

Kansas Department of Health and Environment
 Bureau of Family Health
 Child Care Licensing Program
 1000 SW Jackson, Suite 200
 Topeka, KS 66612-1274
 Phone: 785-296-1270 Fax: 785-559-4244
 Website: www.kdheks.gov/kidsnet



RECORD OF OBSERVATIONS

For Staff in a Child Care Center, Preschool, Head Start Program, or School Age Program

Incomplete record of observations will not be accepted as meeting the requirement. **PLEASE PRINT.**

First and Last Name of the Individual Completing the Observations			
Name of the Individual's Work Site Facility (exactly as it appears on the license)			License #
Street Address of Work Site Facility	City	Zip Code	County

1. Complete five observations for 2.5 hours each for a total of 12.5 hours, pursuant to K.A.R.28-4-429 (b) & (c), KAR 28-4-440(n) and KAR 28-4-587(b).
2. Staff completing requirements for a unit (or) facility with fewer than 13 children may complete observations in a Licensed child care facility with children of the same age as enrolled in present facility, pursuant to K.A.R.28-4-429(b).
3. Staff completing requirements for a unit (or) facility with up to 24 children may complete observations in a Licensed Child Care Center, Preschool, Head Start Program or School Age Program, pursuant to K.A.R.28-4-429(c). Child care center staff shall plan their observations so that daily activities during morning, lunch, nap time and late afternoon can be observed.
4. Observation is encouraged at multiple childcare settings but may include the individual's worksite.

RECORD OF OBSERVATION - All blanks must be completed.

Name of Observation Site and License Number	Date of Visit	Age of Children or Youth Observed	Begin & End Time of Observation	Signature of Staff Observed

I attest, under penalty of perjury, that the information completed on this form is true and correct.

Signature of Individual Completing Observations	Date Signed (MM/DD/YYYY)
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