



From the Director's Desk

Andrea Day

In recent weeks, DCC and our partners have received a few requests for clarification and additional guidance on reunification plans for child care. The October edition of the ECE Insider has information on reunification for infants and toddlers. Please make sure you read through the entire ECE-Insider for additional guidance and support.

Planning for an emergency or disaster is an essential part of child care program licensing requirements and safety procedures. When you think about how much an infant or toddler relies on the caregiver for their daily needs, it makes sense that their emergency planning requirements need special considerations. Below are a few things to consider when planning for infants and toddlers during an emergency:

Thank you for everything you do for children and families throughout Kentucky!



**OCTOBER 2025
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5 Background check steps to help you stay in compliance

1 New Applications

Regardless of the current fitness determination for the prospective employee (new employee) or current employee (5-year re-fingerprint requirement, or expired application), always enter a new KARES application associated with your center/facility/business.

The following are some examples you may see on a Fitness Determination Profile:

- Eligible-EXPIRED
- Eligible for Employment through (date)
- New Application Needs to be Submitted
- Not Eligible
- Ready for Determination
- Eligible for Employment

NOTE: Entering a new application allows the provider to hire the prospective employee and placed on the correct roster in KARES once Division of Child Care (DCC) Professional Development and Fitness Determination (PDFD) Staff have made an eligibility determination.

2 No Sharing of KOG Accounts

It is strictly prohibited to share user access for a Kentucky Online Gateway (KOG) Account. Every person in your facility responsible for submitting background checks Every person in your facility responsible for submitting background checks MUST have their own KOG login credentials. Each KOG account user must have a unique email address registered with KOG.

To request an invitation, email the DCC Fitness Determination Staff for guidance and next steps at: chfsdccbcp@ky.gov.

3 Expired Eligibility

If a provider has a current employee with expired eligibility, you must start a new application to obtain a new background check.

Remove the employee from duties until the new check is completed and cleared in KARES.

Once the new application has been determined eligible by DCC Fitness Determination Staff, the provider will need to click "Hire" on the new application and "separate" them from the expired application.

4 Separate Unemployed Staff

If the employee no longer works at the facility, ensure they are properly "Separated" from the KARES roster. Or if you have an employee that appears more than once on your roster, "separate" the expired application/s.

To "separate" the employee from your roster, follow these steps:

- o Go to <https://kares.ky.gov/kares/Home>
- o Click "Affiliates" > click "roster"
- o Enter provider facility name from the dropdown box > click "search"
- o Locate the row with the employee's name
- o Go to the "Action" column > click "edit"
- o Go to "Employee Status" dropdown box > click "separate" > enter separation date > click "save"

5 Inform DCC of Changes

If you are no longer in business, Please inform DCC by sending an email to the Help Desk at CHFSDCCNBCP@ky.gov. Include the following:

- o Child care facility name
- o License number
- o Facility address
- o Your name and former position at the facility

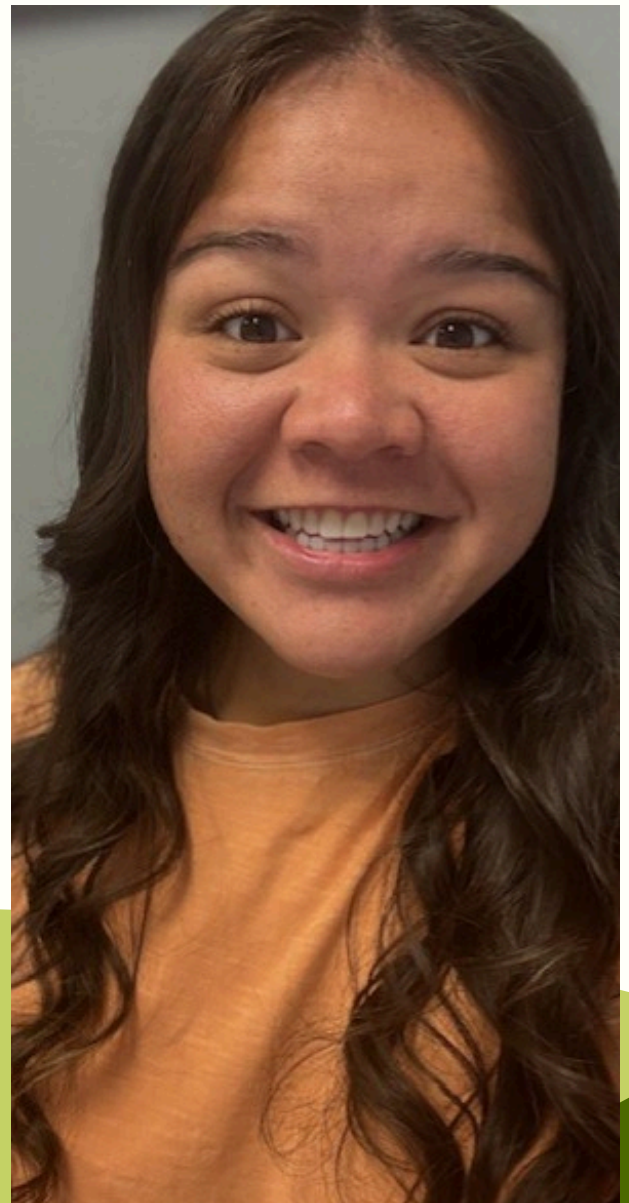
Meet the Child Care Health Consultants!

KRISTIN CASADA

Hello! My name is Kristin Casada, and I am the Child Care Health Consultant for the Lake Cumberland Region, as well as a Health Educator.

I have been in this position for almost 3 years now, and I still continue to learn every day! My favorite thing about being a CCHC is getting to be a "cheerleader" for childcare providers and reminding them of how important they are!

Encouragement can go a long way, and if we can encourage them to keep going while implementing best practices in their facility, then it's a win-win for everyone. I also enjoy being a part of a team of other CCHCs that is supportive and dedicated to their services!



**KRISTIN CASADA
HEALTH EDUCATOR/CHILD CARE
HEALTH CONSULTANT
PULASKI COUNTY HEALTH
DEPARTMENT
45 ROBERTS ST. SOMERSET, KY
42501**

KRISTIN.CASADA@LCDHD.ORG



PRIORITIZE BABY SAFETY CHECKS



CAR SEAT SAFETY

CAR SEAT SAFETY STARTS WITH BRINGING A BABY HOME FROM THE HOSPITAL AND CONTINUES AS A TODDLER MOVES INTO A BOOSTER SEAT. HERE IS A RESOURCE FROM THE KENTUCKY TRANSPORTATION CABINET FOR THE SPECIFICATIONS FOR CAR SEAT SAFETY IN KENTUCKY.

ACCORDING TO SAFEKIDS.ORG, A PROPERLY FITTED 5-POINT HARNESS GIVES THE BEST PROTECTION FOR A CHILD. MOST INFANT/TODDLER CAR SEATS ARE MADE WITH 5-POINT HARNESSES. IT'S IMPORTANT TO MAKE SURE THE CHILD IS PROPERLY FITTED IN THE HARNESS BY NOT ADDING MORE SPACE WITH HEAVY COATS OR BLANKETS WHEN BUCKLING, AND THAT THE CHILD'S WEIGHT/HEIGHT IS WITHIN THE RECOMMENDATION FROM THE CAR SEAT MANUFACTURER. SEE MORE CAR SEAT TIPS FROM UCSG.SAFEKIDS.ORG.

CAR SEAT SAFETY ALSO INCLUDES MAKING SURE A CHILD IS NEVER LEFT UNATTENDED IN A HOT CAR. CREATE A REMINDER BY LEAVING YOUR CELL PHONE, PURSE, OR ANYTHING ELSE YOU MAY NEED AT YOUR DESTINATION IN THE BACK SEAT CLOSE TO THE CAR SEAT. CHILD CARE PROVIDERS CAN DO WELLNESS CALLS TO PARENTS OR GUARDIANS WHEN A CHILD HAS AN UNEXPECTED ABSENCE FOR MORNING DROP-OFF.

REVIEW THE SUPERVISION RATION CHART PROVIDED IN KENTUCKY REGULATION 922.120

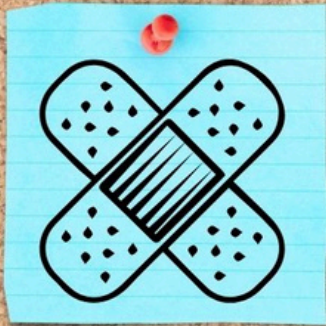
**[HTTPS://APPS.LEGISLATURE.KY.GOV/LAW/
KAR/TITLES/922/002/120/](https://apps.legislature.ky.gov/law/kar/titles/922/002/120/)**

Age of Children	Ratio	Maximum Group Size*
Infant	1 staff for 5 children	10
Toddler 12 to 24 months	1 staff for 6 children	12
Toddler 24 to 36 months (Preschool – age 2 to 3 years)	1 staff for 10 children	20
Preschool – age 3 to 4 years	1 staff for 12 children	24
Preschool – age 4 to 5 years	1 staff for 14 children	28
School-age 5 to 7 years	1 staff for 15 children	30
School-age 7 and older	1 staff for 25 children (for before and after school)	30

ENVIRONMENTAL SAFETY

SUPERVISION IS ONE OF THE BEST WAYS TO ENSURE SAFETY WHILE IN CHILD CARE. BE SURE THAT YOU ARE ALWAYS POSITIONED TO CLEARLY SEE ALL CHILDREN THAT ARE UNDER YOUR SUPERVISION. REMAIN IN VOICE RANGE SO THAT YOU CAN HEAR ALL CHILDREN, AND ALL CHILDREN CAN HEAR YOU. ACTIVE SUPERVISION ALLOWS FOR YOU TO INTERVENE QUICKLY IF NECESSARY.

Did You **KNOW?**



The most common type of injury among children is falls. These falls are often because toddlers, preschoolers, and school-aged children are curious and adventurous! As these age groups continue to grow and develop, so will their depth perception. Be firm with expectations like walking feet inside and climbing only on appropriate outdoor equipment.

Injuries like choking, suffocation, and strangulation occur when children are unable to breathe. Supervision and age-appropriate materials will decrease the likelihood of a child acquiring these types of injuries. Knowing that infants and toddlers often explore their curiosity by putting things in their mouths, it's important to always be aware of what objects are within their reach.

Pre-school and school-age children like to be on the go, so it's important to establish clear sitting and eating expectations to prevent choking on food hazards.

Safe sleep guidelines should always be followed to prevent possible strangulation and suffocation situations. Keep soft objects, toys, and loose bedding out of a baby's sleeping area to prevent suffocation and strangulation. When the baby is reaching toddler age and learning to pull up remember to remove any hanging decorations from above the sleeping space. If the sleeping area is near a window be sure that all blinds, blind cords, and curtains are tied up out of reach.

SIDS (Sudden Infant Death Syndrome) is an unexplained death that occurs under the age of one, often associated with sleep. According to the U.S. Department of Health and Human Services, the number one way to prevent SIDS is to place infants on their backs to sleep for all sleep times, in a separate sleep area designed for a baby, with no soft objects, toys, quilts, pillows or blankets.

(<https://safetosleep.nichd.nih.gov/about>)

National Online Learning Day

Celebrate National Online Learning Day by checking out some of these online learning platforms! Remember that while online learning is a great tool, it shouldn't replace face-to-face learning interactions. It's also important to limit screen time according to the regulations per age group:

24 months – 5 yrs:

<https://www.vroom.org/about>

<https://www.sesamestreet.org/>

<http://bedtimemath.org/minimath-app/>

<https://teach.starfall.com/>

(App) <https://learn.khanacademy.org/khan-academy-kids/>

School-Aged Youth 6-12:

<https://kids.nationalgeographic.com/>

<https://www.prodigygame.com/main-en/>

<https://www.codemonkey.com/>

<https://www.funbrain.com/>

<https://www.khanacademy.org/>



922 KAR 2:120

CHILD-CARE HEALTH AND SAFETY STANDARDS

SECTION 2. CHILD CARE SERVICES.

(5)SCREEN TIME



Wednesday
October 22
2025

FREE Presentation

Interested in adding FREE Developmental Screening to your program? Screening children using the Ages and Stages Questionnaires (ASQ) online can increase your points for your All Stars rating.

What We are Learning

- ✓ Join TWO ChildCare Aware Quality Coaches to learn more.
- ✓ We will share tips outlining the benefits of screening with staff and families.
- ✓ There will be plenty of time for questions too!

Wednesday,
October 22
1:00pm EST
(Noon Central)

<https://bit.ly/ASQzoom>

Meeting ID: 865 1673 6234





CONSIDERATIONS FOR EMERGENCY AND DISASTER PLANNING FOR INFANTS AND TODDLERS



PLANNING FOR AN EMERGENCY OR DISASTER IS AN ESSENTIAL PART OF CHILD CARE PROGRAM LICENSING REQUIREMENTS AND SAFETY PROCEDURES.

WHEN YOU THINK ABOUT HOW MUCH AN INFANT OR TODDLER RELIES ON THE CAREGIVER FOR THEIR DAILY NEEDS, IT MAKES SENSE THAT THEIR EMERGENCY PLANNING REQUIREMENTS NEED SPECIAL CONSIDERATIONS. BELOW ARE A FEW THINGS TO CONSIDER WHEN PLANNING FOR INFANTS AND TODDLERS DURING AN EMERGENCY.

TRANSPORTATION: INFANTS AND TODDLERS ARE LIMITED IN THEIR MOBILITY. EVEN TODDLERS WHO HAVE LEARNED TO WALK MAY NEED ADDITIONAL ASSISTANCE WHEN GETTING OUT OF THE BUILDING, OR TO THE SHELTER IN PLACE AREA QUICKLY.

- CONSIDER HOW YOU WILL TRANSPORT INFANTS AND TODDLERS WHILE REMAINING IN THE BUILDING FOR SHELTERING IN PLACE, AND WHEN YOU NEED TO EVACUATE THE BUILDING. FOR EXAMPLE, BEST PRACTICE IS TO USE CRIBS WITH WHEELS FOR INFANTS, AND POSSIBLY STROLLERS FOR TODDLERS.
- CONSIDER HOW STAFFING IN THE INFANT AND TODDLER ROOMS SHOULD MEET RATIO AND HAVE ENOUGH STAFF IN THE EVENT OF AN EVACUATION. FOR EXAMPLE, IF YOU HAVE ADDITIONAL VOLUNTEERS, THEY COULD BE ASSIGNED TO ASSIST IN THE INFANT AND TODDLER ROOM IN THE EVENT OF AN EMERGENCY OR DISASTER. VOLUNTEERS SHOULD BE AWARE OF YOUR EMERGENCY PROCEDURES!

GO-BAGS NEEDS: INFANTS AND TODDLERS MIGHT NEED DIFFERENT ITEMS TO BE PACKED IN AN EMERGENCY “GO-BAG” THAN OLDER CHILDREN. ESPECIALLY CONSIDER CREATING AND PRACTICING A PROCEDURE FOR INITIATING AN “OFF-SITE” EVACUATION AND WHAT MIGHT BE NEEDED DURING THE TIME THAT CHILDREN ARE WAITING TO BE REUNITED WITH FAMILIES:

- INFANTS MIGHT NEED ADDITIONAL DIAPERS, WIPES, CHANGING PAD, BLANKETS, PACIFIER, BOTTLE, FORMULA, ETC.
- TODDLERS MIGHT NEED ADDITIONAL DIAPERS, PULL-UPS, CLOTHES, SMALL BOOKS, BLANKETS, PACIFIERS, ETC.

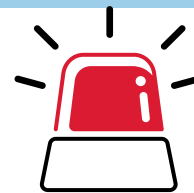


CONSIDERATIONS FOR EMERGENCY AND DISASTER PLANNING FOR INFANTS AND TODDLERS



· **COMMUNICATION:** INFANTS AND TODDLERS ARE LIMITED IN THEIR COMMUNICATION SKILLS DURING THIS DEVELOPMENTAL STAGE.

- CONSIDER HOW EACH CHILD COMMUNICATES THEIR NEEDS, LIKE BEING HUNGRY OR UPSET DUE TO CHAOS IN AN EMERGENCY. MAKE A LIST OF THINGS THAT CAN SOOTHE EACH CHILD. FOR EXAMPLE, A PACIFIER FOR AN INFANT, OR A FAVORITE STUFFED ANIMAL FOR A TODDLER. HAVING PRE-PLANNED SOOTHING TECHNIQUES CAN MAKE REUNIFICATION WITH FAMILIES TRANSITION SMOOTHLY.
- CONSIDER HOW YOU WILL IDENTIFY INFANTS AND TODDLERS AND THEIR FAMILIES TO BE REUNIFIED AFTER AN EMERGENCY OR DISASTER. OLDER CHILDREN MIGHT BE ABLE TO EASILY IDENTIFY THEIR FAMILY MEMBERS, BUT AN INFANT/TODDLER MIGHT NOT.
- CONSIDER HOW YOU WILL ENSURE YOUR EMERGENCY CONTACT INFORMATION IS UPDATED FOR ALL CHILDREN IN CARE. EMERGENCY CONTACTS SHOULD BE CHECKED OFTEN. CREATE A TEMPLATE THAT IS EASILY ACCESSIBLE TO SHARE WITH FAMILIES. A SMALL TEMPLATE CAN ALSO BE ATTACHED TO CRIBS ON WHEELS, OR STROLLERS, OR INSIDE OF “GO-BAGS”. YOU MIGHT ALSO WANT TO REQUEST A FAMILY PHOTO TO ADD TO YOUR INFANT OR TODDLER’S FILE TO MATCH THEIR ID.



ADDITIONAL RESOURCES

- [HTTPS://WWW.CHILDCAREAWARE.ORG/OUR-ISSUES/CRISIS-AND-DISASTER-RESOURCES/TOOLS-PUBLICATIONS-AND-RESOURCES/EVACUATING-WITH-INFANTS-AND-TODDLERS/](https://www.childcareaware.org/our-issues/crisis-and-disaster-resources/tools-publications-and-resources/evacuating-with-infants-and-toddlers/)
- [HTTPS://ACF.GOV/OHSEPR/INFORMATION-PROVIDERS](https://acf.gov/ohsepr/information-providers)
- [HTTPS://WWW.ZEROTOTHREE.ORG/ISSUE-AREAS/INFANT-AND-EARLY-CHILDHOOD-MENTAL-HEALTH/](https://www.zerotothree.org/issue-areas/infant-and-early-childhood-mental-health/)

REMEMBER!

Join the DCC- List Serv!

Email your preferred email address to: DCCListserv@ky.gov

All regulated child care educators can benefit from messages from the DCCListserv!

Encourage your staff to also sign up to stay informed!



Additional Resources:

Division of Child Care

<https://www.chfs.ky.gov/agencies/dccbs/dcc/Pages/default.aspx>

Division of Regulated Child Care (DRCC)

<https://www.chfs.ky.gov/agencies/os/oig/drcc/Pages/default.aspx>

Child Care Aware Tips and Tools

<https://www.childcareawareky.org/tips-and-tools/>

Family Child Care Network

<https://www.fccnky.com/>

ECE-TRIS

<https://ece.trc.ky.gov>

ecetris@ky.gov

8:00 AM - 4:30 PM EST, M-F

Child Care Health Consultants

<https://www.kentuckycchc.org/>

Help Me Grow Kentucky

<https://www.chfs.ky.gov/agencies/dccbs/dcc/Pages/hmg.aspx>