado/Shelter-in-Place/Lockdown Drill Requirements

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(22) An earthquake drill, tornado drill, shelter-in-place drill, and lockdown drill shall be:

- (a) Conducted during hours of operation at least quarterly; and
- (b) Documented.

### 772 - Disaster Reunification Plan

In Compliance

922 KAR 2:100 - Section 12. The General Requirements of the Family Child-Care Home Environment.

(23) In the event of a natural disaster, fire, shelter-in-place, lockdown, or other emergency, a written plan shall be in place to communicate reunification with families and accommodations for:

- (a) Infants and toddlers;
- (b) Children with disabilities; and
- (c) Children with chronic medical conditions.

### 775 - Attendance Records

In Compliance

922 KAR 2:100 - Section 19. Records.

(1) A provider shall maintain:

- (c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 14, if a child receives services from the provider through the Child Care Assistance Program.

### 780 - Documentation of Earthquake/Tornado/Shelter-in-Place/Lockdown Drills

In Compliance

922 KAR 2:100 - Section 19. Records.

(5) A certified family child-care home provider shall maintain a written record of:

(a) Quarterly practiced earthquake drills, tornado drills, shelter-in-place drills, and lockdown drills detailing the date, time, and participants in accordance with Section 12(22) of this administrative regulation;

### 785 - Fire Drills

In Compliance

922 KAR 2:100 - Section 19. Records.

(5) A certified family child-care home provider shall maintain a written record of:

- (b) Monthly practiced fire drills detailing the date, time, and participants in accordance with Section 12(21) of this administrative regulation;

### 790 - Reports to Cabinet

In Compliance

922 KAR 2:100 - Section 19. Records.

(5) A certified family child-care home provider shall maintain a written record of:

- (c) Reports to the cabinet that are required in accordance with Section 20(11) of this administrative regulation.

### 795 - Evacuation Plan Records

In Compliance

922 KAR 2:100 - Section 19. Records.

(7)(a) A certified family child-care home provider shall have a written evacuation plan in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to a child in care in accordance with KRS 199.895.

### 800 - Policies

In Compliance

922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.

The certified family child-care home provider shall:

(1) Develop written information that specifies the:

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

Posted/Available Documentation

In Compliance

### 805 - Certificate

In Compliance

## Inspection Report

### 922 KAR 2:100 - Section 2. Certification Process.

(10)(a) A family child-care home certificate shall:

1. Be displayed in a prominent place, as required by KRS 199.8982(1)(c);

### 810 - Provider's Address

In Compliance

### 922 KAR 2:100 - Section 2. Certification Process.

(10)(a) A family child-care home certificate shall:

3. Be valid for only the:
  - a. Name of the individual authorized on the certificate to operate a family child-care home; and
  - b. Residential address printed on the certificate.

### 812 - Post Adverse Action Certificate

In Compliance

### 922 KAR 2:100 - Section 2. Certification Process.

(10)(b) A certified family child-care home whose certificate is suspended or revoked shall:

2. Post the new certificate in accordance with paragraph (a) of this subsection.

### 820 - Diapering/Handwashing Procedures

In Compliance

### 922 KAR 2:100 - Section 14. Toilet and Diapering Requirements.

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

### 822 - Food Allergies

In Compliance

### 922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.

The certified family child-care home provider shall:

- (5) Post each child's food allergies or other allergy care plan prominently where food is served with permission of the parent or guardian;

### 825 - Available Documentation

In Compliance

### 922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.

The certified family child-care home provider shall:

- (8) Make available to a parent upon request:
  - (a) The staff to child ratios described in Section 10 of this administrative regulation;
  - (b) The planned program of activities;
  - (c) Each statement of deficiency issued by the cabinet during the current certification period;
  - (d) Each plan of correction submitted by the certified family child-care home to the cabinet during the current certification period; and
  - (e) Daily schedule including any trips outside the family child-care home;

## Animals

In Compliance

### 830 - Animals

In Compliance

### 922 KAR 2:100 - Section 17. Animals.

(1) An animal shall not be allowed in the presence of a child in care:

- (a) Unless:
  1. The animal is under the supervision and control of an adult;
  2. Written parental consent has been obtained; and
  3. The animal is certified as vaccinated against rabies; or
- (b) Except in accordance with subsection (3) of this section.
- (2) A parent shall be notified in writing if a child has been bitten or scratched by an animal.
- (3) An animal that is considered undomesticated, wild, or exotic shall not be allowed at a certified family child-care home unless the animal is:
  - (a) A part of a planned program activity led by an animal specialist affiliated with a zoo or nature conservatory; and
  - (b) In accordance with 301 KAR 2:081 and 301 KAR 2:082.

## Posted Requirements

In Compliance

### 835 - Children/Parent Rights

In Compliance

### 922 KAR 2:100 - Section 20. Certified Family Child-Care Home Program.

The certified family child-care home provider shall:

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

Signature of Provider/Representative

Title

Date