



Drop In Program Survey Instrument

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| 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 Drop In Program
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.

C = Compliance
NC = Noncompliance
R = Reviewed

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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 or youth in care. | 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. Number of children or youth attending program at any one time is within the license capacity. License/Temporary Permit is kept posted in a conspicuous place on the premises where the business is conducted. | C NC R |
| K.S.A. 65-504 (d) | Licenses; contents; limitations; posting; inspections; temporary permits; access to premises; temporary licenses; denial or revocation of license; procedure. Temporary Permit or license is only valid for the person and address listed on the temporary permit or license. | 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. 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/youth. | 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 uses drinking cups or sanitary drinking fountain. Uses individual towels, wash cloth or disposable paper products. Complies with applicable fire codes and rules and regulations of The Kansas State Fire Marshal. | C NC R |
| K.S.A. 65-512 | Inspections. Surveyor is given immediate entry and access to every place on the premises. Surveyor is immediately 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. Operator understands that it is her/his responsibility to make changes or alterations identified on any Notice of Survey Finding within 5 days | C NC R |

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| | of the receipt of the notice. | |
| K.S.A. 65-516 (a) | 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. Operation does not knowingly maintain a facility where there resides, works or regularly volunteers a prohibited person. | C NC R |
| K.A.R. 28-4-701 (a) | Licensure; application; renewal. If initial applicant and no temporary permit or license has been issued by KDHE, the applicant does not have children or youth in care. | C NC R |
| K.A.R. 28-4-701 (f)(1)(A) | Licensure; application; renewal. Before the annual renewal date, each licensee is to submit the annual renewal fee and the application to renew the license. | C NC R |
| K.A.R. 28-4-701 (f)(1)(B) | Licensure; application; renewal. Before the annual renewal date, each licensee is to submit the request to conduct a criminal history and child abuse registry check. | C NC R |
| K.A.R. 28-4-702 | Inspections; investigations. Surveyor is given immediate entry and access to every place on the premises. Surveyor is immediately provided with records which are required to be inspected. | C NC R |
| K.A.R. 28-4-703 (a)(1) | Recordkeeping. Each operator shall obtain on or before the first day of care the first and last name and date of birth of each enrolled child or youth. | C NC R |
| K.A.R. 28-4-703 (a)(2) | Recordkeeping. Each operator shall obtain either before or on the first day of care the name, address, and phone number of each parent or responsible adult for each enrolled child or youth. | C NC R |
| K.A.R. 28-4-703 (b) | Recordkeeping. Each operator shall obtain written authorization for emergency medical care, signed by the parent or legal guardian of each child or youth, before the child or youth attends the program or within the second week of attendance. | C NC R |
| K.A.R. 28-4-704 (a)(1) | Attendance policy; supervision. Each operator shall develop and implement an attendance policy that allows children/youth to arrive at and depart the premises unsupervised, at unscheduled times and at their own volition. | C NC R |
| K.A.R. 28-4-704 (a)(2) | Attendance policy; supervision. Each operator shall inform each parent/adult responsible for each child/youth of the attendance policy. Parent/guardian of each child/youth utilizing the program receives written disclosure describing the activities in which the child/youth can participate and the level of supervision provided. | C NC R |

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| K.A.R. 28-4-704 | Attendance policy; supervision. | C NC R |
| (a)(3) | Each operator immediately notifies the parent/guardian when a child/youth is injured and requires medical attention or dies. | |
| K.A.R. 28-4-704 | Attendance policy; supervision. | C NC R |
| (b) | Each staff member working with child/youth provides attentive supervision to protect the health, safety and welfare of the children/youth and to the risk of injury, illness, and abuse. | |
| K.A.R. 28-4-705 | 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. | |
| K.A.R. 28-4-705 | Background checks. | C NC R |
| (a)(3) | Before allowing any individual to work or regularly volunteer in the drop-in program and before allowing any individual whose activities involve either supervised or unsupervised access to children to be in the drop-in program; | |
| K.A.R. 28-4-705 | 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 or regularly volunteer in the drop-in program; | |
| K.A.R. 28-4-705 | Background checks. | C NC R |
| (e) | Ensure that no individual works or regularly volunteers in the drop-in program until the results of the individual's background checks verify that the individual is not prohibited from working, regularly volunteering, or residing in a facility pursuant to K.S.A.65-516, and amendments thereto. | |