

# Name-To-Face Tip Sheet

## 922 KAR 2:120. Section 2. Child Care Services.

(3)(a) Each center shall maintain a child-care program that ensures each child shall be:

1. Provided with adequate supervision at all times by a qualified staff person who ensures the child is:

- a. Within scope of vision and range of voice;
- b. For a school-age child, within scope of vision or range of voice;
- c. Accounted for during movement from one (1) location to another using name-to-face recognition by visually identifying each child;

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### What Is Name-to-Face:

“Name-to-face” means **looking at each child and matching them to their written name**—not just counting.

It ensures:

- Every child is accounted for
- You’re not relying on memory or guesses
- Safety during movement and transitions

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### When to Do It:

- **Transitions:**
  - Going outside
  - Coming inside
  - Bathroom breaks
  - Moving to gym, cafeteria, another classroom, etc.
- **Arrival & Dismissal**
- **Fire drills & emergencies**
- **Field trips or walks**

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### How to Do It (feel free to get creative if you’d like!):

1. **Look** directly at each child
2. **Say their name** (to them or quietly to yourself)
3. **Match it** to your attendance sheet or list
4. **Repeat** the process every time you move or change settings

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### Do I Have to Write It Down?

No, you do not have to record every check. Just make it part of your routine and be able to explain it during a licensing visit.

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### Sample Script:

“Every time we move with kids—even just down the hall—stop and match every face to a name. Don’t just count heads. Use the list. If someone’s missing, you’ll know right away.”

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**Quick Reminder:** It’s not just counting. It’s seeing + naming every child.