



## Child Care Director Tip Sheet

### The Director will:

- Ensure compliance with regulations.
  - Provide a copy of the regulations to each staff
  - Review regulatory updates with staff
  - Maintain all records for five (5) years.
- 
- Assign one staff person to carry out the director's duties if the director is not present in the child care center during operating hours
  - Assure that a child shall not be required to stand or sit for a prolonged period of time
  - Assure that a person acting as a caregiver of a child shall not be left alone with a child if the licensee has not received the results of all background checks
  - Assure that activities are individualized and developmentally appropriate for each child served
  - Assure that additional staff are available during cooking and cleaning hours, if necessary, to maintain staff to child ratios
  - Assure that at least one person on duty and present with the children shall be currently certified by a cabinet approved training agency in Infant and Child CPR and Infant and Child First Aid and certified in Adult CPR and First Aid if school age children are present
  - Assure that current dated lesson plans are posted in each classroom
  - Assure that each new staff member receives 6 hours of Orientation training within 90 days of employment
  - Assure that each new staff member receives Pediatric Abusive Head Trauma (PAHT) training within the first year of employment and completed once every five years after that.
  - Assure that each staff member receives a minimum of fifteen training hours per year from July 1- June 30.
  - Assure that all training records are on file with TRIS at <https://tris.eku.edu/ece>
  - Assure that experiences promote the individual child's physical, emotional, social and intellectual growth and well being
  - Assure that staff do not use corporal physical discipline or loud, profane, threatening, frightening, humiliating or abusive language
  - Assure that Staff under the age of 18 are under the direct supervision of a qualified staff
  - Develop child-care center plans, policies, and procedures.
  - Ensure that a First Aid box with all current and required components are available to staff
  - Ensure that all meals served to children meet regulatory compliance
  - Ensure that children related to the director or staff are included in the staff to child ratio
  - Have one qualified substitute staff person for a Type II childcare center

- Have two qualified substitute staff persons for a Type I childcare center
- Instruct staff of the operations of the center (staff handbook)
- Keep a written record of reports made to the Cabinet
- Maintain a childcare program that assures each child will be protected from abuse or neglect
- Inform staff of laws of the Commonwealth of Kentucky regarding mandated reporting of suspected child abuse or neglect.
- Maintain a childcare program that assures each child will be provided with adequate supervision at all times by a qualified staff person within scope of vision or range of voice for school aged children
- Maintain children and family confidentiality
- Make a working telephone accessible to a room used by a child and list or maintain in phone emergency numbers for police, fire station, emergency medical care and rescue squad and poison control center
- Manage staff in their individual job descriptions
- Notify the parent immediately of an accident or incident requiring medical treatment of a child
- Conduct, manage, and document recurring staff meetings in writing
- Seek emergency medical care for a child if an auto-injector is administered to the child and report to the cabinet
- Supervise staff's conduct to ensure implementation of program policies and procedures

### Required Postings:

- Post the preliminary or regular license in a conspicuous place and make available for public inspection:
- Post each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year.
- Post each plan of correction submitted by the child-care center to the cabinet during the current licensure year.
- Post Information on the Kentucky Consumer Product Safety Program and the program's Web site
- Post Child and Parent's Rights
- Post a description of services provided by the child-care center, including: 1. Current rates for childcare; and 2. Each service charged separately and in addition to the basic rate for childcare
- Post a list of emergency numbers to include: the Police department; Fire department ,Emergency medical care and rescue squad, and Poison control center.
- Post minimum staff-to-child ratios and group size
- Post a written plan and diagram outlining the course of action in the event of a natural or manmade disaster
- Post a daily schedule including times of activities in each classroom.
- Post daily planned program/lesson plans to include date in each classroom
- Post a weekly menu, amended in writing on the day the meal is served and kept for 30 days.

## Meals:

Shall be served every 2 to 3 hours

### Meal Requirements:

■ Breakfast shall include the following three (3) components:

- (a) \*Unflavored Milk – Whole milk for children 1-2 years old, Skim or 1% for children 2 or older
- (b) Bread or grain, which
  - 1. May be exchanged for a meat or meat alternative up to three (3) times per week and
  - 2. Include ready-to-eat cereal with six (6) grams of sugar or less per dry ounce; and
- (c) 1. Fruit; 2. Vegetable; or 3. 100 percent juice.

■ A snack shall include two (2) of the following components:

- (a) \*Unflavored Milk – Whole milk for children 1-2 years old, Skim or 1% for children 2 or older
- (b) Meat or meat alternative (Protein);
- (c) Bread or whole grain
- (d) 1. Fruit; 2. Vegetable; or 3. 100 percent juice.

■ Lunch, and/or dinner shall include the following 5 components:

- (a) \*Unflavored Milk– Whole milk for children 1-2 years old, Skim or 1% for children 2 or older
- (b) Meat or meat alternative (Protein)
- (c) Bread or whole grain and
- (d) Two (2) different vegetables **or**  
One (1) fruit and one (1) vegetable.

\*Minimum required serving sizes of milk:

½ cup for 1 and 2-year-old children

3/5 cup for 3 to 5-year-old children

1 cup for school aged children



## Reports

- **Before Implementation** – Written notification of the following shall be made to the cabinet to allow for approval before implementation
  - Change of ownership;
  - Change of location;
  - Increase in capacity;
  - Change in hours of operation;
  - Addition to the square footage a child-care center’s premises;
  - Change of services in the following categories;
    - ✓ Infant
    - ✓ Toddler
    - ✓ Preschool-age
    - ✓ School-age
    - ✓ Nontraditional hours or
    - ✓ Transportation

Email: [chfsoigrccportal@ky.gov](mailto:chfsoigrccportal@ky.gov) or fax to 502-564-9350. Call 502-564-7962 to confirm receipt of fax

### Immediately

- Notify the parent of an accident or incident requiring medical treatment of a child.
- Contact parent immediately if a child becomes ill at the center.
- Seek emergency medical care for a child if an auto-injector is administered to the child

### Within One Hour

- The death of a child in care shall be reported to the cabinet within one hour.

### As soon as practical

- Notify the Cabinet and the parents of any closing either temporary or permanent.
- A child-care center shall report to the child’s parent and the cabinet if an epinephrine auto-injector is administered to a child or if emergency or rescue

### Within 24 hours of time of discovery

- Make the following report to the cabinet or designee and other agencies.
  - Communicable disease – also report to the health department
  - An accident or injury to a child that requires medical care
  - An incident that results in legal action by or against the childcare center that affects a child or staff person
  - An incident involving fire or other emergency
  - A report of child abuse or neglect
  - Transportation
  - Report if an epinephrine auto-injector is administered to a child

---

## Schedule of Activities

### Daily

- Check daily attendance forms
- Check environment for potential safety issues

### Weekly

- Update Menus
- Update Lesson Plans

### Monthly

- Fire Drills
- Update ECE TRIS

### Quarterly

- Earthquake drills
- Tornado drills
- Lockdown drills
- Staff meetings

### Annually

- Renew license
- Staff evaluations
- Parent involvement activity
- Staff Professional Development Plans
- Update Emergency Preparation Plans with local Emergency Managers
- Complete Driver History, if applicable

---

## Children's Files

- Maintain children's files that include the following:
  - A current immunization certificate must be on file within thirty (30) days of enrollment for each child, unless an attending physician or the child's parent objects to the immunization of the child. If a child does not have an immunization certificate, a special form completed by the health department or physician must be on file.
  - A written record for each child:
    - Completed and signed by the child's parent.
  - Child written records to contain:
    - The child's name;
    - Address;
    - Date of birth;
    - Parent contact information at home;

- Parent contact information at place of employment;
  - Name of each person who is designated to pick-up the child;
  - Family physician and phone number;
  - Preferred hospital and phone number;
  - Child's general health status and medical history;
  - Child's allergies;
  - Immunization certificate;
  - Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;
  - Restrictions on child's participation in activities with specific instructions from the child's parent or health professional;
  - Permission for third party professional services in the child-care center form (if applicable);
  - Name and phone number of each person to be contacted in an emergency situation involving or impacting the child;
  - Animal permission form, listing all animals (if applicable);
  - Signed permission form for each regular trip outside the licensed space meaning the building or outdoor playground (on a regular occurrence, like adjacent park, walk to the library, etc.);
  - Field trip permission form signed by parent (a one-time occurrence, like pumpkin patch, etc.);
  - Transition to new classroom form (if applicable);
  - Written blanket permission form from parents to use sunblock or diaper cream (if applicable);
  - Daily signed authorization from parent to administer medication (if applicable); and  Parent/center agreement outlining rates and payment schedule (not in regulations).
- Completed application on file on the first day the child attends the childcare center.

## Staff Requirements

- Application with date of hire
- Proof of education
- Background check(s)
- Current TB Test
- Professional Development Plan
- ECE TRIS training record
- Annual evaluation
- CPR/First Aid
- At least one staff must have training on epinephrine auto-injector if the center has an epinephrine auto-injector

## Policies and Procedures

### ■ Orientation Policy

Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.

The policy may read: Staff must complete 6 hour Orientation training within 90 days of hire and implement procedures that were taught at Orientation training.

### ■ Reporting Abuse or Neglect

Written policy on reporting suspected abuse or neglect informing childcare staff of the laws of the Commonwealth pertaining to child abuse or neglect. There must be clear evidence that a procedure is in place and is being implemented. The policy may include ongoing training on the identification of abuse/neglect; phone numbers and names of reporting agencies posted by each phone, written materials regarding the requirements or reporting provided to staff.

Policy may read: Staff should report suspected abuse or neglect to DCBS at 1-877-597-2331 or State Police. In case of an emergency, dial 911 first. Non-emergency reports may be made online at: <https://prd.chfs.ky.gov/ReportAbuse/home.aspx> After notification to DCBS, child care staff should notify their local Division of Regulated Child Care office to report the Incident of suspected abuse or neglect. Notification can be made by phone, fax, email or be a hand delivered written statement.

### ■ Medication Policy may read:

- Medications shall be stored in a separate and locked place out of reach of a child unless the medication is diaper cream, sunscreen or toothpaste or an epinephrine auto-injector which must be inaccessible to a child.
- At least one (1) person onsite who has received training on the administration of an epinephrine auto-injector if the child-care center maintains an epinephrine auto-injector
- A child-care center shall seek emergency medical care for a child if an auto-injector is administered to the child; and
- A child-care center shall report to the child's parent and the cabinet if an epinephrine auto-injector is administered to a child or if emergency or if rescue medication is used to respond to diabetic or asthmatic condition
- Medication must be kept in the original bottle and properly labeled
- Prescription and nonprescription medication shall only be administered to a child in care with written request of the child's parent or the child's prescribing health professional and according to the directions or instructions on the medication's label

- A daily written record of the administration of medication shall include: Name of child, name of medication, date, time of each dosage, amount, name of staff person giving the medication, refrigerated or not, expiration date of medication
- Staff shall wash hands before administering medication
- Staff must keep their personal medication inaccessible to children



*Printed with Child Care Development Fund dollars made available through a contract with the Kentucky Cabinet for Health and Family Services, Division of Child Care.*

