



Lead Staff Qualifications
K.A.R. 28-4-429
Read the entire regulation.

Name: _____
 DOB: _____ Start Date: _____
 Role: _____ Scheduled Hours: _____
 How Staff is Qualified: [Documentation in file] _____

Units Licensed for Less Than 13
 (b)(1) Six months experience/same age _____
 (b)(2)(A) Observations _____ and (B) 10 clock hours _____
 (b)(3)(A) 3 Credit Hours _____ and (B) 3 months exp/same age _____
 (b)(4) CDA _____

Units Licensed 13 - 24
 (c) (1)(A) Observations _____ and (B) one year exp. _____
 (c)(2)(A) 7-9 Credit Hours _____ and (B) 3 months exp. _____
 (c)(3) CDA _____

Date Paperwork Complete and Filed

- _____ KBI/DCF - *Within one week of hire date.*
- _____ Health Assessment *Within 30 days of hire date.*
- _____ TB test negative - *Within 30 days of hire date.*
- _____ Work reference
- _____ Documented experience/education
- _____ Orientation – K.A.R. 28-4-428a (a)(3)(A-F) *all components included – Within seven days of hire/before being left alone with children.*
- _____ Symptoms of Illness - K.A.R. 28-4-430 (c)(3) *BEFORE going into the classroom/counted in ratio/being left alone with children.*

Units Licensed 25-100
 (d) (1)(A) 12 Credit Hours _____ and (B) six months' experience _____
 (d)(2) CDA _____ and (B) 1 year experience _____
 (d)(3)(A) AA degree _____ and (B) 1 year experience _____
 (d)(4)(A) BA/BS degree in ECE _____ and (B) 3 months experience _____
 (d)(5)(A) BA/BS degree & 12 hours _____ and (B) 6 months experience _____

Health and Safety Training *(approved by KDHE) K.A.R. 28-4-428a (b)-(d) – To be completed within 30 days of hire date.*

- _____ 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;
- _____ Basic child development, including supervision of children
- _____ Safe sleep practices and sudden infant death syndrome;
- _____ Prevention and control of infectious diseases, including immunizations
- _____ Prevention of and response to emergencies due to food and allergic reactions
- _____ 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;
- _____ Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event, including violence at a facility;
- _____ Handling and storage of hazardous materials and the appropriate disposal of biocontaminants, including blood and other bodily fluids or waste;
- _____ Precautions when transporting children, if transportation is provided.
- _____ Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR) certifications – current
- _____ Medication administration training (approved by the KDHE Secretary)