



**CABINET FOR HEALTH AND FAMILY SERVICES  
OFFICE OF INSPECTOR GENERAL**

**Andy Beshear**  
Governor

275 East Main Street, 5E-A  
Frankfort, KY 40621  
(502) 564-2888  
Fax: (502) 564-6546  
<https://chfs.ky.gov/agencies/os/oig>

**Eric C. Friedlander**  
Acting Secretary

**Adam Mather**  
Inspector General

- No transportation services are to be provided by either entity
- Children should not be permitted to attend longer than 13 hours at any given time
- No discipline should be utilized
- Each location should account for 30 square feet per child
- Children should be combined by age group
  
- Staff Qualifications:
  - Must be eighteen years of age
  - Have a completed a Background Check or the following: AOC/ KSP criminal records check, and a Child Abuse and Neglect Check
  - Must never be left alone with children
  - At least one staff member on site must be current CPR for infants/adults and first aid
  - Staff should not exceed a twelve hour shift if at all possible
  
- Enrollment:
  - Identifying information for each child should include:
  - Basic identifying information including parents contacts
  - Documentation of preferred physician
  - Emergency contact
  - Identified allergies and other medical concerns
  - Authorized pick up approval
  - Authorization from parent to seek medical attention if needed
  
- Nap/Rest
  - Parents shall provide adequate bedding for rest which is age appropriate
  - Rest periods are recommended for ages four and younger
  - Infants and toddlers should be allowed to sleep on demand
  
- Food
  - A meal or snack should be offered every three hours or brought in from home
  - Children should be allowed access to water at all times
  - Parents may be required to provide prepared meals
  - Infants and toddlers should be permitted and supported to eat on demand (age appropriate food to include formula, etc. )

- Hand washing must occur prior to meals for both staff and children and after
  
- Programming
  - Access to age appropriate materials
  - Balance of quiet and active play
  
- Access to Restrooms
  - Each location must have adequate restrooms to include working toilets, running water in sinks, soap, and hand drying materials
  - Hand washing should occur frequently and as referenced above
  - Diaper changing stations should include safe and sanitized equipment
  - No hazardous/toxic materials should be in presence of children

**-Health Monitoring**

All children and staff should receive screening for illness at a minimum of every two and a half hours to include observation and temperature checks