



**CLARIFICATION FOR IDENTIFYING REQUIREMENTS FOR STAFF IN  
CHILD CARE CENTERS INCLUDING PRESCHOOLS, HEAD START CENTERS**

**STAFF POSITION**

<b>REQUIREMENTS</b>	Program Director AND at least one person in each unit at all times and usually designated as a Lead Teacher by the facility	Assistant Teacher	Volunteer (if regularly volunteering, which is more than one time)	Substitutes	Cook	Bus Driver
<b>Negative TB Skin Test</b> KAR 28-4-126(c)(1) (Within 30 days of employment)	X	X	If regularly volunteering – i.e. more than once	X	X	X
<b>Health Assessment<sup>1</sup></b> KAR 28-4-126(b)(1) (Within 30 days of employment)	X	X	If volunteer will be counted in staff-child ratio	X	If staff counted in staff-child ratio	If staff counted in staff-child ratio
<b>High School Graduate</b> KAR 28-4-428a(e) (Each unit must have one person in attendance at all times with a HS diploma or its equivalent.)	X			If required by staff position replacing		
<b>Orientation</b> KAR 28-4-428a(a)(4)(A-F) (Shall complete within seven calendar days of employment/volunteering or before sole responsibility for the care and supervision of children is given.)	X	X	If volunteer will be counted in staff-child ratio	If substitute will be counted in staff-child ratio		
<b>Health and Safety Initial Training</b> KAR 28-4-428a(b)(1-2) <ul style="list-style-type: none"> <li>• Recognizing the signs of child abuse or neglect, including prevention of shaken baby syndrome and abusive head trauma, and the reporting of suspected child abuse or neglect;</li> <li>• Basic child development, including supervision of children;</li> <li>• Safe sleep practices and sudden infant death syndrome, <b>if the individual will be caring for children under 12 months of age;</b></li> <li>• Prevention and control of infectious diseases, including immunizations;</li> <li>• Prevention of and response to emergencies due to food and allergic reactions;</li> <li>• Building and premises safety, including identification of and protection from hazards that could cause bodily injury, including electrical hazards, bodies of water, and vehicular traffic;</li> <li>• Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event, including violence at a facility;</li> <li>• Handling and storage of hazards materials and the appropriate disposal of bio-contaminants, including blood and other bodily fluids or waste; and</li> <li>• Precautions when transporting children, <b>if transportation is provided.</b></li> </ul>	X	X	If volunteer will be counted in staff-child ratio	If required by staff position replacing	If staff counted in staff-child ratio	If staff counted in staff-child ratio

Shall be completed by each member counted in staff-child ratio before the date of employment or volunteering or not later than 30 calendar days after the date of employment or volunteering.

**Each staff member shall complete the training before  
given sole responsibility for the care and supervision of children.**

**STAFF POSITION**

<b>REQUIREMENTS</b>	Program Director AND at least one person in each unit at all times and usually designated as a Lead Teacher by the facility	Assistant Teacher	Volunteer (if regularly volunteering, which is more than one time)	Substitutes	Cook	Bus Driver
<b>Pediatric First Aid Certification</b> KAR 28-4-428a(c)(1) (Each unit must have one person certified and counted in staff-child ratio present at all times. Shall be completed before the date of employment or volunteering or not later than 30 calendar days after the date of employment or volunteering.)	X	X	If volunteer will be counted in staff-child ratio	If required by staff position replacing	If staff counted in staff-child ratio	If staff counted in staff-child ratio
<b>Pediatric Cardiopulmonary Resuscitation Certification</b> KAR 28-4-428a(c)(1) (Each unit must have one person certified and counted in staff-child ratio present at all times. Shall be completed before the date of employment or volunteering or not later than 30 calendar days after the date of employment or volunteering.)	X	X	If volunteer will be counted in staff-child ratio	If required by staff position replacing	If staff counted in staff-child ratio	If staff counted in staff-child ratio
<b>Medication Administration Training<sup>2</sup></b> KAR 28-4-428a(d)(1-3) (PD or designated staff member shall not administer medications unless the individual has completed the training.)	X	X	PD must complete, and staff designated to administer medication	Staff designated to administer medication		
<b>Annual In-Service Training</b> KAR 28-4-428(f)(1-2)	X	X	If volunteer will be counted in staff-child ratio	If substitute will be counted in staff-child ratio	If staff counted in staff-child ratio	If staff counted in staff-child ratio
<b>Symptoms of Illness</b> KAR 28-4-430(c)(3) Each staff member shall be trained to observe symptoms of illness, neglect, and child abuse, and shall observe each child's physical condition daily. (Interchangeable with Prevention and Control of Infectious Diseases training)	X	X	If volunteer will be counted in staff-child ratio	If required by staff position replacing	If staff counted in staff-child ratio	If staff counted in staff-child ratio
<b>Background Check Requirements</b> KAR 28-4-125 Refer online for additional information: <a href="http://www.kdheks.gov/bcclr/index.html">http://www.kdheks.gov/bcclr/index.html</a>	<b>Who is required to have a comprehensive fingerprint-based background check?</b> <ul style="list-style-type: none"> <li>• Each applicant, applicant with a temporary permit and licensee;</li> <li>• each employee regardless of position or access to children;</li> <li>• each volunteer counted in the staff/child ratio; and</li> <li>• any other individual at least 16 years of age present in the facility whose activities involve unsupervised access to children.</li> </ul>					

**\*\*REFER TO CHILD CARE REGULATIONS FOR ADDITIONAL DETAILS. \*\***

<sup>1</sup> Health assessment records may be transferred to a new place of employment if the transfer occurs within one year of previous employment.

<sup>2</sup> Medication training is required even if the business policy states medications will not be given at the facility.

## STAFF QUALIFICATIONS

### Program Director

- Each child care center shall have a Program Director who is employed full time. – KAR 28-4-428(d)(1)
- The Program Director is responsible for implementing and supervising the program – KAR 28-4-420(w)
- The Program Director may serve as a lead staff if the facility is licensed for fewer than 60 children. KAR 28-4-428(d)(2) Each facility licensed for more than 60 children shall employ a program director who has no other assigned responsibilities.
- A Program Director meets the qualifications as specified in KAR 28-4-429 for the licensed capacity of the facility.

### Lead Staff Qualifications

#### **Each unit must always maintain a qualified lead while the unit is in operation.**

KAR 28-4-429(h) – Each unit shall have one staff person who is at least 18 years of age and who has a high school diploma or its equivalent. Units enrolling fewer than 13 children shall have a staff person who meets the training requirements specified in subsection (b) of this rule and regulation. Units enrolling 13 to 24 children shall have a staff person who meets the training requirements specified in subsection (c) of this rule and regulation. Units enrolling more than 24 school-age children shall have a staff person who meets the requirements specified in subsection (d) of this rule and regulation.

When the regulation speaks to facility size it also means unit size. For example, if the unit is licensed for up to 12 children, at least one staff person in that unit must meet one of the four options under K.A.R. 28-4-429(b). If the unit is licensed for up to 20 children, the staff person in that room must meet the qualifications outlined in K.A.R. 28-4-429(c).

- **Preschool Unit (12 children or less)**  
Lead staff must meet one of the following qualifications within KAR 28-4-429(b) – four options
- **Preschool Unit (13-24 children)**  
Lead staff must meet one of the qualifications within KAR 28-4-429(c) – three options
- **Infant Toddler Unit**

Lead staff must meet one of the following qualifications within KAR 28-4-440(n) – three options

- **School Age Unit**

Lead staff must meet one of the following qualifications within KAR 28-4-441(b) – two options

- **Mixed Age Unit (Infants and other children under the age of 6)**  
Lead staff qualifications will be determined by the youngest child present in the unit.

Please Note: All requirements must be met before being hired as a lead staff. All lead staff must be qualified under ONE of the above options BEFORE they are allowed to be solely responsible for a group of children.

### Assistant Teacher Qualifications

Assistant Teachers – Refer to KAR 28-4-429(i) – Assistant teachers shall be 16 years of age.

- requirements of the person they are replacing.