



## Preschool Room Tip Sheet

### General/Miscellaneous

- A preschool child is defined as a child older than a toddler and younger than school aged.
- The maximum staff to child ratio is 1 staff to 12 three year old children with a maximum group of 24 children with 2 adults.
- The maximum staff to child ratio is 1 staff to 14 four year old children with a maximum group of 28 children with 2 adults.
- The maximum staff to child ratio is 1 staff to 15 five year old children with a maximum group of 30 children with 2 adults.
- The age of the youngest child in the group determines the ratio and the maximum group size.
- Infants and toddlers may only participate in activities with preschool children for up to one hour a day.
- If a toddler is developmentally ready, they may participate with an older child more than an hour a day with a written transition plan, signed by the parents if age appropriate ratios are maintained.
- Document arrival and departure times in writing.
- Staff shall not use corporal physical discipline or loud, profane, threatening, frightening, humiliating or abusive language
- A child shall not be punished or rewarded in regard to play time.
- Comply with the laws of the Commonwealth of Kentucky pertaining to reporting suspected child abuse or neglect.
- Maintain the confidentiality of a child's record and information concerning a child or the child's parent.

### Sleeping and Napping

- A child that does not sleep shall be permitted to play quietly and be visually supervised.
- Beverage container cannot be left in the mouth of a sleeping child.
- Change bedding immediately if soiled or at least weekly.
- Cots or mats not labeled for each child shall be disinfected after each use.
- Nap mats must be a minimum of 2" thick.
- Place cots or mats a minimum of 12" apart.
- Rest time shall be provided to each child who is in care more than 4 hours
- Rest time shall not exceed two hours unless the child is attending during non-traditional hours (nighttime care).

### Eating/Drinking

- Meals should be served every 2 to 3 hours.
- A serving of unflavored milk for a preschool child must consist of 1% or skim milk, minimum portion is 6 oz which equals  $\frac{3}{4}$  cup.
- Monitor children's meal service for required components.
- Drinking water shall be freely available to a child throughout the day.
- Foods cannot be withheld until all other foods are consumed.
- Foods cannot be used as reward or discipline.
- Foods cannot be served while viewing electronic devices.
- Perishable foods must be stored in cold storage with a working thermometer indicating temperatures of 40 degrees or less.
- Provide child sized utensils for eating.

### Personal Care Routine

- Staff must wash hands with liquid soap and running water upon arrival; after toileting or assisting a child in toileting; before and after diapering a child; after wiping or blowing a child's or own nose; after handling animals; after caring for a sick child; before and after feeding a child or eating; before dispensing medication; after smoking or vaping, if possible before administering first aid
- A child shall be helped with personal care and cleanliness based on their developmental skills
- Change clothing when soiled or wet.
- Hand sanitizer or hand sanitizing wipes can be used when soap and running water is not available, but hands must be washed with soap and running water as soon as practicable.

- Hands must be washed with liquid soap and running water upon arrival, before and after eating or handling food, after toileting, after handling animals, after touching or handling an item or area of the body soiled with bodily fluids or wastes, after outdoor or indoor times

## Medication

- Keep other medications in a locked box.
- Keep children's medical information confidential.
- Maintain written documentation of administering prescription or non-prescription medications (including sunscreen) to include type, dosage, time, staff signature.
- Obtain written blanket permission from parent or guardian to use sunscreen on a child.
- Obtain written parent permission to administer prescription or non-prescription medications. Include type, route, dosage, and time/s.
- Store sunscreen, toothpaste, or emergency or rescue medications in an area inaccessible to children.
- At least one staff must have training on epinephrine auto-injector if the center has an epinephrine auto-injector

## Classroom Environment

- A preschool or school aged area must be separate from an area used by infants and toddlers.
- A child shall not be required to stand or sit for a prolonged period of time
- Post daily schedule from open to close, including times and dates of activities.
- Provide developmentally and age appropriate toys and materials.
- Create, follow, and post lesson plans with the current date in a conspicuous place.
- Lesson plans must be developmentally appropriate, meet individual needs and promote physical, emotional, social, and intellectual well-being that includes moderate to vigorous physical activity each day.
- Daily planned programs should include a variety of creative activities including:
  - Art or Music, Math or Numbers,
  - Dramatic Play,
  - Stories and Books,
  - Science or Nature,
  - Block Building or Stacking,
  - Tactile or Sensory Activity,
  - Multi-cultural exposure,
  - Gross motor play,
  - Active and quiet play
    - Have moderate to vigorous activity each day, including active play that shall occur for a minimum of:
      - Thirty (30) minutes per day in a half-day program; or
      - Sixty (60) minutes per day in a full-day program; and
      - May be broken into smaller increments of time throughout a day
  - Group and individual activity,
  - Free choice of activities,
  - Develop developmentally appropriate self-help procedures
- Screen time shall be limited to a maximum of thirty (30) minutes per day in a half-day program; or a maximum of sixty (60) minutes per day in a full-day program
- Screen time, electronic viewing, and listening devices must be:
  - Developmentally appropriate
  - Not a replacement for active play or a substitute for engagement and interaction with other children and adults
  - Material does not include any violence, adult content viewing, or inappropriate language
  - Viewing or listening is discussed with parents beforehand i.e. prior to viewing or listening
  - Viewing or listening is designed as an educational tool used to help children explore, create, problem solve, interact, and learn with and from one another
  - Written on the lesson plan
- Keep the indoor and outdoor environment clean and materials in good repair.

- Use tables and chairs that are suitable for the size of the children.

## Records/Licensing

- Each staff member either certified or trained in CPR/First Aid
- At least one person on duty and present in the center needs to be currently certified in:
  - First Aid.
  - Infant /child and adult CPR
- Ensure all staff in room have completed background checks before leaving children alone in their care.
- Keep children's personal information confidential.
- Keep family information confidential.
- Participate in monthly fire drills and document the names of the participants.
- Participate in quarterly earthquake drills, tornado and lockdown drills and document the names of the participants.

## Supervision

- Supervision means being able to see and hear children at all times.
- Supplies shall be stored so that the adult can reach them without leaving a child unattended.
- Staff under the age of 18 must be under the direct supervision of a qualified staff.
- Animals must be under the supervision and control of an adult.
- Unless under direct supervision and part of a planned program of instruction, the following shall be inaccessible to children: knives and sharp objects, litter and rubbish, bar soap, and plastic bags not used for personal belongings

## Cleaning Toys

- Use following procedure for sanitizing mouthed toys:
  - Scrub in warm soapy water using a brush to reach into crevices.
  - Rinse in clean water.
  - Submerge in a sanitizing solution for at least 2 minutes.
  - Air dry OR clean in a dishwasher if the toy or item is dishwasher safe.

## Professional Development

- Staff must complete a minimum of 15 hours of training annually from hire date to hire date during the first year of employment, then from July 1st - June 30<sup>th</sup> each subsequent year.
- Staff must maintain their training record in ECE TRIS.
- Six hours of cabinet-approved Orientation training is required within the first three months of employment.
- Within the first year of employment and every 5 years, staff need pediatric abusive head trauma (PAHT) training. This class is presented online or can be taken in person. PAHT is available free online at <https://tris.eku.edu/ece/content.php?CID=1>
- A written annual plan for child-care staff professional development.
- An annual written performance evaluation.
- Participate in staff meetings.

## Personal Items

- Personal belongings and medications of staff shall be inaccessible to a child in care.
- Staff must maintain personal cleanliness



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