



Preschool Programs Survey Instrument

License Number	County	Type of Survey	
		Application Date Complete	
Name of Facility		Telephone Number	Email Address
Physical Address of the Facility Street Address		City	Zip Code

SECTION I Preschool Programs
Capacity Information from currently Issued License for the Facility

SECTION II 1st ON-SITE SURVEY CONDUCTED _____ BEGINNING TIME _____ ENDING TIME _____

Surveyor Findings:

- _____ Full Compliance
- _____ Areas of non-compliance
- _____ Recommend ongoing compliance checks
- _____ Enforcement Action is recommended

SECTION III

_____ All non-compliance was corrected during the 1st on-site visit or a satisfactory corrective action plan was accepted. No on-site compliance check is necessary. Licensure recommended.

2nd ON-SITE SURVEY CONDUCTED _____ BEGINNING TIME _____ ENDING TIME _____

- _____ Corrections received
- _____ Corrections received, and some items remained deficient or corrections were not received. Compliance check was conducted.
- _____ Recommend ongoing compliance checks
- _____ Enforcement action is recommended

SECTION IV SUMMARY - Check if one or more of the following were present at the first or second inspection.

Citations: One or more of the following were cited Over-Capacity Children Unsupervised Serious Hazards Prohibited Punishment Other; Describe.

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K.S.A. 65-501	License or temporary permit required; exemptions. If initial applicant and no temporary permit or license has been issued by KDHE, the applicant does not have children in care. Also required by K.A.R. 28-4-422(a)(4).	C NC R
K.S.A. 65-504 (a)	Licenses; contents; limitations; posting; inspections; temporary permits; access to premises; temporary licenses; denial or revocation of license; procedure. License is posted in a conspicuous place on the premises.	C NC R
K.S.A. 65-506	Notice of issuance, limitation, modification, suspension or revocation of license; notice to parents or guardians of enrollees of limitation, modification, suspension, revocation or denial; unlicensed placements prohibited. Parents or guardians notified in writing if the license is suspended, revoked or denied. No child placed in a facility not licensed by KDHE.	C NC R
K.S.A. 65-508 (a)(1)	Equipment, supplies, accommodations; competent supervision and care of children; safe sleep practices; rules and regulations; immunizations. (a)(1) Each facility shall be properly heated, plumbed, lighted and ventilated.	C NC R
K.S.A. 65-508 (a)(2)	Equipment, supplies, accommodations; competent supervision and care of children; safe sleep practices; rules and regulations; immunizations. Each facility shall have plumbing, water and sewerage systems which conform to all applicable state and local laws.	C NC R
K.S.A. 65-508 (a)(3)	Equipment, supplies, accommodations; competent supervision and care of children; safe sleep practices; rules and regulations; immunizations. Each facility shall be operated with strict regard to the health, comfort, safety, and social welfare of children.	C NC R
K.S.A. 65-508 (b)	Equipment, supplies, accommodations; competent supervision and care of children; safe sleep practices; rules and regulations; immunizations. Each facility complies with applicable fire codes, rules, and regulations of The Kansas State Fire Marshal.	C NC R
K.S.A. 65-512	Inspections. Surveyor is given right of entry and access to every place on the premises and is provided with records which are required to be inspected.	C NC R
K.S.A. 65-513	Changes or alterations required to comply with law; notice; duty of licensee. Licensee understands that it is her/his responsibility to make changes or alterations provided in any Notice of Survey Finding within 5 days of the receipt of the notice.	C NC R

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K.S.A. 65-516	Restrictions on persons maintaining or residing, working or volunteering at child care facility; criminal history check by secretary of health and environment; information to be provided sponsoring child placement agency; child care criminal background and fingerprinting fund. No person known to be a prohibited person is residing, working or regularly volunteering in the facility.	C NC R
K.A.R. 28-4-427 (a)	Program. Programs are conducted in self-contained units with staff and children designated for each unit.	C NC R
K.A.R. 28-4-427 (b)(1)	Program. Equipment. Low, open shelves are provided for play equipment and materials so they are readily accessible to the children.	C NC R
K.A.R. 28-4-427 (b)(2)	Program. Equipment is scaled to the size of the children.	C NC R
K.A.R. 28-4-427 (b)(3)	Program. Equipment is of sound construction with no sharp, rough, loose nor pointed edges, and in good operating condition.	C NC R
K.A.R. 28-4-427 (b)(4)	Program. Equipment is placed to avoid danger of accident or collision and to permit freedom of movement.	C NC R
K.A.R. 28-4-427 (b)(5)	Program. Equipment is of sufficient quantity so that each child has a choice of at least three activities when all children are using equipment at the same time.	C NC R
K.A.R. 28-4-427 (b)(6)	Program. Storage space located conveniently for staff is provided for supplies and equipment not in use.	C NC R
K.A.R. 28-4-427 (b)(7)	Program. Each child has individual space for the child's garments, clothing and possessions during the session attended.	C NC R
K.A.R. 28-4-427 (c)(1)	Program. Learning Experiences. Written program plan includes daily learning experiences, appropriate to the developmental level of the children.	C NC R
K.A.R. 28-4-427 (c)(1)(A)	Program. Program includes experiences designed to develop self-esteem and positive self-image.	C NC R
K.A.R. 28-4-427 (c)(1)(B)	Program. Program includes experiences designed to develop social interaction skills.	C NC R

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K.A.R. 28-4-427 Program. (c)(1)(C) Program includes experiences designed to develop self-expression and communication skills.	C NC R
K.A.R. 28-4-427 Program. (c)(1)(D) Program includes experiences designed to develop creative expression.	C NC R
K.A.R. 28-4-427 Program. (c)(1)(E) Program includes experiences designed to develop large and small muscle skills.	C NC R
K.A.R. 28-4-427 Program. (c)(1)(F) Program includes experiences designed to develop intellectual growth.	C NC R
K.A.R. 28-4-427 Program. (c)(2) Program schedule is planned to provide a balance of active, quiet, individual and group activities.	C NC R
K.A.R. 28-4-427 Program. (c)(3) Written program plan is posted in each unit.	C NC R
K.A.R. 28-4-427 Program. (d)(1) Written discipline policy is made available to staff and parents.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (a) Written parental permission is on file for evaluation and placement of children.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (b) Physical Plant	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (b)(1) Programs which include non-ambulatory children are conducted on the ground floor. Exits and steps have ramps approved by a fire inspector.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (b)(2) Facilities enrolling children who use walkers or wheelchairs have 50 square feet of space for each physically handicapped child.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (b)(3) When physically handicapped children are enrolled, toilets and washbasins are designed to accommodate their needs.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (c) Transportation. A second adult rides in the rear seat of the vehicle when there or more handicapped children are being transported.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (d) Staff meet requirements of K.A.R. 28-4-429 and the following additional requirements:	C NC R

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K.A.R. 28-4-435 Programs serving children with handicapping conditions. (d)(1) The parent of a child with special needs enrolled in the unit is not a teacher in that unit.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (d)(2) Each special purpose unit or unit with 1/3 or more of the children enrolled with special needs has a staff person who has a minimum of six hours of academic credits or equivalent clock hours in understanding the needs of handicapped children and in developing individual program plans.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (d)(3) Special needs consultants meet the educational requirements of their profession.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (e) If 1/3 or more of the children enrolled in a unit have handicapping conditions, the appropriate staff/child ratio is maintained. (Refer to K.A.R. 28-4-428)	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (f) All staff in special purpose units or units with 1/3 or more of the children enrolled with special needs have 10 clock hours of in-service training specific to handicapped conditions.	C NC R
K.A.R. 28-4-435 Programs serving children with handicapping conditions. (g) A written individual program plan is on file for each handicapped child enrolled. The written plan is reviewed and revised annually in consultation with the parents. The plan assigns responsibility for the delivery of services, indicates the anticipated change in the child's behavior, how changes will be measured.	C NC R
K.A.R. 28-4-436 Child care centers: physical plant. (c) Laundry facilities	C NC R
K.A.R. 28-4-436 Child care centers: physical plant. (c)(1) If laundry is done at the preschool, laundry fixtures are located in an area separate from food preparation areas and installed and used in a manner to safeguard the health and safety of children.	C NC R
K.A.R. 28-4-436 Child care centers: physical plant. (c)(2) Separate areas are provided for soiled and clean laundry items.	C NC R
K.A.R. 28-4-438 Child care centers: program. (c) Routines such as toileting and eating and intervals between activities are planned so that children do not have to wait in lines or assemble in large groups.	C NC R
K.A.R. 28-4-438 Child care centers: program. (d) If television is on the premises, use is limited to the children's programs.	C NC R

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K.A.R. 28-4-438	Child care centers: program.	C NC R
(e)	Activities are available for children during the entire time they are in attendance, including early morning and late afternoon.	
K.A.R. 28-4-442	Definitions.	C NC R
	At the time of the survey, the program does not include any intergenerational activities. Licensee understands that he/she is responsible for compliance with the applicable regulations if intergenerational activities are added.	
K.A.R. 28-4-442	Definitions.	C NC R
(b)	When adults are cared for in the same premises as children, adults shall have a space, staff and equipment separate from the children.	
K.A.R. 28-4-442	Definitions.	C NC R
(b)	Intergenerational activities are permitted if the facility is in compliance with K.A.R. 28-4-422.	
K.A.R. 28-4-442	Definitions.	C NC R
(c)	Each adult signs a consent form indicating willingness to participate in intergenerational activities.	
K.A.R. 28-4-442	Definitions.	C NC R
(d)	Written parental permission is on file for each child participating in intergenerational activities.	
K.A.R. 28-4-442	Definitions.	C NC R
(e)	No infant participates in intergenerational activities.	
K.A.R. 28-4-442	Definitions.	C NC R
(f)	There is an intergenerational activities program coordinator.	
K.A.R. 28-4-442	Definitions.	C NC R
(g)	Written plan for intergenerational activities includes program objectives, space to be used and staffing patterns. Special needs of both adults and children are addressed.	
K.A.R. 28-4-442	Definitions.	C NC R
(h)	Weekly schedule of intergenerational activities and participants is posted in both the adult and child care facilities.	
K.A.R. 28-4-442	Definitions.	C NC R
(i)	Staff person from the adult care unit is in attendance when adults are with children during intergenerational activities.	
K.A.R. 28-4-442	Definitions.	C NC R
(j)	Adults from the intergenerational program who volunteer in the child care center are not counted in the child/staff ratio.	
K.A.R. 28-4-123	Parental access to child care facilities.	C NC R
	Parental/Guardian access allowed during all hours of operation.	

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K.A.R. 28-4-124	Parental permission for children to go off-premises.	C NC R
	Signed permission for each location on KDHE form. Destination, times and adults responsible posted in a place accessible to parents.	
K.A.R. 28-4-125	Background checks.	C NC R
	Background Checks.	
K.A.R. 28-4-125	Background checks.	C NC R
(a)	Submit to the department the identifying information necessary to complete background checks for each individual who works or regularly volunteers in the facility, each individual at least 10 years of age who resides in the facility, and any other individual in the facility whose activities involve either supervised or unsupervised access to children. The identifying information shall be submitted as follows:	
K.A.R. 28-4-125	Background checks.	C NC R
(a)(3)	***Before allowing any individual to work, regularly volunteer, or reside in the facility and before allowing any individual whose activities involve either supervised or unsupervised access to children to be in the facility;	
K.A.R. 28-4-125	Background checks.	C NC R
(c)	Ensure that the information submitted for each individual specified in subsection (b) includes the required information for background checks from each state of residence throughout the five-year period before allowing the individual to work, regularly volunteer, or reside in the facility;	
K.A.R. 28-4-125	Background checks.	C NC R
(e)	Ensure that no individual works, regularly volunteers, or resides in the facility until the results of the individual's background checks verify that the individual is not prohibited from working, regularly volunteering, or residing in the facility pursuant to K.S.A. 65-516, and amendments thereto.	
K.A.R. 28-4-126	Health of persons 16 years or older in child care facilities.	C NC R
(a)(1)	Persons caring for children are: Free from physical, mental, emotional handicaps, and are qualified by temperament, maturity, sound judgment and an understanding of children. (If no, document why):	
K.A.R. 28-4-126	Health of persons 16 years or older in child care facilities.	C NC R
(a)(2)	Persons in contact with children are not impaired due to alcohol or drugs.	
K.A.R. 28-4-126	Health of persons 16 years or older in child care facilities.	C NC R
(b)(1)	***Each person regularly caring for children has a health assessment conducted by licensed physician or nurse trained to perform HA. HA is conducted no more than one year before date of employment or not later than 30 days after date of employment.	

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K.A.R. 28-4-126	Health of persons 16 years or older in child care facilities.	C NC R
(c)(1)	***Each person living in, working or regularly volunteering has record of negative TB or x-ray. TB test or x-ray not more than two years before employ or not later than 30 days after date of employment.	
K.A.R. 28-4-126	Health of persons 16 years or older in child care facilities.	C NC R
(d)	Results of HA and TB test recorded on KDHE form and kept on file. (TB results may be recorded on a separate form and attached to the KDHE HA form) HA and TB results may be transferred to a new place of employment if transfer occurs within one year of previous employ.	
K.A.R. 28-4-127	Emergencies.	C NC R
(a)	Working telephone on the premises during all hours of operation.	
K.A.R. 28-4-127	Emergencies.	C NC R
(a)	Emergency telephone numbers posted next to the phone. (police, fire, ambulance, hospital, poison control)	
K.A.R. 28-4-127	Emergencies.	C NC R
(b)(1)(A)	Emergency Medical Release form on file for each child:	
K.A.R. 28-4-127	Emergencies.	C NC R
(c)	Health assessments and emergency release forms are taken to the emergency room with the child.	
K.A.R. 28-4-127	Emergencies.	C NC R
(d)	When a staff member accompanies child, person stays with the child during emergency care. Other children are adequately supervised during emergency.	
K.A.R. 28-4-127	Emergencies.	C NC R
(e)(2)	Injuries or illnesses requiring medical attention are reported to the parent or guardian immediately.	
K.A.R. 28-4-127	Emergencies.	C NC R
(e)(3)	Communicable diseases are reported to health department by the next working day.	
K.A.R. 28-4-127	Emergencies.	C NC R
(f)	Deaths are reported to KDHE or health department by the next working day.	
K.A.R. 28-4-128	Safety procedures.	C NC R
(a)	Disaster plans are developed for emergencies such as fire, tornadoes, storms, serious injury and floods (covers disasters likely to affect the facility due to its location, as identified).	
K.A.R. 28-4-128	Safety procedures.	C NC R
(b)	Disaster plans are posted in a conspicuous place and reviewed with parents.	

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K.A.R. 28-4-128	Safety procedures.	C NC R
(c)	***All persons caring for children are informed and follow emergency plans.	
K.A.R. 28-4-128	Safety procedures.	C NC R
(d)	Fire drills are conducted monthly, to allow participation of all children, and are recorded.	
K.A.R. 28-4-128	Safety procedures.	C NC R
(e)	Tornado drills are conducted monthly (April-September), to allow participation of all children, and are recorded.	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
	At the time of the survey, there is not a swimming pool, wading pool, or a hot tub on the premises. Licensee understands that he/she is responsible for compliance with the applicable regulations if a swimming pool, wading pool or hot tub is added to the premises.	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(a)	Swimming and wading pools on premises.	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(a)(1)	Swimming/wading pools and hot tubs are constructed, maintained and used to safeguard children.	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(a)(2)	Appropriate supervision provided by an adult for swimming/wading activities.	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(a)(3)	Staff/child ratios maintained at all times for swimming/wading activities.	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(a)(4)	Safety rules for swimming activities posted and reviewed by persons caring for children (during months of pool use).	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(b)	Swimming pools on the premises (water over 24 inches)	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(b)(1)	***Below ground pools are enclosed by at least a 5 foot fence.	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(b)(2)	***Above ground pools are 4 feet high or enclosed by a 5 foot fence. Steps are removed when not in use.	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(b)(3)	Sensors not used in lieu of fence around pools.	
K.A.R. 28-4-129	Swimming and wading activities.	C NC R
(b)(4)	Swimming pool is cleaned daily. Swimming pool water has pH of 7.2-8.2. Free chlorine content is between 0.4 and 3.0 parts/million. Tests	

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are recorded and available.

K.A.R. 28-4-129	Swimming and wading activities. (b)(5) A person with a life saving certificate or CPR training who can swim is in attendance when swimming pool is in use.	C NC R	K.A.R. 28-4-130	Transportation. (a)(2)(B) For facility owned or leased vehicles, yearly mechanical safety check and corrections recorded and on file.	C NC R
K.A.R. 28-4-129	Swimming and wading activities. (b)(6) If swimming pool more than 6 ft. across, has a ring buoy, rope or shepherd's hook of adequate length.	C NC R	K.A.R. 28-4-130	Transportation. (a)(3) For facility owned or leased vehicles, accident and liability insurance is current. Coverage is as follows: \$100,000 for personal injury or death in any one accident, \$300,000 for injury or death of 2 or more persons in one accident and \$50,000 for loss of property.	C NC R
K.A.R. 28-4-129	Swimming and wading activities. (c) Wading pools on premises	C NC R	K.A.R. 28-4-130	Transportation. (a)(4)(A) For facility owned or leased vehicles, health assessments, and emergency release forms are in the vehicle when children are transported.	C NC R
K.A.R. 28-4-129	Swimming and wading activities. (c)(1) ***If water is in the wading pool, children are only allowed to play in the area with supervision.	C NC R	K.A.R. 28-4-130	Transportation. (a)(4)(B) For facility owned or leased vehicles, first-aid kit is in the vehicle when transporting children.	C NC R
K.A.R. 28-4-129	Swimming and wading activities. (c)(2) ***Water in wading pools is emptied daily.	C NC R	K.A.R. 28-4-130	Transportation. (a)(5)(A) For facility owned or leased vehicles, appropriate individual restraint is used.	C NC R
K.A.R. 28-4-129	Swimming and wading activities. (d) Hot Tubs on premises.	C NC R	K.A.R. 28-4-130	Transportation. (a)(5)(B) Facility owned or leased vehicles, appropriate individual restraint is used for children able to sit up without support.	C NC R
K.A.R. 28-4-129	Swimming and wading activities. (d)(1) Hot tub or spa is covered and secured by straps or locks.	C NC R	K.A.R. 28-4-130	Transportation. (a)(5)(C) Facility owned or leased vehicles, appropriate individual restraint is used for children four years of age or older or weighing 40 pounds or more.	C NC R
K.A.R. 28-4-129	Swimming and wading activities. (d)(2) Children prohibited from using hot tub or spa.	C NC R	K.A.R. 28-4-130	Transportation. (a)(5)(D) For facility owned or leased vehicles, only one child is restrained per seat belt.	C NC R
K.A.R. 28-4-129	Swimming and wading activities. (e) Ponds and lakes only used for children over 6, swimming areas are approved, a certified life guard is on duty, required staff/child ratios maintained.	C NC R	K.A.R. 28-4-130	Transportation. (a)(5)(E) For facility owned or leased vehicles, school type buses are used for school age children only without restraints.	C NC R
K.A.R. 28-4-130	Transportation. At the time of the survey, provider does not transport or plan to transport children. Licensee understands he/she is responsible for compliance with the applicable regulations if children are transported.	C NC R	K.A.R. 28-4-130	Transportation. (a)(6) Safety of children protected as follows:	C NC R
K.A.R. 28-4-130	Transportation. (a) Facility owned or leased vehicles.	C NC R	K.A.R. 28-4-130	Transportation. (a)(6)(A) For facility owned or leased vehicles, doors are locked (driver's door exempt) when vehicle is in motion.	C NC R
K.A.R. 28-4-130	Transportation. (a)(1) For facility owned or leased vehicles, driver 18 years or older with a driver's license of type appropriate for the vehicle being used. Trailers pulled by another vehicle, camper shells or truck beds not used to transport children.	C NC R	K.A.R. 28-4-130	Transportation. (a)(6)(B) For facility owned or leased vehicles, discipline maintained at all times.	C NC R
K.A.R. 28-4-130	Transportation. (a)(2)(A) For facility owned or leased vehicles, vehicles maintained in safe condition.	C NC R			

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K.A.R. 28-4-130 Transportation. (a)(6)(C) For facility owned or leased vehicles, all parts of child's body in vehicle at all times.	C NC R
K.A.R. 28-4-130 Transportation. (a)(6)(D) For facility owned or leased vehicles, children enter and exit the vehicle away from traffic.	C NC R
K.A.R. 28-4-130 Transportation. (a)(6)(E) For facility owned or leased vehicles, children under 10 years are not left in vehicle unattended; no child is left in the vehicle when vacated.	C NC R
K.A.R. 28-4-130 Transportation. (a)(6)(F) For facility owned or leased vehicles, no smoking when transporting.	C NC R
K.A.R. 28-4-130 Transportation. (a)(6)(G)(i) For facility owned or leased vehicles, child/staff ratio maintained at all times.	C NC R
K.A.R. 28-4-130 Transportation. (a)(6)(H) For facility owned or leased vehicles, driver transports to authorized destination only.	C NC R
K.A.R. 28-4-130 Transportation. (b) Vehicles owned by staff or volunteers	C NC R
K.A.R. 28-4-130 Transportation. (b)(1) Vehicles owned by staff or volunteers have personal insurance for accident and liability. (No minimum)	C NC R
K.A.R. 28-4-130 Transportation. (b)(2) Each vehicle owned by staff or volunteers complies with the requirements of K.A.R. 28-4-130(a)(1); (a)(2)(A); (a)(4)(A); (a)(5); and (a)(6)(A) through (H).	C NC R
K.A.R. 28-4-130 Transportation. (c)(1) Each driver is informed of the transportation regs.	C NC R
K.A.R. 28-4-130 Transportation. (c)(2) For vehicles owned by staff or volunteers, K.A.R. 28-4-130(a) (6)(A) through (H) are posted in the vehicle or given to the driver.	C NC R
K.A.R. 28-4-131 Animals, birds, or fish. At the time of the survey, there are no pets on the premises. Licensee understands that he/she is responsible for compliance with the applicable regulations if pets are acquired.	C NC R
K.A.R. 28-4-131 Animals, birds, or fish. (a) Pet area maintained in a sanitary manner. No animal or bird in kitchen during food preparation. Parents informed of children's access to pets.	C NC R

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K.A.R. 28-4-131 Animals, birds, or fish. (b) Dogs and cats have current immunizations and records kept on file.	C NC R
K.A.R. 28-4-131 Animals, birds, or fish. (c) Children protected from hazardous animals on the premises. Pit Bull Dogs not on premises. Animal exhibits are supervised by appropriate animal care personnel.	C NC R
K.A.R. 28-4-132 Child care practices. (a) Children supervised by a person 16 years of age and older who is responsible for the children's health, safety and well-being.	C NC R
K.A.R. 28-4-132 Child care practices. (b) Discipline.	C NC R
K.A.R. 28-4-132 Child care practices. (b)(1) Written discipline policy indicating methods of guidance appropriate to the age of children in care. Parents informed of discipline policy.	C NC R
K.A.R. 28-4-132 Child care practices. (b)(2) Punishment which is humiliating, frightening, physically or mentally harmful is not used.	C NC R
K.A.R. 28-4-132 Child care practices. (b)(2) Prohibited punishment	C NC R
K.A.R. 28-4-132 Child care practices. (b)(2)(A) The following prohibited punishment is not used: corporal punishment such as spanking with the hand or any implement, slapping, swatting, pulling hair, yanking the arm, or any similar activity.	C NC R
K.A.R. 28-4-132 Child care practices. (b)(2)(B) The following prohibited punishment is not used: verbal abuse, threats, or derogatory remarks about the child or the child's family.	C NC R
K.A.R. 28-4-132 Child care practices. (b)(2)(C) The following prohibited punishment is not used: binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle.	C NC R
K.A.R. 28-4-132 Child care practices. (b)(2)(D) The following prohibited punishment is not used: withholding or forcing foods.	C NC R
K.A.R. 28-4-132 Child care practices. (b)(2)(E) The following prohibited punishment is not used: placing substances which sting or burn on the child's mouth or tongue or other parts of the body.	C NC R
K.A.R. 28-4-132 Child care practices. (b)(4) All child care providers and substitutes comply with discipline practices outlined in K.A.R. 28-4-132.	C NC R

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K.A.R. 28-4-132	Child care practices.	C NC R
(c)	Diapering and toileting.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(1)	Child's clothing or bedding changed when wet or soiled.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(10)	***Proper diaper procedures are followed. If units for children under 2 1/2 years, diapering and toileting procedures are posted.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(2)	Children 3 years and under have an extra change of clothes	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(3)(A)	Handwashing facilities are in or readily accessible to diaper changing area.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(3)(B)	Person's hands are washed with soap and water after changing diapers or soiled clothes.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(4)	Children are diapered in their own crib/playpen, on a clean pad on the floor or on a changing table.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(5)	Changing tables and pads have waterproof, undamaged surface, are sturdy and have railings/safety straps, children are not left unattended on the table.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(6)	Changing tables/pads are sanitized after each use.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(7)(A)	Washable diapers/training pants are not rinsed out and are stored in labeled covered container or plastic bag and returned home.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(8)	Disposable diapers are placed in covered container or plastic bag which is emptied daily or more frequently for odor control.	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(9)(A)	Potty chairs if used are left in the toilet room, wastes are disposed of immediately in a flushed toilet, containers are sanitized after each use and washed daily	
K.A.R. 28-4-132	Child care practices.	C NC R
(c)(9)(B)	One potty chair or child-sized toilet is available for every 5 toddlers.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
	Reporting critical incidents.	

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K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)	Critical incidents are reported to parents and legal guardians. Each primary care provider and each program director shall ensure that each of the following critical incidents is immediately reported to the parent or legal guardian of any child affected by the critical incident.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(1)	Each primary care provider and each program director immediately reports to the parent or legal guardian of fire damage or other damage to the facility, or any damage to the property that affects the structure of the facility or the safety of the children in care.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(2)	Each primary care provider and each program director immediately reports to the parent or legal guardian of a vehicle collision involving any affected child in care.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(3)	Each primary care provider and each program director immediately reports to the affected parent or legal guardian of a missing child.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(4)	Each primary care provider and each program director immediately reports to the affected parent or legal guardian of an injury to a child that requires treatment by a health care professional.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(5)	Reporting the death of any of the following:	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(5)(A)	Each primary care provider and each program director immediately reports to the affected parent or legal guardian the death of a child.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(5)(B)	Each primary care provider and each program director immediately reports to the parent or legal guardian the death of a provider in a day care home or group day care home.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(5)(C)	Each primary care provider and each program director immediately reports to the parent or legal guardian the death of an employee in a preschool or child care center.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(5)(D)	Each primary care provider and each program director immediately reports to the parent or legal guardian of a death of a volunteer.	
K.A.R. 28-4-133	Reporting critical incidents.	C NC R
(a)(6)	Each primary care provider and each program director immediately reports to the parent or legal guardian of any other critical incident that jeopardizes the safety of any child in care.	

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K.A.R. 28-4-133 Reporting critical incidents.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(b) Each primary care provider and each program director shall ensure that a written report of any critical incident is submitted by the next working day to the department on a form provided by the department. A copy of the critical incident report shall be kept on file at the facility for at least one year from the date of the critical incident.		(a) Premises.	
K.A.R. 28-4-421 Terms of license.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(a)(1) Capacity of each unit, age of children enrolled in each unit, and number of units are maintained according to license. Also K.S.A. 65-504. Age of children enrolled in each unit is maintained according to license. Number of units is maintained according to license.		(a)(1) Building meets legal requirements of the community as to fire protection, water supply and sewage disposal.	
K.A.R. 28-4-421 Terms of license.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(a)(3) If permission was granted by KDHE for a capacity overlap at lunch, the written document is posted.		(a)(10)(A) Each window and glass door is screened or guarded.	
K.A.R. 28-4-421 Terms of license.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(a)(4) Children enrolled on irregular basis do not cause the facility to exceed license capacity.		(a)(10)(B) Each window and door opened for ventilation is screened.	
K.A.R. 28-4-421 Terms of license.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(a)(5) License is valid only for the licensee. License is valid only for the address appearing on the license.		(a)(11) Floors are smooth and not slippery, free from cracks, clean and in good condition. Floor covering is required over concrete.	
K.A.R. 28-4-421 Terms of license.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(b) Copy of regulations for licensing child care centers and preschools is on the premises at all times.		(a)(12) Carpeting is clean and in good repair. New carpet meets fire safety.	
K.A.R. 28-4-422 Procedures.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(a)(6)(B) Licensee provides financial resources necessary to maintain compliance and licensing regulations.		(a)(13) Walls are clean and free of cracks.	
K.A.R. 28-4-422 Procedures.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(b) Licensing agency is notified of any change in the position of program director or any change in program which effects licensure.		(a)(14) Surfaces are free of toxic materials.	
K.A.R. 28-4-422 Procedures.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(c)(1)(C) When additional space in an existing building is to be used, prior approval is obtained from KDHE.		(a)(15) Electrical outlets within reach of children under five years of age are covered when not in use	
K.A.R. 28-4-422 Procedures.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(d)(1) Licensee has applied for renewal of the license before existing license expires.		(a)(16) Extension cords are not used.	
K.A.R. 28-4-422 Procedures.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(d)(3) Licensee understands that a new application and fee is to be submitted for each change of ownership or location.		(a)(17) Each room occupied by children has minimum 20 foot candles of light in all parts of the room. Each sleeping room is lighted to allow freedom of movement.	
K.A.R. 28-4-422 Procedures.	C NC R	K.A.R. 28-4-423 Physical plant.	C NC R
(f)(2) Any exception granted by KDHE is posted with the license.		(a)(18) ***Premises is maintained in good condition and clean at all times, free from accumulated dirt and trash and any evidence of vermin or rodent infestation. Outdoor trash and garbage container is covered and contents are removed at least weekly.	
		K.A.R. 28-4-423 Physical plant.	C NC R
		(a)(19) Each room occupied by children is heated, ventilated and cooled. Temperature is not less than 65 degrees and not more than 90 degrees. Area occupied by children is free of drafts.	
		K.A.R. 28-4-423 Physical plant.	C NC R
		(a)(2) Minimum of 35 square feet of floor space per child is available.	

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K.A.R. 28-4-423 Physical plant.	C NC R
(a)(20) If used, each electrical fan is mounted high on the wall or guarded.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(21) If used, a gas heater is approved by a fire inspector. Open-faced heaters are prohibited.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(22) ALL heating elements, including hot water pipes, are insulated or installed in a way that children cannot come in contact with them. Asbestos insulation is not used. Fireplaces are not used when children are present.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(23) ***Medicines, household poisons, and other dangerous substances and instruments are in locked storage.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(24) No firearms are stored in any area used for children's activities. Firearms stored in any other area are in locked storage or equipped with trigger locks.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(3) Building has two exits approved by a fire inspector. One exit leads directly to the outside. Exits are not blocked.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(4) Second floors approved by a fire inspector may be used for children 2 1/2 yrs of age or over. Second floor windows are guarded.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(5) Finished basements approved by a fire inspector may be used for children 2 1/2 yrs of age or older. Basements are dry, well-ventilated, heated and cooled and lighted.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(6) When mobile classroom units are used, they are securely anchored and meet all requirements for permanent structures	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(7) ALL stairs with more than two steps have sturdy hand rails. When balusters are more than 4" apart, provisions are made to prevent a child's head or body from falling through.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(8) Landings or gates are provided beyond each exterior door and any door opening onto a full-length stairway.	
K.A.R. 28-4-423 Physical plant.	C NC R
(a)(9) Ceiling height is not less than 7'6".	

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K.A.R. 28-4-423 Physical plant.	C NC R
(b) Water supply.	
K.A.R. 28-4-423 Physical plant.	C NC R
(b)(1) Water supply is from a source approved by the health department or KDHE.	
K.A.R. 28-4-423 Physical plant.	C NC R
(b)(2) Sanitary drinking facilities are available to children while indoors or outdoors. One of the following is used: Individual disposal cups and water dispenser; Individually-marked glasses or cups which are washed daily; or Fountain designed so that a child can get a drink without assistance.	
K.A.R. 28-4-423 Physical plant.	C NC R
(b)(3) Drinking fountains are not plumbed to sinks.	
K.A.R. 28-4-423 Physical plant.	C NC R
(b)(4) Water from drinking fountains is under pressure with a stream not less than 3" high.	
K.A.R. 28-4-423 Physical plant.	C NC R
(b)(5) Cold water and hot water not exceeding 110 degrees is supplied to lavatory fixtures accessible to children.	
K.A.R. 28-4-423 Physical plant.	C NC R
(c) Toilet and lavatory facilities.	
K.A.R. 28-4-423 Physical plant.	C NC R
(c)(1) All plumbing fixtures and building sewers are connected to public sewers where available.	
K.A.R. 28-4-423 Physical plant.	C NC R
(c)(2) When public sewer is not available, a private sewage disposal system meeting requirement of the county HD or KDHE is installed and connected to all plumbing fixtures.	
K.A.R. 28-4-423 Physical plant.	C NC R
(c)(3) Plumbing is installed and maintained according to local and state plumbing codes.	
K.A.R. 28-4-423 Physical plant.	C NC R
(c)(4) Bathroom facilities are readily accessible to children and placed low or provided with safety steps.	
K.A.R. 28-4-423 Physical plant.	C NC R
(c)(5) There is one toilet and one washbasin for every 15 children.	
K.A.R. 28-4-423 Physical plant.	C NC R
(c)(6) Bathroom facilities are planned to assure privacy for staff.	

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K.A.R. 28-4-423	Physical plant.	C NC R
(c)(7)	Soap, individual cloth towels or paper towels, and toilet paper are provided. Use of common towels and wash cloths is prohibited. When cloth towels and wash cloths are used, they are labeled with the child's name and laundered at least weekly.	
K.A.R. 28-4-426	Administration.	C NC R
(a)	Written delegation of administrative authority designating the person in charge of the facility for all hours of operation is available.	
K.A.R. 28-4-426	Administration.	C NC R
(b)	Admission Policy.	
K.A.R. 28-4-426	Administration.	C NC R
(b)(1)	Arrangements for admission of children are made prior to the admission date to the facility.	
K.A.R. 28-4-426	Administration.	C NC R
(b)(2)	Admission policy is non-discriminatory in regard to race, color, religion, national origin, ancestry, physical handicap, or sex. A copy of the admission policy is available for review.	
K.A.R. 28-4-426	Administration.	C NC R
(b)(3)	Each parent is informed of services offered.	
K.A.R. 28-4-426	Administration.	C NC R
(b)(4)	Each parent is informed when religious training is included in the program.	
K.A.R. 28-4-426	Administration.	C NC R
(c)	Insurance.	
K.A.R. 28-4-426	Administration.	C NC R
(c)(1)	Accident insurance is carried on children.	
K.A.R. 28-4-426	Administration.	C NC R
(c)(2)	Liability insurance is carried to provide recourse to parents or children in the event of negligence.	
K.A.R. 28-4-426	Administration.	C NC R
(c)(3)	Documentation of accident and liability insurance coverage is on file and includes the name of the insurance company or companies, policy number(s) and dates of coverage.	
K.A.R. 28-4-426	Administration.	C NC R
(d)	Staff Records. Records are maintained for each staff person.	
K.A.R. 28-4-426	Administration.	C NC R
(d)(1)	Record of education and experience maintained for each staff.	
K.A.R. 28-4-426	Administration.	C NC R
(d)(2)	Date of employment maintained for each staff.	

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K.A.R. 28-4-426	Administration.	C NC R
(d)(3)	Record of scheduled hours maintained for each staff.	
K.A.R. 28-4-426	Administration.	C NC R
(d)(4)	Record of in-service training maintained for each staff.	
K.A.R. 28-4-426	Administration.	C NC R
(d)(5)	Health Certificate maintained for each staff.	
K.A.R. 28-4-426	Administration.	C NC R
(d)(6)	Work References maintained for each staff.	
K.A.R. 28-4-426	Administration.	C NC R
(e)	Children's Records	
K.A.R. 28-4-426	Administration.	C NC R
(e)(1)	Daily attendance record is maintained and kept on file at the facility.	
K.A.R. 28-4-426	Administration.	C NC R
(e)(2)	Emergency information readily accessible and near phone.	
K.A.R. 28-4-426	Administration.	C NC R
(e)(2)(A)	Name, date of birth, and sex of each child readily accessible and near phone.	
K.A.R. 28-4-426	Administration.	C NC R
(e)(2)(B)	Name, home and business address, and phone numbers of legal guardian for each child is readily accessible and near phone.	
K.A.R. 28-4-426	Administration.	C NC R
(e)(2)(C)	Name, address and number of physician, hospital and person to notify in case of emergency for each child is readily accessible and near phone.	
K.A.R. 28-4-426	Administration.	C NC R
(e)(2)(D)	Person authorized to call for each child is readily accessible and near phone.	
K.A.R. 28-4-426	Administration.	C NC R
(e)(3)(A)	Application for enrollment, including beginning date and date of termination is on file for each child.	
K.A.R. 28-4-426	Administration.	C NC R
(e)(3)(B)	A record of scheduled hours and days of attendance is on file for each child.	
K.A.R. 28-4-426	Administration.	C NC R
(e)(3)(C)	A health assessment and immunization records is on file for each child.	
K.A.R. 28-4-426	Administration.	C NC R
(e)(3)(D)	Each accident report is on file for each child.	

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K.A.R. 28-4-426 Administration.	C NC R
(e)(3)(E) Signed parent permission for off-premise trips is on file for each child.	
K.A.R. 28-4-426 Administration.	C NC R
(e)(4) Children's records are confidential. Staff does not disclose or discuss personal information about children and their relatives with any unauthorized person.	
K.A.R. 28-4-426 Administration.	C NC R
(e)(5) Each child's records and reports are made available to the child's parents on request. Children's health records are returned to parents when children are no longer enrolled.	
K.A.R. 28-4-428 Staff requirements.	C NC R
(a) Minimum staff-child ratio.	
K.A.R. 28-4-428 Staff requirements.	C NC R
(a)(1) The ratio between staff members and children shall be determined by the ages of the children and the type of care provided.	
K.A.R. 28-4-428 Staff requirements.	C NC R
(a)(2) ***The minimum staff-child ratio and the maximum number of children per unit shall not fall below the minimum level at any time.	
K.A.R. 28-4-428 Staff requirements.	C NC R
(a)(3) ***No child shall be left unsupervised.	
K.A.R. 28-4-428 Staff requirements.	C NC R
(b) Substitutes. Two additional adults are available to work in case of illness or emergency. Names and phone numbers are posted and health certificates shall be on file.	
K.A.R. 28-4-428 Staff requirements.	C NC R
(c) Volunteers. Volunteers are at least 14 years of age. Volunteers counted in the staff-child ratio are at least 16 years of age, completes the education and training requirements for a volunteer specified in K.A.R. 28-4-428a, and are supervised by a staff member who is not a volunteer.	
K.A.R. 28-4-428 Staff requirements.	C NC R
(d)(1) Program Director is employed full time.	
K.A.R. 28-4-428 Staff requirements.	C NC R
(d)(2) If licensed for more than 60 children, program director has no other assigned responsibilities.	
K.A.R. 28-4-428 Staff requirements.	C NC R
(d)(3) If licensed for more than 60 children, the facility has an administrator (may also be the program director).	

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K.A.R. 28-4-428 Staff requirements.	C NC R
(e) References. Each staff member shall provide work references to the licensee at the time of application for employment.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
Education and training requirements.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a) Orientation.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a)(1) Each licensee or designee attended a KDHE-approved orientation program for operating a preschool or child care center in their county before applying for a license.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a)(2) Each licensee provides orientation to each program director not later than 7 calendar days after the date of employment and before the program director is given sole responsibility for implementing and supervising the program.	
K.A.R.28-4-428a Education and training requirements.	C NC R
(a)(3) ***Orientation is completed by each staff member and each volunteer counted in staff-child ratio within 7 calendar days after the date of employment or volunteering and before the staff member is given sole responsibility for the care and supervision of children.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a)(4) Orientation for each program director, staff member, and volunteer is related to work duties and responsibilities and includes the following:	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a)(4)(A) Orientation includes licensing regulations.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a)(4)(B) Orientation includes policies and practices of the preschool, including emergency procedures, behavior management, and discipline.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a)(4)(C) Orientation includes schedule of daily activities.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a)(4)(D) Orientation includes care and supervision of children in care, including any special needs and known allergies.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a)(4)(E) Orientation includes health and safety practices.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(a)(4)(F) Orientation includes confidentiality.	

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K.A.R. 28-4-428a Education and training requirements.	C NC R
(b) Health and safety training.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(1) Each staff member or each volunteer counted in the staff-child ratio and each program director has completed health and safety training either before 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 being given sole responsibility for the care and supervision of children.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2) Health and safety training is approved by the secretary.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2)(A) Health and safety training includes 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.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2)(B) Health and safety training includes basic child development, including supervision of children.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2)(C) Health and safety training includes safe sleep practices and sudden infant death syndrome if the individual will be caring for children under 12 months of age.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2)(D) Health and safety training includes prevention and control of infectious diseases, including immunizations.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2)(E) Health and safety training includes prevention of and response to emergencies due to food and allergic reactions.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2)(F) Health and safety training includes 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.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2)(G) Health and safety training includes emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event, including violence at a facility.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2)(H) Health and safety training includes handling and storage of hazardous materials and the appropriate disposal of bio-contaminants, including blood and other bodily fluids or waste.	

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K.A.R. 28-4-428a Education and training requirements.	C NC R
(b)(2)(I) Health and safety training includes precautions when transporting children, if transportation is provided.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(c) Pediatric first aid and pediatric CPR certifications.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(c)(3) At all times in each unit in the preschool, at least one staff member or volunteer is present and counted in the staff-child ratio who has current certification in pediatric first aid and pediatric CPR.	
K.A.R.28-4-428a Education and training requirements.	C NC R
(c)(1) ***Each staff member and each volunteer counted in the staff-child ratio and each program director has obtained certification in pediatric first aid and pediatric CPR as specified either before employment or volunteering or not later than 30 days after the date of employment or volunteering.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(c)(2) Each individual's certifications in pediatric first aid and pediatric CPR are current.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(d) Medication administration training.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(d)(1) Medication administration training is approved by the secretary.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(d)(2) Each program director and each staff member designated to administer medications who was employed at the facility before July 1, 2017 shall complete the training not later than December 31, 2017. The program director or the staff member designated to administer medications shall not administer medications after December 31, 2017 unless the individual has completed the training.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(d)(3) Each program director and each staff member designated to administer medications who is employed at the facility on or after July 1, 2017 shall complete the training before administering medication to any child.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(e) Education requirements. The program director is a high school graduate or equivalent.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(f) Annual in-service training requirements.	
K.A.R. 28-4-428a Education and training requirements.	C NC R
(f)(1) For purposes of this subsection, "licensure year" shall mean the	

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	period beginning on the effective date and ending on the expiration date of a license.	
K.A.R. 28-4-428a	Education and training requirements.	C NC R
(f)(2)	In each licensure year, each program director shall assess the training needs of each staff member and each volunteer and shall provide or arrange for annual in-service training as needed.	
K.A.R. 28-4-428a	Education and training requirements.	C NC R
(f)(3)(C)	Each program director shall complete 12 clock-hours of professional development training during the licensure year ending during the 2019 calendar year.	
K.A.R. 28-4-428a	Education and training requirements.	C NC R
(f)(3)(D)	Each program director shall complete 16 clock-hours of professional development training during the licensure year ending during the 2020 calendar year, and for each subsequent licensure year.	
K.A.R. 28-4-428a	Education and training requirements.	C NC R
(f)(4)(C)	Each staff member and each volunteer counted in the staff-child ratio shall complete 12 clock-hours of professional development training during the licensure year ending during the 2019 calendar year.	
K.A.R. 28-4-428a	Education and training requirements.	C NC R
(f)(4)(D)	Each staff member and each volunteer counted in the staff-child ratio shall complete 16 clock-hours of professional development training during the licensure year ending during the 2020 calendar year, and for each subsequent licensure year.	
K.A.R. 28-4-428a	Education and training requirements.	C NC R
(f)(5)	Annual in-service training shall be approved by the secretary.	
K.A.R. 28-4-428a	Education and training requirements.	C NC R
(g)	Documentation: There is documentation of all orientation, training, certifications and education requirements in each individual's file in the preschool.	
K.A.R. 28-4-429	Staff qualifications.	C NC R
(a)	***Program Director is 18 years of age or older. Documentation is on file indicating that the Program Director meets the training requirements for the license capacity of the facility. If no KDHE Letter of Approval is on file, KDHE recommends Program Director submit an application and related documentation to KDHE.	
K.A.R. 28-4-429	Staff qualifications.	C NC R
(f)	Facilities licensed for more than 100 children have an assistant program director who meets the requirements for the program director for up to 100 children. If no KDHE Letter of Approval or other documentation is on file to determine qualifications, KDHE recommends the Assistant Program Director is to submit an application and related documentation to KDHE.	

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K.A.R. 28-4-429	Staff qualifications.	C NC R
(g)	Facilities licensed for more than 160 children have an assistant program director who meets the requirements for the program director up to 100 children AND has no other assigned responsibilities .	
K.A.R. 28-4-429	Staff qualifications.	C NC R
(h)	***Each unit has one staff person who is at least 18 years of age and who has a high school diploma or its equivalent. Each unit has one staff person who meets the training requirements for the maximum capacity of the unit as stated on the license. Special purpose units or units with more than 1/3 of the children enrolled with handicapping conditions- refer to K.A.R. 28-4-435(d).	
K.A.R. 28-4-429	Staff qualifications.	C NC R
(i)	Assistant teachers are at least 16 years of age and participate in staff orientation at time of employment.	
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C NC R
(a)	Children's Health Assessments	
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C NC R
(a)(1)	Preentrance health assessment conducted within six months BEFORE enrollment is on file for each child. Health Assessment conducted by licensed physician or nurse approved to perform child health assessments.	
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C NC R
(a)(2)	Results of health assessment kept in the child's file at the facility. NOTE: Record of HA no longer required to be on KDHE form.	
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C NC R
(a)(3)	Children transferring from another facility not required to obtain new HA if old record is available.	
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C NC R
(a)(4)	TB testing shall be required only if the child comes in contact with a new active or reactivated case of tuberculosis. The results of the examination shall become a part of the child's health record.	
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C NC R
(a)(5)	Immunizations are current as medically appropriate. Records are maintained. Also required by K.S.A. 65-508(d)	
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C NC R
(a)(6)		

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Certificate from a licensed physician is on file exempting the child from immunizations due to a physical condition. A statement is on file signed by the parent requesting a religious exemption from immunization.

K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(a)(7)	Well-child health information is provided to parents at the time of the enrollment OR posted in a conspicuous place.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(b)	Health practices.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(b)(1)	***Each child's hands are washed with soap and water before and after eating and after toileting.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(b)(2)	Children are allowed to go to the bathroom individually as needed.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)	Illness and abuse.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(1)	When a child is absent due to a communicable disease, staff inform other parents of the nature of the illness.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(10)	Prescription medication is administered by a designated staff member, from a pharmacy container labeled with the child's name, name of the medication, dosage, dosage intervals, name of the physician and date the prescription was filled.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(11)	A record of the designated staff who administered the medication and the date and time the medication was given to the child is kept in the child's file.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(2)	Communicable diseases are reported to the health department.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(3)	***Each staff member is trained to observe symptoms of illness, neglect and child abuse. Staff members observe each child's physical condition daily.			

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K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(4)	Symptoms of illness are reported upon discovery to parents.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(5)	Any evidence of neglect or unusual injuries, including bruises, contusions, lacerations, and burns, are noted on the child's record and reported upon discovery to the program director or in the absence of the program director the person designated in charge of the child care facility.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(6)	Program director or designated person in charge of the facility reports within 24 hours to DCF any evidence of suspected child abuse or neglect. When DCF offices are not open reports are made to local law enforcement.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(7)	If care of sick children is provided, written plans about the needs of a sick child and the care of a sick child are prepared in consultation with the public health nurse and presented to parents at the time of enrollment. Staff members observe each child's physical condition daily.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(8)	A quiet area is provided for sick children. Sick children are supervised by an adult.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(c)(9)	Non-prescription medication is administered to any child only with written order of the parent or guardian. Orders are to be renewed yearly. Medication is administered by a designated staff member.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(d)	Staff.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(d)(1)	Smoking is prohibited.			
K.A.R. 28-4-430	Health practices; illness and abuse; general health requirements for staff.	C	NC	R
(d)(2)	Alcohol or non-prescribed controlled substances are not consumed on the premises during hours of operation nor while children are present.			

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K.A.R. 28-4-434 Preschools.	C NC R
(a) Any building used as a residence may be licensed as a preschool only if there is a room or rooms designated exclusively for preschool use.	
K.A.R. 28-4-434 Preschools.	C NC R
(b) Nutrition.	
K.A.R. 28-4-434 Preschools.	C NC R
(b)(1) Nutritious snack is provided daily and includes at least one of the following foods: milk, milk product or food made with milk; fruit, vegetable or full-strength fruit or vegetable juice; meat; peanut butter; or bread or cereal product. K.A.R. 28-4-434(b)(1)(A)through K.A.R. 28-4-434(b)(1)(E).	
K.A.R. 28-4-434 Preschools.	C NC R
(b)(2) Fluid dairy products are Grade A pasteurized. Solid dairy products are pasteurized.	
K.A.R. 28-4-434 Preschools.	C NC R
(b)(3) Refrigeration is provided for perishable foods.	
K.A.R. 28-4-434 Preschools.	C NC R
(b)(4) If reusable table service is used, appropriate dishwashing methods are followed. See K.A.R. 238-4-439(k).	
K.A.R. 28-4-434 Preschools.	C NC R
(b)(5) Appropriate table service is used for serving snacks. Children's food is not placed on a bare table.	
K.A.R. 28-4-434 Preschools.	C NC R
(c) Outdoor play is not required. If outdoor play is included in the program, the requirements of K.A.R. 28-4-437 are to be met. (Complete K.A.R. 28-4-437 section in this survey report.)	
K.A.R. 28-4-437 Child care centers: outside area.	C NC R
(a) There is at least 75 square feet of outdoor play space on the premises for each child using the space at a given time. The total outdoor space accommodates not less than one-half the licensed capacity or includes a minimum of 750 square feet, whichever is greater.	
K.A.R. 28-4-437 Child care centers: outside area.	C NC R
(b) Boundaries of the outdoor play area are enclosed with a fence not less than 4' high.	
K.A.R. 28-4-437 Child care centers: outside area.	C NC R
(c) Outdoor play space is located to provide both sunshine and shade. Hard-surfaced area or gravel is not used under anchored equipment.	
K.A.R.28-4-437 Child care centers: outside area.	C NC R
(d) ***Outdoor play space is well drained and free of hazards.	

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K.A.R. 28-4-437 Child care centers: outside area.	C NC R
(e) Outdoor play equipment is safely constructed and in good repair. Climbing equipment and swings are anchored with metal straps or pins or set in cement. Swings are safely located and have canvas or soft rubber seats. Teeter totters and merry go rounds designed for school age children are not used for children under six years.	
K.A.R. 28-4-437 Child care centers: outside area.	C NC R
(f) Sand boxes are maintained in a safe and sanitary condition.	
K.A.R. 28-4-437 Child care centers: outside area.	C NC R
(g) Rooftops used as a play area are enclosed with a flat board fence or a chain link fence angled toward the play area. The fence is a least 6 feet high. An approved fire escape leads from the roof to the ground.	
K.A.R. 28-4-437 Child care centers: outside area.	C NC R
(h) ***The play area is arranged so that staff can provide close supervision at all times.	
K.A.R. 28-4-437 Child care centers: outside area.	C NC R
(i) Outdoor equipment is provided in sufficient quantity so that each child has access to at least one activity appropriate to the child's age level.	
K.A.R. 28-4-437 Child care centers: outside area.	C NC R
(j) Bathroom facilities are accessible to outdoor play area.	
K.A.R. 28-4-439 Child care centers: food service.	C NC R
(e) Food allergies or special dietary needs of children are known to cooks, staff, child care workers and substitutes.	
K.A.R. 28-4-439 Child care centers: food service.	C NC R
(f) Menus are posted where parents can see them. Copies of the menus served the previous month are kept on file.	
K.A.R. 28-4-439 Child care centers: food service.	C NC R
(g) Staff sits at the table with the children and socialization is encouraged. Children are encouraged to serve themselves. Spoons and forks are provided for each child's use. Appropriate service is used for meals and snacks.	
K.A.R. 28-4-439 Child care centers: food service.	C NC R
(h) Children's food is not placed on a bare table.	
K.A.R. 28-4-439 Child care centers: food service.	C NC R
(i) Toothbrushes are stored in a sanitary manner out of children's reach.	
K.A.R. 28-4-439 Child care centers: food service.	C NC R
(k)(1) Food is stored: Poisonous or toxic materials are not stored with food. Medications requiring refrigeration are labeled and kept in locked storage in the refrigerator.	

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K.A.R. 28-4-439	Child care centers: food service.	C NC R
(k)(2)	Perishables and potentially hazardous foods are continuously maintained at 45 degrees or lower in the refrigerator or 10 degrees or lower in the freezer with 0 degrees recommended. Each cold storage facility is provided with a clearly visible thermometer.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(k)(3)	All foods stored in the refrigerator are covered.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(k)(4)	Foods not requiring refrigeration are stored at least 6" above the floor in clean, dry, well-ventilated storerooms or other areas.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(k)(5)	Dry, bulk foods not in their original, unopened containers are stored in metal, glass, or food-grade plastic containers with tight fitting covers and are labeled.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(l)(1)	Table service is maintained in sanitary condition using disposable plates and cups, plastic utensils of food grade, medium weight.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(l)(2)	Table service is maintained in sanitary condition using a three-compartment sink supplied with hot and cold running water and drain board for washing, rinsing, sanitizing and air drying.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(l)(3)	Table service is maintained in sanitary condition using a mechanical dishwasher.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(m)	Dishes are smooth, hard-glazed surfaces and free from cracks or chips.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(n)	Tables are washed before and after meals and floors are swept after meals.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(q)	Meat is from government-inspected sources.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(r)	Home canned food, food from dented, rusted, bulging or leaking cans or food from cans without labels is not used.	
K.A.R. 28-4-439	Child care centers: food service.	C NC R
(s)	Garbage is placed in covered containers inaccessible to children and removed from the kitchen daily.	