

# ECE Insider

## From the Directors Desk

Professionalizing the field of Early Childhood Education has been at the forefront of many initiatives lead by the Division of Child Care and our partnering agencies. It is important to us that we shine a spotlight on the very important work that Kentucky child care providers are doing every day to enrich the minds and lives of children and families. In addition to that, we want to provide the best possible support and resources to ensure you know how to access trainings on topics that are important to you and the age group you work with.

We're at the beginning of a new year for training hours, so let's make it the year that we take control of our professional development journey!

Join us for the DCC Provider Town Hall on August 8th from 1:00pm-2:00pm EST to learn more about professional development planning and how to access tools and resources on ECE-TRIS. This presentation will be led by Lauren Rachels, Training Development Specialist with DCC and HDI. If you have any suggestions or questions that you would like to know about that pertains to professional development and training, please send those to [DCCPDStaff@ky.gov](mailto:DCCPDStaff@ky.gov).

Sincerely,  
Andrea Day  
Director  
The Division of Child Care

## Directors and Administrators

We've approached the point of mid-summer in Kentucky, which can result in some of the hottest temperatures of the year. According to the National Highway Traffic Safety Administration, in the past 25 years, there have been more than 940 children die from heat stroke as a direct result of being left or trapped in a hot car.

### Did you know?

- In as little as 10 minutes, the inside of a car can heat up 20 degrees and become deadly.
- A 75 degree outside temperature can result in a 105 degree inside temperature.
- A child's body temperature rises three to five times faster than an adults.
- Heatstroke begins when the core body temperature reaches about 104 degrees.
- When a child's body temperature reaches 107 degrees, they can die.
- 33 children died of heatstroke in vehicles in 2022.

### Parents and caregivers can prevent hot vehicle deaths in children!

- Never leave a child in a vehicle unattended for any amount of time!
- Rolling down windows or parking in the shade does little to reduce temperatures inside of vehicles.
- Check your entire vehicle, especially the backseat before locking doors and walking away.
- Make it a habit to place personal items like purses or briefcases in the backseat as a reminder to look before you lock.
- Keep car keys out of reach of children and teach them that a vehicle is not a play area.

### How can child care providers help?

- One phone call can prevent a child from dying in a hot car.
- If a child who is expected to arrive does not show up, call the parent and/or caregiver to check in.
- Provide parents with information about hot car deaths through newsletters, messaging systems and parent information displays.

### Acting fast can save a life!

**If you see a child alone in a hot car, call 911 immediately!**

For more information, visit: <https://www.nhtsa.gov/campaign/heatstroke>



### IMPORTANT DATES

- National Children's Eye Health/Safety Month
- National Immunization Awareness Month
- August 1st-7th—National Breastfeeding Week
- August 5th—National Play Outside Day
- August 9th—National Book Lovers Day
- August 30th—National Grief Awareness Day



## Family and Community Partnerships: Supporting Breastfeeding Mothers

It's World Breastfeeding Week! August 1- August 7, 2023  
2023 Theme: "Enabling breastfeeding: making a difference for working parents"

As child care providers, you provide a critical role in assisting mothers and infants in your care to continue on their breastfeeding journey. The transition back to work for any mother is immensely difficult, and a breastfeeding mother will also have concerns around bottle feeding in her absence. There are several things as a center, and as a provider, you can do to support mothers who are breastfeeding:

- Create a breastfeeding-friendly space for nursing or pumping (for mothers and staff)! This can be public, in the classroom, a multi-purpose space, or a private dedicated space. Mothers should never be requested or forced to utilize a bathroom to nurse or express breastmilk.

- Offer privacy, if requested. You can utilize partitions, curtains, or signage to indicate the space.

- Provide accessories, if available! Soft lighting, a designated breastmilk refrigerator, and shelving are a few options.

- Be sure to follow best practices for safe breastmilk storage and handling, along with paced feeding techniques for bottles.

- Talk with the mother before the child enters your care to work on bottle feeding so they are more acclimated when the time comes.

- Offer assistance to the mother in planning her pick up and drop off times to support a feeding.

For additional information, resources and handouts visit the Kentucky Child Care Health Consultation website:  
<https://www.kentuckycehc.org/>

You can also connect with your local CCHC (select "Contact Us" on the above website) to assist you with specific questions and plan development on supporting breastfeeding mothers!

### Child Files and Staff Files...Get organized and be prepared!

For a lot of us, August marks the beginning of a new "school year." We're busy preparing for transitions of children, welcoming new families to our centers and often hiring new staff members. Start the year off with these tips to ensure you are organizing your child files and staff files to have everything you need at your fingertips!

Anyone who manages files understands how quickly you can lose track of a document or miss a required document if a system is not in place to help manage filing. Checklists are a great way to manage both staff files and child files to ensure you have collected all necessary forms and information. Child Care Aware has created tip sheets to help with this daunting task that are free for you to use and can help you get organized without the guesswork.

#### Child Files

Keeping track of everything that is required for a child upon enrollment can be tricky! Utilize checklists to ensure you are collecting all required documentation for every child enrolled.

<https://www.childcareawareky.org/wp-content/uploads/2021/12/Childrens-Files-Checklist-4.20.pdf>

#### Staff Files

While this tip sheet states new hire, this resource is a great tool to use when bringing on new staff and reorganizing current staff files.

<https://www.childcareawareky.org/wp-content/uploads/2023/04/Tip-Sheet-for-New-Hire-04.2023.pdf>

#### Best Practice Tips

⇒ For current staff and children, print off the corresponding checklist for every staff member and every child to be placed at the front of their file. Go through to ensure you have all necessary documentation collected and double check for accuracy. This is a great opportunity to get updated information if needed.

⇒ For new staff and children, utilize these checklists to help get started on the right foot. Create intake folders for both children and new staff members and place the corresponding checklist at the front of each folder. When you are enrolling a new child and hiring on new staff, use the checklist to ensure you are collecting all required documentation and starting off organized and prepared.

**Children's Files Checklist**  
Information must be kept up to date at all times.  
Many programs have parents complete a new form annually to ensure they have captured current information.

- Enrollment Form: on file before the first day of attendance (complete with information or N/A)
  - Child's name, address, and DOB (at minimum)
  - Contact information for parent at home and place of employment
  - Family physician name and contact information
  - Preferred hospital and contact information
  - Authorized pick up (anyone who can pick up)
  - Emergency contact includes name and phone #
  - Release to seek emergency medical care for the child in the parent's absence -- (Wording could be included on enrollment form or in a letter signed and dated by the parent.)
  - Health Status/Medical History including allergies or restrictions
  - Parents signature is required
- Current Immunization Form, Kentucky Immunization Registry or Medical/Religious Exemption: (on file within 30 days of enrollment)
  - Expiration date
  - All child's information (including DOB)
  - Signature and date from medical professional
- Animal Consent Form (if applicable)
- Third Party Professional Services Permission (OT, PT, Speech) (if applicable)
- Release to Participate in Extra Curricular Programs (if applicable)\*
- Release to Participate in Activities on Premises (if applicable)\*
- Release to walk off Premises (if applicable)\*
- Field Trip Permission Forms (if applicable)\*
- Medication Log (if applicable)\*
- Doctor's orders to sleep in alternate equipment (if applicable)
- Written Parents' Permission to post allergies (if applicable)
- Parent Request for alternate milk type (if applicable)
- Incident reports\*

\*can be stored in separate location but must be available to licensing      Revised 4-20

**STAFF RECORDS COVERSHEET**

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Role in Center: \_\_\_\_\_ (\*Drivers Only - Annual History Report Due \_\_\_\_\_)  
Date of Birth: \_\_\_\_\_  
Last 4 Digits of Social Security #: \_\_\_\_\_  
Date of Hire or Re-hired: \_\_\_\_\_ (Yes or after the date staff is added to KABC/NACCP)

**KABC - NACCP (National Background Check Ports)**  
 Dual Registry Results Form on file for review.  
 Employment Authorization Form on file for review (eligible for hire)  
 SCC SSI on file for review  
 SCC SSI on file for review

Out-of-state Background Check Required? Yes No Contact: [www.kentuckycehc.org](http://www.kentuckycehc.org) for assistance with out-of-state background checks. Maintain a copy of all contacts, submitted forms, and final documents and upload into KABC/NACCP.

Underage Staff: Results of the Central Registry Check completed on the Care ONLINE Portal on: \_\_\_\_\_

TB Skin Test/Risk Assessment/K-Rev \_\_\_\_\_ (second date checked/completed)  
 CPR Certification \_\_\_\_\_ (expiration date)  
 First Aid Certification \_\_\_\_\_ (expiration date)  
 CPR/First Aid Training Completed on \_\_\_\_\_ (for staff who are not certified in CPR and First Aid)  
 Work Schedule \_\_\_\_\_ (i.e. Monday - Friday 8am-5pm)  
 CDC-TRIS Training Record is available for review and contains the following information:

<p>First Year Involuntary (0-1 staff to enter/withdrawing after 5 years away)</p> <p>Year 43 Training Calculated on First Year Start Date _____            (Transition completed within first 90 days after            children's absence ended/started)</p> <p>Hours to complete 23.5 hours of training            First Year Start Date _____            Next Year Start Date End _____</p>	<p>Returning/Rehiring Child Care Staff            23 Hours of training required annually (15 - 6/30)            Patients' need/assessment must be completed every two years.            Staff responsible for CCAP Billing must complete billing training annually.</p> <p>7/1/21 - 6/30/22 = _____            7/1/22 - 6/30/23 = _____            7/1/23 - 6/30/24 = _____</p>
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Education Verification: Check one \_\_\_\_\_ High school diploma \_\_\_\_\_ College Degree  
 Financial with date of graduation from college or high school  
 CEO  
 Current Commonwealth Child Care Credential  
 Current High School Student with documentation verifying enrollment in school

Staff Annual Evaluation Date \_\_\_\_\_  
 Annual Professional Development Plan Date \_\_\_\_\_  
 Job Description (recommended to maintain copy in employee file)

Revised 3-6-23



## Early Care and Education Professionals: How to Incorporate Everyday Routines and Scheduled Activities Outside

Taking already established classroom routines outside this summer can be fun and easy. There are routine activities for all ages that can be done outside, with the weather permitting, to give a new experience to a possibly stagnant routine.

**Infants:** Using a soft blanket, infants can experience supervised tummy time outside in a shaded area. Be sure to monitor their body temperature to make sure they aren't getting too hot. You can add some variety to this activity by including different textured blankets like linen picnic blankets, or quilted blankets. Bring interesting toys for them to play with!

**Toddlers:** Toddlers can enjoy circle time or morning meeting time outside. This is a great opportunity to set the day with observing the weather, gratitude, or with some movement and song! You can choose books to read outside then incorporate movement or having a loud response. You can also use the outside space to incorporate a movement break before or after lunch/nap time.

**School-Age:** School-age kids can also benefit from the routines listed in the toddler section like morning meeting time, reading outside and movement breaks. You can also bring math and STEAM activities outside by collecting some natural manipulatives ahead of time like pebbles, twigs, acorns, or leaves. Be sure that all natural manipulatives have been collected before and cleaned with soapy water. School aged children can work on counting skills, grouping like objects, sorting by color and size, and creating their own artwork with nature.

Remember that supervision and clear expectations are key to safe outdoor time. Enjoy the weather while it's warm!



What was the best thing that happened today?

What was something that someone did today that was kind?

What was the most beautiful thing you saw today?

Who is the most helpful person you know? Why would you describe them as helpful?

What is something new that you would like to try?

What was something new you learned today?

What is one way that you could make someone's day better tomorrow?

If you could travel anywhere in the world, where would you go? Why?

What food tastes the best in the whole world?

What is your favorite place to be?

### Table Topics Game

Print these conversation starters and place in your break-room or use to spark conversations among older pre-school and school age children!

What musical instrument do you most like to hear?

How could you help someone who is new to your school?

Name 3 things that you are thankful for.

Who is one person that makes our town or community better?

Name a book that has had a positive effect on your life, and tell why.

Would you rather spend a day at the beach, or a day in the mountains?

Tell about one of your favorite memories.

If you could give a special gift to anyone, what would it be, and who would it be for?

Who can you think of that works very hard, but isn't always appreciated? What can you do to show them you care?

What do you love the most about your family?





## Additional Resources

Division of Child Care  
<https://www.chfs.ky.gov/agencies/dcbs/dcc/Pages/default.aspx>

Division of Regulated Child Care (DRCC)  
<https://www.chfs.ky.gov/agencies/os/oig/drcc/Pages/default.aspx>

National Highway Traffic Safety Association  
<https://www.nhtsa.gov/campaign/heatstroke>

Child Care Aware Tips and Tools  
<https://www.childcareawareky.org/tips-and-tools/>

Child Care Health Consultants  
<https://www.kentuckycehc.org/>

## Child to Staff Ratios

### 922 KAR 2:120. Child-care center health and safety standards

#### Section 2. Child Care Services.

(1) Services established in this administrative regulation shall be maintained during all hours of operation that child care is provided.

(2) For an operating child-care center, minimum staff-to-child ratios and group size shall be maintained as established in the table established in this subsection.

Age of Children	Ratio	Maximum Group Size*
Infant	1 staff for 5 children	10
Toddler (12-24 months)	1 staff for 6 children	12
Toddler (24-36 months)	1 staff for 10 children	20
Preschool (age 3-4 years)	1 staff for 12 children	24
Preschool (age 4-5 years)	1 staff for 14 children	28
School age (5-7 years)	1 staff for 15 children	30
School age (7 and older)	1 staff for 25 children (for before and after school)	30
School age (7 and older)	1 staff for 20 children (full day of care)	30

\*Maximum Group Size shall be applicable to Type I child-care centers.

(a) In a Type I child-care center, a group size shall:

1. Be separately maintained in a defined area unique to the group; and
2. Have specific staff assigned to, and responsible for, the group.

(b) The age of the youngest child in the group shall determine the:

1. Staff-to-child ratio; and
2. Maximum group size.

(c) This subsection and subsection (10) of this section shall not apply during traditional school hours to a center:

1. Providing early childhood education to mixed-age groups of children whose ages range from thirty (30) months to six (6) years; and
2. Accredited by or affiliated with a nationally-recognized education association that has criteria for group size and staff-to-child ratios contrary to the requirements of this subsection.

(d) If a child related to the director, employee, or person under the supervision of the licensee is receiving care in the center, the child shall be included in the staff-to-child ratio.

**Reference Link:** <https://apps.legislature.ky.gov/law/kar/titles/922/002/120/>

### Division of Child Care (DCC)

WEBSITE  
[HTTPS://WWW.CHES.KY.GOV/AGENCIES/DCBS/DCC/PAGES/DEFAULT.ASPX](https://www.ches.ky.gov/agencies/dcbs/dcc/pages/default.aspx)

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