

Child Care Center and Preschool: Organizing Business Records and Staff Training

Posted Items

- Current license – KAR 28-4-421(c)
- Daily schedule (in each unit) – KAR 28-4-427(c)(4)
- Diapering procedures (in each diaper changing area) – KAR 28-4-132(g)(2)
- Emergency phone numbers (or readily accessible) – KAR 28-4-127(a)
- Exceptions that apply to your facility – KAR 28-4-422(l)(3)

Posted or Shared with Parents / Legal Guardians

- Discipline policy – KAR 28-4-132(b)(3)
- Emergency plans – KAR 28-4-128(a)(2)
- Lesson plan (in each unit) – KAR 28-4-427(c)(2)
- Menus – KAR 28-4-439(l)
- Off-premises trip information (for each outing) – KAR 28-4-124(c)
- Safe sleep policy – KAR 28-4-436(b)(2)
- Well-Child Health Information **CCL 011** – KAR 28-4-430(a)(7)

Business Files

- Accident and liability insurance policy documents – KAR 28-4-426(c)(3)
- Admissions policy – KAR 28-4-426(b)(2)
- Annual Fire Marshal's approval – KAR 28-4-508(b)
- Children's daily attendance – KAR 28-4-426(e)(1)
- Line of Authority – KAR 28-4-426(a)
- Record of annual shelter-in-place and off-premises relocation drills – KAR 28-4-128(a)(5)
- Record of monthly fire and tornado drills – KAR 28-4-128(a)(6)
- State regulations available to all staff – KAR 28-4-421(c)

If animals are on the premises:

- Vaccination records – KAR 28-4-131(d)

If transportation is provided:

- Annual Mechanical Safety Check **CCL 005** – KAR 28-4-130(e)
- Automobile insurance policy documents – KAR 28-4-130(h)
- Driver's License of all staff providing transportation – KAR 28-4-130(b)
- Manufacturer's instructions for each car seat in use – KAR 28-4-130(k)(5)
- Safety rules for transporting children posted in the vehicle (or reviewed with staff) – KAR 28-4-130(n)

If there is a swimming pool on the premises:

- Safety rules for each swimming pool posted in a clearly visible location near the pool area – KAR 28-4-129(a)(5)

Children's Records

* within 60 days of enrollment

- Application for enrollment/start date/termination date – KAR 28-4-426(e)(3)(A)
- Authorization for Emergency Medical Care **CCL 010** – KAR 28-4-127(b)(1)(A)
- Medical Record Form **CCL 029/CCL 029a** which includes the following:
 - Medical History – KAR 28-4-430(a)(2)
 - Health Assessment – KAR 28-4-430(a)(1) *
 - Current Immunization Record or statement of exemption – KAR 28-4-430(a)(5 and 6) *
- Scheduled days/hours of attendance – KAR 28-4-426(e)(3)(B)

Include as needed:

- Accident reports (minor injuries, critical incidents **CCL 028**, & reports to DCF or law enforcement)
- Authorization for Administering Medication **CCL 026/027** – KAR 28-4-132(i)
- Permission Form for Children to go Off-Premises **CCL 034/035** – KAR 28-4-124(b), (e)

Staff Records See KAR 28-4-122, KAR 28-4-420, or CCL.002a for definitions of roles	Program Director / Assistant Director	Lead Teacher	Assistant Teacher	Volunteer	Substitute	Cook	Bus Driver	Nurse	Administrator or Owner	Resource Specialist	Observer
Minimum Age	18 yrs	18 yrs	16 yrs	14 yrs	Based on staff replacing	16 yrs	18 yrs				
High School Graduate or Equivalent KAR 28-4-429(b)(1)	X	X									
Education and Experience KAR 28-4-426(d)(1) This should support qualifications required in KAR 28-4-429.	X	X	X		X	X	X	X	X		
Start Date KAR 28-4-426(d)(2)	X	X	X	X	X	X	X	X	X		
Scheduled Hours KAR 28-4-426(d)(3)	X	X	X		X	X	X	X	X		
Work References KAR 28-4-426(d)(6)	X	X	X		X	X	X	X	X		
Health Status Form KAR 28-4-126(b)	X	X	X	If 16 years or older & caring for children	X	If caring for children	If caring for children	X	If caring for children		
Negative TB Skin Test ¹ KAR 28-4-126(c)(1)	X	X	X	If 16 years or older & onsite more than once	X	X	X	X	X	If onsite more than once	
Orientation ^{2,3} KAR 28-4-428a(a)(4)(A-F)	X	X	X	X	X	X	X	X	X		
Health and Safety Initial Training ^{1,3} KAR 28-4-428a(b)(2)(A-J)	X	X	X	If counted in ratio	X	If counted in ratio	If counted in ratio	If counted in ratio	If counted in ratio		
Pediatric First Aid and Pediatric CPR Certification ^{1,4} KAR 28-4-428a(c)(1-4)	X	X	X	If counted in ratio	X	If counted in ratio	If counted in ratio	If counted in ratio	If counted in ratio		
Professional Development Training KAR 28-4-428a(e)(1-6) All staff need 16 hours of professional development each licensure year. Additional requirements vary by position.	X	X	X	If counted in ratio	X	If counted in ratio	If counted in ratio	If counted in ratio	If counted in ratio		
Infant Care Training ¹ KAR 28-4-428a(d) Four hours of professional development training in an infant-specific subjects. This must be maintained annually.	If acting as a Lead Teacher in a unit approved for infants	If working in a unit approved for infants			If replacing a Lead Teacher in a unit approved for infants						
Name-based Background Check KAR 28-4-125(d) This is done by adding the individual to your affiliate list in the online portal.	X	X	X	X	X	X	X	X	X	X	X
Fingerprint-based Background Check ³ KAR 28-4-125(b) Refer online for additional information: https://www.kdhe.ks.gov/281/Background-Check-Information	Who is required to have a comprehensive fingerprint-based background check? <ul style="list-style-type: none"> • Each applicant, applicant with a temporary permit and licensee; • Each employee regardless of position or access to children; • Each volunteer counted in the staff-child ratio; and • Any individual at least 16 years of age present in the facility who has unsupervised access to children. 										

¹ Shall be completed not later than 30 calendar days after the start date

² Shall be completed not later than 7 calendar days after the start date

³ Shall be completed before being given sole responsibility for the care and supervision of children.

⁴ First aid and CPR training and certification shall include a practical application component and be demonstrated in front of an instructor certified by a nationally recognized certification program.