Name-to-Face Recognition 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;

What Is Name-to-Face?

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

The process helps ensure:

- Every child is accounted for.
- You're not relying on memory or guesses.
- Children's safety during movement and transitions.

When should you 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**

How to Do It:

1. Look directly at each child.
2. Say the child's name aloud or quietly to yourself.
3. Match the child to their name on your attendance sheet or class list.
4. Repeat the process during every transition.

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.

Sample Script:

"Every time we move with children, 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."

Quick Reminder: It's not just counting. It's seeing and naming every child.

07/2025

ChildCare Aware® OF KENTUCKY