



School Age Tip Sheet

General/Miscellaneous

- A school age child is defined as a child who meets the age requirements of KRS 158.030 or attends kindergarten, elementary or secondary education.
- Document arrival and departure times in writing.
- Staff shall not use corporal physical discipline or loud, profane, threatening, frightening, humiliating or abusive language
- The age of the youngest child in the group determines the ratio and the maximum group size.
- The maximum staff to child ratio is 1 staff to 15 children aged 5 to 7 years old with a maximum group of 30 children with 2 staff.
- The maximum staff to child ratio is 1 staff to 25 children aged 7 and older for before and/or after school with a maximum group of 30 with 2 staff.
- The maximum staff to child ratio is 1 staff for 20 children aged 7 and older during full day of care with a maximum group of 30 children with 2 staff.
- 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.

Eating/Drinking

- A serving of unflavored milk for a school-aged child must consist of 1% or skim milk.
- 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 served while viewing electronic devices
- Foods cannot be used as reward, discipline
- Meals should be served every 2 to 3 hours.
- Perishable foods must be stored in cold storage with a working thermometer indicating temperatures of 40 degrees or less.

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.
- Children's 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
- 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.

Medication

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

- <https://www.redcross.org/take-a-class/classes/anaphylaxis-and-epinephrine-auto-injector---online-course/02512108.html>
- Seek emergency medical care for a child if an auto-injector is administered to the child and report to the cabinet
- Store sunscreen, toothpaste, or emergency or rescue medications in an area inaccessible to children.

Classroom Environment

- 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 and includes moderate to vigorous physical activity each day.
- Unless the child-care center is a before- or after-school program that operates part day or less, 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

- At least one person on duty and present with the children 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.
- Monitor children's meal service for required components.
- Participate in monthly fire drills and document the names of the participants.
- Participate in quarterly earthquake drills, tornado drills and lockdown drills. Document the names of the participants.

- Participate in regular staff meetings

Supervision

- A school-aged child must be within scope of vision or range of voice.
- Supplies shall be stored so that the adult has access to them without leaving children 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

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 30th 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.

Personal Items

- Personal belongings and medications of staff shall be inaccessible to a child in care.
- Staff must maintain personal cleanliness.
- Keep the indoor and outdoor environment clean and materials in good repair.



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