

## **Proposed Title 5 Ordinance Amendments**

### **1. New chapter for child care homes in Title 5, Business Licenses and Regulations**

#### Chapter 5.74 Child Care Homes

##### 5.74.010 Statement of Intent

It is the intent of the Governing Body of the City of Overland Park to regulate and set minimum standards for child care homes to protect the public health, safety, and welfare of the residents of Overland Park. Said child care homes shall be allowed in the locations for residential day care provided in Title 18 of the Code. The State of Kansas, through the Kansas Department of Health and Environment (KDHE) and the Office of the Fire Marshal, has provided licensing and inspection requirements for child care homes, which the City intends to cooperate with fully and supplement with additional life-safety inspections through the fire department.

##### 5.74.020 Definitions

The following words and phrases when used in this chapter shall, for the purpose of this chapter, have the meanings respectively ascribed to them in this section unless otherwise defined in the text of the section.

- A. “Child care home” shall mean a structure designed and used as a one- or two-family dwelling where child care is provided by a child care provider.
- B. “Child care provider” shall mean the homeowner or resident licensed with KDHE to operate a child care facility from their place of residence.
- C. “Code” or “this code” shall mean the Overland Park Municipal Code.
- D. “Fire department” shall mean the Fire Department of the City of Overland Park, Kansas.
- E. “Fire inspector” shall mean a person authorized by the fire department to conduct fire safety inspections.

##### 5.74.030 Inspection of Child Care Homes

Child care homes shall be subject to periodic inspections as required by the Fire Department. The fire inspector is authorized to inspect the premises for which a child care license has been issued by KDHE. Said inspections shall be conducted utilizing the applicable provisions of the Kansas State Fire Marshal Fire Safety Handbook. Reasonable prior notice of an upcoming inspection shall be provided in writing by the Fire Department. An inspection report shall be provided to the child care provider at the end of the inspection. The child care provider shall have 30 days to correct any violation(s) before a re-inspection occurs, unless such violation(s) constitutes an imminent threat to life safety, in which case immediate correction of the violation(s) shall be required. If corrections are not made in the prescribed time frame, the fire inspector may assess a failed inspection fee, and if such fee is assessed, the fire inspector shall complete a failed inspection (fee for service) report. The amount of said failed inspection fee is established by resolution of the Governing Body.

## Proposed Title 18 Ordinance Amendments

### **1. Remove Section 18.140.470, Consideration of Residential Day Care Permits, from the Applications and Procedures chapter**

#### **18.140.470 Consideration of Residential Day Care Permits**

- A. ~~Applications for the initial Residential Day Care Permit shall be filed with the Planning & Development Services Department and a public hearing shall be scheduled before the Planning Commission. The applicant shall be required to mail notices of the public hearing to surrounding property owners according to the procedures in Section 18.140.080, and shall be required to post a sign identifying the time and place of the hearing according to the procedures in Section 18.140.090. After the completion of the public hearing, the Planning Commission shall make a recommendation to the Governing Body. The Governing Body shall hold a public hearing and may approve the permit, approve the permit with conditions, or deny the permit. The Governing Body may refer the matter back to the Planning Commission for reconsideration or further study but shall not be required to do so under any circumstances.~~
- B. ~~Applications for the renewal of a day care permit shall be filed with the Planning & Development Services Department and a public hearing shall be scheduled before the Governing Body. For the first renewal, the applicant shall be required to mail notices of the public hearing to surrounding property owners according to the procedures in Section 18.140.080 and shall post a sign identifying the time and place of the hearing according to the procedures in Section 18.140.090. For subsequent renewals, only the posting of the sign shall be required. After the conclusion of the hearing, the Governing Body may approve the permit, approve the permit with conditions, or deny the permit.~~
- C. ~~The Governing Body may initiate proceedings to revoke a Residential Day Care Permit by a majority vote of those members present and voting at the meeting. The procedure and basis for revocation shall be the same as for the revocation of a Special Use Permit as set forth in Section 18.370.050.~~

(History: Ord. ZRR 2454 §9, 2003; ZRR 2343 §36, 2002; ZRR 1725; ZRR 1693)

### **2. Amend 18.110.155, Day care definition, to eliminate certain day care categories no longer necessary because of changes in the State legislation**

“**Day care**” means the provision of supervision, training, food, lodging or medical services to persons for less than 24 hours a day.

“**Child care center**” means a facility which provides care and educational activities for 13 or more children two weeks to 16 years of age for more than three hours and less than 24 hours per day including day time, evening, and nighttime care; or which provides before and after school care for school-age children. A facility may have fewer than 13

children and be licensed as a center if the program and building meet child care center regulations as defined by the State of Kansas.

~~“Day care home” means a home in which care is provided for a maximum of ten (10) children in compliance with the definitions and regulations of the State of Kansas.~~

~~“Family day care home” means a home in which care is provided for a maximum of six (6) children in compliance with the definitions and regulations of the State of Kansas.~~

**“Residential Group day care home”** means a home in which care is provided for a maximum of twelve (12) children in compliance with the definitions and regulations of the State of Kansas.

**“Mother's Day Out”** means a day care program operating more than five (5) consecutive hours or more than one day per week and in which any one child is enrolled for not more than one session per week.

**“Preschool”** means a day care facility providing educational experiences and operating in compliance with the definitions and regulations of the State of Kansas.

### **3. Amend 18.390.140.B, Development and performance standards, in the Accessory Uses chapter**

B. **Residential day care**, ~~Family day care homes, day care homes, group day care homes,~~ child care centers, preschools and Mother's Day Out programs.

~~1. Family day care homes shall be permitted provided that the day care provider shall be licensed or registered with the State of Kansas and that there are no employees other than persons residing on the premises.~~

21. **Residential** ~~Day care homes and group day care homes~~ shall be permitted **allowed** subject to the approval of a Residential Day Care Permit by the ~~Governing Body according to the procedures in Section 18.140.470.~~ The following standards shall apply:

- a. The day care provider shall be licensed by the State of Kansas and shall reside on the premises.
- b. Outside play areas shall be fenced.
- c. Only one employee, other than persons residing on the premises, shall be permitted.
- d. **Compliance with requirements for child care homes in Title 5 of the Code.**

- d. ~~Prior to the approval of a Residential Day Care Permit or the renewal of a permit, the home shall be inspected for compliance with any applicable building or fire codes. If any deficiencies are found, they shall be corrected prior to approval of the permit by the Governing Body.~~
  - e. ~~The initial permit shall be valid for a maximum of one year from the date of Governing Body approval. The first renewal of a permit may be approved for up to three years, and subsequent renewals may be approved for up to five years.~~
3. Child care centers, preschools and Mother's Day Out programs may be ~~permitted~~ **allowed** as an accessory use only in religious, educational and community buildings. Such programs shall be subject to a general traffic plan being submitted to and approved by the City Traffic Engineer, or his or her designee. Such plan shall not permit parking on any adjacent public street, and shall include a drop-off and pick-up site designed to prevent traffic congestion or vehicles stacking up onto the public streets.



Mark Parkinson, Governor  
Roderick L. Bremby, Secretary

DEPARTMENT OF HEALTH  
AND ENVIRONMENT

[www.kdheks.gov](http://www.kdheks.gov)

Division of Health

Summary of Lexie's Law  
Senate Substitute for HB2356  
June 18, 2010

Lexie's Law was signed into law by Governor Parkinson on May 27, 2010. The law becomes effective July 1, 2010.

Key elements of the bill include:

- Revoking the statutes governing registered family day care homes and the transition of registered family day care homes to licensed day care homes.
- A requirement to establish a fee fund and increase licensing fees to fund the additional inspections required by the bill. Maximum fees that can be imposed are a \$75 base fee plus \$1 per child in the licensed capacity and for Child Placing Agencies, Maternity Centers and Child Care Resource and Referral Agencies the maximum fee is \$150. Late fees will also increase if a Licensee does not renew within 30 days of the expiration of the license.
- FY 2011 (July 1, 2010 through June 30, 2011) will be a transition year and priority will be given to inspecting what are now registered family day care homes.
- All child care facilities will be inspected every 12 months in FY 2012 and that will be the year the funding to health departments will increase. In FY 2011 the bill requires inspections of what are now registered day care homes and waives annual inspections of certain types of licensed facilities that are in compliance as of July 1, 2010. The Department is establishing criteria to determine what facilities are considered "in compliance". The intent is to not burden health departments with additional inspections but to permit health departments to focus on the inspections for registered homes by waiving requirements to conduct an annual inspection for other licensed facilities.
- Child care providers serving military families will be inspected every 12 months.
- A requirement that the Department, develop through the rules and regulation process, requirements for the competent supervision of children and additional health and safety requirements necessary for the protection of children.
- A requirement that if a license is revoked under certain conditions the licensee can not reapply for a child care license nor work in a child care facility.
- A requirement to include an expiration sticker on the license stating the expiration date of the license.

- A requirement that any new applicant is a high school graduate or equivalent, such as GED. The bill provides a grandfather clause for applicants who apply before July 1, 2010 and existing registrants and licensees.
- Changes to the child care open records requirements that will go into effect in May 2011. The bill will permit the Department to release certain identifying information that is currently protected.
- A requirement to design, develop and implement an online information system so that parents and the public can access child care provider compliance history.

The bill becomes effective July 1, 2010 and will support families by increasing child safety, oversight and public health protections for children in out of home care.



### Licensed Day Care Home and Group Day Care Home Survey Instrument

License Number \_\_\_\_\_ County \_\_\_\_\_ Type of Survey: Initial \_\_\_\_\_ Annual \_\_\_\_\_

Name of Facility (exactly as it appears on the license after the words "Who operates") \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Physical Address of the Facility \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**SECTION I:**

Licensed Day Care Homes

\_\_\_\_\_ License capacity is for the number of children authorized by Table I under K.A.R. 28-4-114(e)(1).

\_\_\_\_\_ License capacity is restricted (please write out)  
(Examples are limited to square footage, no infant equipment, special license, etc.)

Group Day Care Homes (ONE ADULT) (Check all that apply)

- \_\_\_\_\_ NINE children, 2 ½ to 11 years of age.
- \_\_\_\_\_ TEN children, 3 to 11 years of age.
- \_\_\_\_\_ TWELVE children, kindergarten to 11 years of age.

Group Day Care Homes (TWO ADULTS) (Check all that apply)

\_\_\_\_\_ TWELVE children, infancy to 11 years of age, with not more than NINE children under kindergarten age, THREE of whom may be under 18 months of age or TEN children, infancy to 11 years of age, with not more than EIGHT children under kindergarten age, FOUR of whom may be under 18 months of age.

\_\_\_\_\_ TWELVE children, 18 months to 11 years of age, with not more than FIVE children, 18 months to 2 ½ years of age.

\_\_\_\_\_ License capacity is restricted (please write out)

**SECTION II: 1<sup>st</sup> ON-SITE SURVEY CONDUCTED ON:** \_\_\_\_\_ **BEGINNING TIME OF SURVEY:** \_\_\_\_\_ **ENDING TIME OF SURVEY:** \_\_\_\_\_

Surveyor Findings:

\_\_\_\_\_ Full compliance with state requirements. Licensure is recommended and provider was given a copy of the Notice of Survey Findings. (Sign, date and submit original survey instrument to KDHE at this time.)

\_\_\_\_\_ Areas of non-compliance identified. Recommend licensure be withheld pending full compliance. Provider was given a copy of the Notice of Survey Findings. Surveyor provided consultation for meeting compliance. (Surveyor will either conduct compliance inspection or receive acceptable corrections. Complete Section III & IV as applicable. Sign & date.)

**SECTION III:**

\_\_\_\_\_ All non-compliance was corrected during the 1<sup>st</sup> on-site visit or a satisfactory corrective action plan was accepted. No on-site compliance check is necessary. Licensure recommended. (Sign, date and submit original survey instrument to KDHE at this time)

**2<sup>nd</sup> ON-SITE SURVEY WAS CONDUCTED ON:** \_\_\_\_\_ **BEGINNING TIME OF SURVEY:** \_\_\_\_\_ **ENDING TIME OF SURVEY:** \_\_\_\_\_

\_\_\_\_\_ Compliance check was conducted on the date listed above. All items of non-compliance were verified as corrected or a satisfactory corrective action plan was accepted. Provider was given a copy of the Notice of Survey Findings. Licensure recommended. (Sign, date and submit original survey instrument to KDHE at this time)

\_\_\_\_\_ Administrative Review Requested. Compliance check was conducted on the date listed above. Progress toward compliance noted. However, some areas of non-compliance remain and additional time is required. Second temporary permit requested to allow provider time to complete corrections. Provider was given a copy of the Notice of Survey Findings. (Complete Section IV as applicable. Sign & date.)

\_\_\_\_\_ Administrative Review Requested. Compliance check was conducted on the date listed above. Administrative review requested due to documented areas of non-compliance. Provider was given a copy of the Notice of Survey Findings. (Complete Section IV as applicable. Sign & date.)

**SECTION IV: SUMMARY – Check if one or more of the following were present at the first or second inspection.**

Citations: One or more of the following were cited \_\_\_\_\_ Over-Capacity \_\_\_\_\_ Children Unsupervised \_\_\_\_\_ Serious Hazards \_\_\_\_\_ Prohibited Punishment \_\_\_\_\_ Other; Describe.

Surveyor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Regulatory Reference

Satisfactory = S
Unsatisfactory = U
Not Applicable = N/A

K.S.A. 65-501 License required.

If initial applicant and no temporary permit or license has been issued by KDHE, the applicant does not have unrelated children in care that exceeds the definition for inconsequential care.

K.S.A. 65-512 Inspections.

Surveyor is given right of entry and access to every place on the premises.

Surveyor is provided with records which are required to be inspected.

K.S.A. 65-513 Changes or alterations required to comply.

Licensee understands that it is her/his responsibility to make changes or alterations provided in any Notice of Survey Finding within 5 days of the receipt of the notice.

K.A.R. 28-4-116

(m) Individual children's files are maintained and include:

- (1) Parent's full names, addresses, phone numbers and person to notify in case of an emergency.
(2) Names and phone numbers of persons authorized to pick up the child and to provide transportation.
(3) Health assessments (children in two week emergency care exempt).
(4) Written permission for emergency care and to go off the premises.

K.A.R. 28-4-117 Health care requirements for children under 16 years

- (a) (1) Each child under 11 enrolled in care and each child under 16 living in the home has a completed medical record on file.
(2) The health assessment is conducted within 6 months PRIOR to the initial enrollment and signed by a nurse trained to perform H.A. or a licensed physician.
(3) The medical history obtained from the parent & record on the KDHE form.

NOTE: K.A.R. 28-4-116(m)(3) Children in 2 week emergency care are not required to have a HA on file. The medical record filled out by the parent and emergency release form is to be on file.

NOTE: Children 11 - 16 yrs. of age who are in care but who do not live in the home are not required to have a medical record nor a physical on file. They are required to have current immunizations and emergency release forms.

Regulatory References

Satisfactory = S
Unsatisfactory = U
Not Applicable = N/A

(c) Immunizations are current as medically appropriate.

(d) Exceptions to the requirements for immunizations:

Certificate from a licensed physician is on file exempting the child from immunization due to a physical condition.

A statement is on file signed by the parent requesting a religious exemption from immunization.

(e) A statement is on file signed by the parents of unimmunized infants showing they have been informed of the risks when an exempted child is in care.

(f) A new health assessment is not required if previous medical record is available when a child is moved to a different child care provider.

(g) Well child information provided to parents at the time of enrollment or posted in a conspicuous place.

K.A.R. 28-4-118 Illness and Reporting Child Abuse

(a) Nonprescription medicines are given only with parental permission and a record is kept.

(b) Prescription medications are given from containers labeled with child's name, name of the med., dosage, intervals, name of doctor, and date. A record is kept.

(c) Provider reports suspected child abuse/neglect.

K.A.R. 28-4-123 Parental Access

Parental/Guardian access allowed during all hours of operation.

K.A.R. 28-4-124 Parental Permission

Signed permission for each location on KDHE form.

Destination, times and adults responsible posted in a place accessible to parents.

K.A.R. 28-4-125 Criminal History

(a) KBI/SRS form submitted with Application/Intent to Continue Licensure.

(b) All persons over 10 years who reside, work or regularly volunteer are submitted on a KBI/SRS form within one week for new persons.

(c) Copy of form submitted is kept on file



Regulatory Reference

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

Regulatory References

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

**K.S.A. 65-516 Prohibited persons.**

No person known to be a prohibited person is residing, working or regularly volunteering in the home. \_\_\_\_\_

**K.A.R. 28-4-126 Health, persons 16 or older**

- (a) (1) Persons caring for children are: free from physical, mental, emotional handicaps \_\_\_\_\_  
qualified by temperament, emotional maturity, sound judgment and an understanding of children. (If no, document why.) \_\_\_\_\_
- (2) Persons in contact with children are not impaired due to alcohol or drugs \_\_\_\_\_

**K.A.R. 28-4-127 Emergencies**

- (a) Working telephone on the premises during all hours of operation. \_\_\_\_\_  
Emergency telephone numbers posted next to the phone. (police, fire, ambulance, hospital, poison control) \_\_\_\_\_
- (c) Health assessments and emergency release forms are taken to the emergency room with the child. \_\_\_\_\_
- (d) When a staff member accompanies child, person stays with the child during emergency care. \_\_\_\_\_  
Other children are adequately supervised during emergency. \_\_\_\_\_
- (e) (2) Injuries or illnesses requiring medical attention are reported to the parent or guardian. \_\_\_\_\_
- (3) Communicable diseases are reported to KDHE or health department by the next working day. \_\_\_\_\_
- (f) Deaths are reported to KDHE or health department by the next working day. \_\_\_\_\_

**K.A.R. 28-4-128 Safety Procedures**

- (a) Disaster plans are developed for emergencies such as fire, tornadoes, storms, serious injury and floods (covers disasters likely to affect the home due to its location, as identified). \_\_\_\_\_
- (b) Plans are posted in a conspicuous place and reviewed with parents. \_\_\_\_\_
- (c) All persons responsible for children are informed and follow emergency plans. \_\_\_\_\_

- (d) Fire drills are conducted monthly, to allow participation of all children, and are recorded. \_\_\_\_\_
- (e) Tornado drills are conducted monthly (April - September) to allow participation of all children, and are recorded. \_\_\_\_\_
- (f) Persons regularly caring for children have first-aid training \_\_\_\_\_  
Documentation of training is on file \_\_\_\_\_

**K.A.R. 28-4-129 Swimming and Wading**

- (a) **Swimming and wading pools on premises**
  - (1) Swimming/wading pools and hot tubs are constructed, maintained and used to safeguard children. \_\_\_\_\_
  - (2) Appropriate supervision provided by an adult. \_\_\_\_\_
  - (3) **Staff/child ratios maintained at all times.** \_\_\_\_\_
  - (4) Safety rules posted and reviewed by persons caring for children (during months of pool use). \_\_\_\_\_
- (b) **Swimming pools on premises (water over 24 inches)**
  - (1) Below ground pools are enclosed by a 5 foot fence. \_\_\_\_\_
  - (2) Above ground pools are 4 feet high or enclosed by a 5 foot fence. Steps are removed when not in use. \_\_\_\_\_
  - (3) Sensors are not used in lieu of a fence \_\_\_\_\_
  - (4) Swimming pool is cleaned daily. \_\_\_\_\_  
Swimming pool water has a pH of 7.2 - 8.2. Free chlorine content is between 0.4 and 3.0 parts/million. Tests are recorded and available. \_\_\_\_\_
  - (5) A person with a life saving certificate or CPR training who can swim is in attendance when swimming pool is in use. \_\_\_\_\_
  - (6) If more than 6 ft. across, has a ring buoy, rope or shepherd's hook of adequate length. \_\_\_\_\_
- (c) **Wading pools on premises**
  - (1) If water is in the wading pool, children are only allowed to play in the area with supervision. \_\_\_\_\_
  - (2) Water is emptied daily. \_\_\_\_\_

Regulatory Reference

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

(d) Hot Tubs on premises

- (1) Hot tub or spa is covered and secured by straps or locks. \_\_\_\_\_
- (2) Children prohibited from using hot tub or spa. \_\_\_\_\_

- (e) Ponds and lakes only used for children over 6, swimming areas are approved, a certified life guard is on duty, required staff/child ratios maintained. \_\_\_\_\_

K.A.R. 28-4-130 Transportation

(a) Facility owned or leased vehicles

- (1) Driver 18 years or older. \_\_\_\_\_  
Has driver's license of type appropriate for the vehicle being used. \_\_\_\_\_  
Trailers pulled by another vehicle, camper shells or truck beds not used to transport children. \_\_\_\_\_
- (2) (A) Vehicles maintained in safe condition. \_\_\_\_\_  
(B) Yearly mechanical safety check and corrections recorded and on file. \_\_\_\_\_
- (3) Accident and liability insurance is current. Coverage is as follows: \$100,000 for personal injury or death in any one accident, \$300,000 for injury or death of 2 or more persons in one accident and \$50,000 for loss of property. \_\_\_\_\_
- (4) (A) Health assessments, and emergency release forms are in the vehicle when children are transported. \_\_\_\_\_  
(B) First-aid kit is in the vehicle when transporting children. \_\_\_\_\_
- (5) (A) Through (C) Appropriate individual restraint is used. (see reg.) \_\_\_\_\_  
(D) Only one child is restrained per seat belt. \_\_\_\_\_  
(E) School type buses are used for school age children only without restraints. \_\_\_\_\_
- (6) Safety of children protected as follows:  
(A) Doors are locked (driver's door exempt) when vehicle is in motion. \_\_\_\_\_  
(B) Discipline maintained at all times. \_\_\_\_\_  
(C) All parts of child's body in vehicle at all times. \_\_\_\_\_

Regulatory References

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

- (D) Children enter and exit the vehicle away from traffic. \_\_\_\_\_
- (E) Children under 10 years are not left in vehicle unattended by an adult. \_\_\_\_\_  
Driver makes sure that no child is left in the vehicle when vacated. \_\_\_\_\_
- (F) No smoking when transporting. \_\_\_\_\_
- (G) (i) Child/staff ratio maintained at all times. \_\_\_\_\_
- (H) Driver transports to authorized destination only. \_\_\_\_\_

(b) Vehicles owned by staff and volunteers

- (1) Have personal insurance for accident and liability. (No minimum) \_\_\_\_\_
- (2) Each vehicle complies with the following:  
Driver 18 years or older. \_\_\_\_\_  
Has driver's license of type appropriate for the vehicle being used. \_\_\_\_\_  
Trailers pulled by another vehicle, camper shells or truck beds not used to transport children. \_\_\_\_\_  
Vehicles maintained in safe condition. \_\_\_\_\_  
Health assessments and emergency release forms are in the vehicle when children are transported. \_\_\_\_\_  
Appropriate individual restraint is used (See reg.) \_\_\_\_\_  
Doors are locked (driver's door exempt) when vehicle is in motion. \_\_\_\_\_  
Discipline maintained at all times. \_\_\_\_\_  
All parts of child's body in vehicle at all times. \_\_\_\_\_  
Children enter and exit the vehicle away from traffic. \_\_\_\_\_  
Children under 10 years are not in vehicle unattended by an adult. \_\_\_\_\_  
Driver makes sure that no child is left in vehicle when vacated. \_\_\_\_\_  
No smoking when transporting. \_\_\_\_\_  
Child/staff ratio maintained at all times. \_\_\_\_\_  
Driver transports to authorized destination only. \_\_\_\_\_
- (c) (1) and (2) Staff and volunteers are informed and are aware of the transportation regulations \_\_\_\_\_

Regulatory Reference                      Satisfactory = S  
 Unsatisfactory = U  
 Not Applicable = N/A

Regulatory References                      Satisfactory = S  
 Unsatisfactory = U  
 Not Applicable = N/A

**K.A.R. 28-4-131 Animals, Birds and Fish**

- (a) Pet area maintained in a sanitary manner. \_\_\_\_\_  
 No animal or bird in kitchen during food preparation. \_\_\_\_\_  
 Parents informed of children's access to pets. \_\_\_\_\_
- (b) Dogs and cats have current immunizations and records kept on file. \_\_\_\_\_
- (c) Children protected from hazardous animals on the premises. \_\_\_\_\_  
 Pit Bull Dog not on the premises. \_\_\_\_\_  
 Animal exhibits are supervised by appropriate animal care personnel. \_\_\_\_\_

**K.A.R. 28-4-132 Child Care Practices**

- (a) Children supervised by a person 16 yrs. of age and older who is responsible for the children's health, safety and well-being. \_\_\_\_\_
- (b) Discipline \_\_\_\_\_
  - (1) Written discipline policy indicating methods of guidance appropriate to the age of children in care. \_\_\_\_\_  
 Parents informed of discipline policy. \_\_\_\_\_
  - (2) Punishment which is humiliating, frightening, physically or mentally harmful is not used. \_\_\_\_\_  
 The following prohibited punishment is not used:
    - (A) corporal punishment such as spanking with the hand or any implement, slapping, swatting, pulling hair, yanking the arm, or any similar activity; \_\_\_\_\_
    - (B) verbal abuse, threats, or derogatory remarks about the child or the child's family; \_\_\_\_\_
    - (C) binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle; \_\_\_\_\_
    - (D) withholding or forcing foods; and \_\_\_\_\_
    - (E) placing substances which sting or burn on the child's mouth or tongue or other parts of the body. \_\_\_\_\_
- (4) All child care providers and substitutes comply with discipline practices outlined in K.A.R. 28-4-132. \_\_\_\_\_

**(c) Diapering and toileting**

- (1) Child's clothing or bedding changed when wet or soiled. \_\_\_\_\_
- (2) Children 3 years and under have an extra change of clothes. \_\_\_\_\_
- (3) (A) Handwashing in or readily accessible to diaper changing area. \_\_\_\_\_  
 (B) Provider's hands are washed with soap and water after changing diapers or soiled clothes. \_\_\_\_\_
- (4) Children are diapered in their own crib/playpen, on a clean pad on the floor or on a changing table. \_\_\_\_\_
- (5) Changing tables and pads have waterproof, undamaged surface. \_\_\_\_\_  
 Changing tables are sturdy and have railings/safety straps. \_\_\_\_\_  
 Children not left unattended on changing table. \_\_\_\_\_
- (6) Changing tables/pads are sanitized after each use. \_\_\_\_\_
- (7) (A) Washable diapers/training pants are not rinsed out and are stored in labeled covered container or plastic bag and returned home. \_\_\_\_\_
- (8) Disposable diapers are placed in covered container or plastic bag which is emptied daily or more frequently for odor control. \_\_\_\_\_
- (9) (A) Potty chairs if used are left in the toilet room, wastes are disposed of immediately in a flushed toilet, containers are sanitized after each use and washed daily \_\_\_\_\_
- (10) Proper diaper procedures are followed. \_\_\_\_\_

**Group Day Care Homes - diapering and toileting procedures are posted when serving children under 2 ½ years.** \_\_\_\_\_

**K.A.R. 28-4-114 The Applicant and Licensee**

- (a) (1) and (2) Complete application or Intent to Continue, fee, and KBI/SRS form has been submitted. \_\_\_\_\_  
 (cross reference K.A.R. 28-4-92(a) and K.A.R. 28-4-125(a)) \_\_\_\_\_
- (b) (1) Licensee/primary care providers 18 years or older. \_\_\_\_\_
- (2) Child care or a combination of child care and other employment is less than or equal to 18 hours in a 24 hour period. \_\_\_\_\_

Regulatory Reference

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

(3) Provider does not engage in activities which interfere with supervision or care of children. \_\_\_\_\_

(c) If licensee operates more than one facility, each facility is operated and maintained separately. \_\_\_\_\_

(d) Licensee is licensed for, and providing only, one type of care on the same premises. (Other types of care include family foster care for adults or children, respite care, registered, preschool or center care, adult nursing home care, residential care for children.) \_\_\_\_\_

(e) (1) (2) and (3) Provider has read and understands the table defining the license capacity for a Licensed Day Care Home. \_\_\_\_\_

(f) (1) (2) and (3) Provider has read and understands the table defining the license capacity for a Group Day Care Home. \_\_\_\_\_

(1) Second adult present when required. \_\_\_\_\_

(g) Children who are developmentally delayed are counted in their developmental age group \_\_\_\_\_

(h) Number of children on the premises including children under 11 years of age related to the provider (including drop-ins) is maintained within license capacity or an exception has been granted. \_\_\_\_\_

Number of providers in attendance at time of visit: \_\_\_\_\_

Number of children in care at the time of the visit:

\_\_\_\_\_ Under 18 months \_\_\_\_\_ 18 mths to K \_\_\_\_\_ K and older

Facility is in compliance with the number and ages of children in care. \_\_\_\_\_

(i) Emergency care for a period not to exceed two weeks does not cause the provider to exceed the license capacity. \_\_\_\_\_

(k) (LDCH only) INITIAL training requirements met. \_\_\_\_\_

(l) (GDCH only) INITIAL training requirements met. \_\_\_\_\_

(m) RELICENSURE training requirements met. \_\_\_\_\_

(n) (1) Substitute provider is 16 years or older for temporary absence and 18 years or older for extended absence. \_\_\_\_\_

(2) Extended substitute meets initial training req. under K.A.R. 28-4-114(k). \_\_\_\_\_

(o) The license is conspicuously posted. (Also K.S.A. 65-504). \_\_\_\_\_

A copy of the current Regulation Book is on file on the premises. \_\_\_\_\_

Regulatory References

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

(p) Provider will notify the Licensing Surveyor or KDHE when they discontinue care. Provider understands a new application must be submitted in order to resume child care. \_\_\_\_\_

(q) Applicant/licensee understands that any denial, revocation, or civil fine action can be appealed through an administrative hearing and subsequently to district court. \_\_\_\_\_

K.A.R. 28-4-115 The Home

(a) Home is on public water. \_\_\_\_\_

Home is on public sewer. \_\_\_\_\_

If NO to the above, has water and/or sewage disposal system been approved and a report submitted to the KDHE? \_\_\_\_\_

(b) The home has 25 square feet of available play space per child and is constructed, arranged and maintained to provide adequately for health and safety of children (if no, document). \_\_\_\_\_

(1) Walls are in good condition. \_\_\_\_\_

(2) Skirted and anchored, if a mobile home. \_\_\_\_\_

(3) 2A-10B:C fire extinguisher is available. \_\_\_\_\_

(4) Smoke alarm is installed on each level of the home. \_\_\_\_\_

(5) Reasonably clean and uncluttered (If U, describe in comments section on the last page). \_\_\_\_\_

(6) Kitchen and outdoor garbage/trash in covered containers or tied plastic bags. \_\_\_\_\_

(7) Open-faced gas stoves/heaters vented and guarded, floor furnace guarded. \_\_\_\_\_

(8) Electrical outlets covered. \_\_\_\_\_

(9) Stairs with more than 2 steps railed. \_\_\_\_\_

(10) Stairway guarded and balusters not more than 4 inches apart or guarded if children are under 2 ½ years. \_\_\_\_\_

(11) A readily available 2nd means of escape available from the first floor. \_\_\_\_\_

(12) Bathroom doors can be unlocked from both sides. \_\_\_\_\_

(13) Temperature 65° to 90° in play area. \_\_\_\_\_

Regulatory Reference

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

Regulatory References

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

K.A.R. 28-4-115 The Home (continued)

- (c) (GDCH only) Fire safety approval obtained annually. \_\_\_\_\_
- (d) (LDCH & GDCH) If there is a basement used for child care, fire safety approval is on file by the state fire marshal. \_\_\_\_\_  
  
(LDCH & GDCH) If there is a second floor used for child care, fire safety approval is on file by the state fire marshal. \_\_\_\_\_  
  
Third floor not used for child care. \_\_\_\_\_

K.S.A. 65-508. Signed Fire Safety Agreement is posted next to the license as required by the State Fire Marshal. \_\_\_\_\_

K.A.R. 28-4-115 The Home (continued)

- (e) A refrigerator is available. \_\_\_\_\_  
  
Medications stored in the refrigerator are kept in a locked box. \_\_\_\_\_
- (f) If a private well is used, children under 1 year of age use commercially bottled water until a lab test approves the nitrate content. \_\_\_\_\_
- (g) The following items are stored safely:
  - (1) household cleaning supplies and bodily care products with warning labels or which contain alcohol are in locked storage OR out of the reach of children under 6 years. \_\_\_\_\_
  - (2) dangerous chemicals, household supplies with warning labels and medicines are in locked storage OR stored out of the reach of children under 10 years. \_\_\_\_\_
  - (3) sharp instruments are stored in child proof drawer OR stored out of the reach of children. \_\_\_\_\_
  - (4) Cigarettes, ashtrays, lighters, and matches out of reach. \_\_\_\_\_

K.S.A. 65-530. Smoking is prohibited inside the home when children are in care. \_\_\_\_\_

K.A.R. 28-4-115 The Home (continued)

- (h) Dangerous weapons and guns are in locked storage. Guns may have trigger locks in lieu of being in locked storage. \_\_\_\_\_
- (i) The outdoor play area is:
  - (1) Free from hazards which might be dangerous to the life or health of children. \_\_\_\_\_

Play equipment is safely constructed and in good repair. \_\_\_\_\_

- (2) Climbing play equipment and swings are anchored or set in cement. \_\_\_\_\_
- (3) Surfaces under anchored equipment are approved by the licensing surveyor. Asphalt, cement, coarse gravel not used. \_\_\_\_\_
- (4) Swings are safely located. \_\_\_\_\_  
  
Wooden or metal seats not used on swings. \_\_\_\_\_
- (5) Teeter-totters and merry-go-rounds designed for school children are not used by children under kindergarten age. \_\_\_\_\_
- (6) Fenced as needed if area surrounding presents hazards which might be dangerous to the safety of children (heavily traveled roads, ravines, railroad tracks, accessible equipment, etc) OR if the play area adjoins the play area of another facility. \_\_\_\_\_

K.A.R. 28-4-116 Children in Care

- (a) Daily activities are provided that promote healthy growth and development. \_\_\_\_\_
  - (1) Age appropriate toys and play equipment are provided, available to children, of safe construction and in good repair. \_\_\_\_\_
  - (2) T.V. and videos are age appropriate. R and X rated prohibited. \_\_\_\_\_
  - (3) Toys and play equipment for children under 18 months are washed and sanitized daily. \_\_\_\_\_
  - (4) (A) Children 18 months and older have one hour of outdoor play daily. \_\_\_\_\_  
  
Children under 18 months are taken outdoors daily. \_\_\_\_\_
  - (B) Children 3 years and older outside are within hearing distance of adult at all times. \_\_\_\_\_
  - (C) Children under 3 years are attended by someone 14 years and older at all times when outside. An adult is also within hearing distance at all times. \_\_\_\_\_

Regulatory Reference

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

Regulatory References

Satisfactory = S  
Unsatisfactory = U  
Not Applicable = N/A

**(b) Napping and sleeping**

(1) Daily supervised rest period provided as needed. Quiet play provided for non-nappers. \_\_\_\_\_

(2) Napping and sleeping facilities are provided as follows:

(A) Crib or playpen with slats not more than 2 3/8 inches apart or bumpers for each child under 18 months. \_\_\_\_\_

(B) A family bed, cot, sofa, lower bunk, or a pad over the carpet for each child over 18 months (two children may share a double bed). Pad is 1/2 inch thick, washable and long enough. \_\_\_\_\_

(C) Individual bedding available and clean. \_\_\_\_\_

(3) Cribs, cots and pads separated by 24 inches when in use and stored in a clean and sanitary manner. \_\_\_\_\_

(c) Smoking prohibited while providing direct physical care to children. \_\_\_\_\_

**(d) Food service**

(1) Children under 18 months:

(A) Are held when bottle fed until they can hold their own bottle. \_\_\_\_\_

(B) Sleeping with bottles in mouth prohibited \_\_\_\_\_

(C) Prepared formula and juice refrigerated \_\_\_\_\_

Left over formula and juice labeled with the nipple covered, refrigerated and used within 24 hours. \_\_\_\_\_

(D) Solid foods offered with parental consultation. \_\_\_\_\_

Opened solid food containers labeled with child's name, covered and refrigerated. \_\_\_\_\_

(2) Nutritious meals and snacks served per regulation. \_\_\_\_\_

(e) Meals and snacks contain food groups in regulation. \_\_\_\_\_

(f) Food is of sufficient quantity to allow seconds of vegetables or fruit, bread and milk. \_\_\_\_\_

(g) Food allergies and special diets considered. \_\_\_\_\_

(h) Pasteurized milk products served. \_\_\_\_\_

(i) Dishes are washed, rinsed and stacked or placed in dishwasher after meals. If U, note:  
time of meal \_\_\_\_\_ and time of survey \_\_\_\_\_

(j) Sanitary methods of food handling and storage are followed. \_\_\_\_\_

(k) Individual cups, towel, washcloth or disposable products provided. \_\_\_\_\_

(l) Children and adults wash hands with soap and water before and after eating and after toileting. \_\_\_\_\_

**K.A.R. 28-4-119b Exceptions**

(b) Written exceptions granted by KDHE are posted with the license. \_\_\_\_\_

**RECORD COMMENTS PROVIDING DESCRIPTIVE INFORMATION  
NEEDED TO JUSTIFY AN AREA OF NON-COMPLIANCE BELOW:**

## Records for Persons 16 years of Age and Older

Instructions: Complete for all persons 16 years of age and older who live, work or volunteer in the day care home.

Key: \*Provider Status:

P = Primary Care Provider - licensee/or his or her designee with ongoing responsibility for children in care. (includes a 2<sup>nd</sup> person employed as a primary caregiver)

TS = Temporary Substitute - Replaces someone who is already scheduled to work (ten hours a week or less).

ES = Extended Substitute - Replaces someone who is already scheduled to work (more than 10 hours a week).

N/A = Does not provide care - This is usually the spouse of the provider who works outside the home and the older children of the provider if they do not help with the day care children when school is out.

Other=Describe

Name	Present at time of Survey (Y or N)	Provider Status	Age	Date Employed	28-4-125(c) Name submitted SRS/KBI Form (living, working, volunteering)	28-4-126(b)(1) Health Cert. on file signed by licensed physician or nurse for all persons regularly caring for children (TS, ES, and N/A exempt)	28-4-126(c)(1) Neg. T.B. on file: living, working or volunteering	28-4-128(f) 1st Aid Training (all persons regularly caring for children)	28-4-114(k) initial 28-4-114(j) initial renewal 28-4-114(m) Approved Pre- or In-service Training Met	28-4-130(a)(1) Valid Driver's License (if Applicable)	28-4-129(b)(5) Life Saving Cert. or CPR (if Applicable)

## CHILDREN'S RECORDS

1. List all children enrolled.
2. List provider's own children under 16 years and fill out the Immunization Record Form on the following page. The Immunization Record Form is submitted to KDHE Immunization Section for audit to comply with CDC reporting requirements.
3. For determining compliance with 28-4-116(m) (1 & 2), you must have all info required in 28-4-116(m) (1) - Parent's full names, addresses, phone numbers and person to notify in case of an emergency.  
(2) - Names and phone numbers of persons authorized to pick up the child and to provide transportation. If in compliance with number(s) then place a check next to each.

Name of child Gender (M/F)	Date of Birth	Child living in home over 10 yrs. (Y or N)	Date Enrolled	√ if Present	28-4-124 Off premise permission (Y or N)	√ if in compliance		28-4-117 (a) Medical Record on file	28-4-117 (a)(2) Health Assess (Y or N)	28-4-117(d) Exemption from Immunization on file (Y or N)	Non-Compliance
						28-4-127(b) (1)(A) EMR	28-4-116 (m) Record on file				
							1. 2.				
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# Kansas Department of Health and Environment

Bureau of Child Care and Health Facilities

1000 SW Jackson St., Suite 200 Topeka, KS 66612-1274

Phone: (785) 296-1270 Fax: (785) 296-0803 Website: [www.kdheks.gov/bcclr/index.html](http://www.kdheks.gov/bcclr/index.html)



## Immunization Report Form

Check One: \_\_\_\_\_ Licensed Day Care Home \_\_\_\_\_ Group Day Care Home Date: \_\_\_\_\_

Certificate/License Number: \_\_\_\_\_ Name of Facility (exactly as it appears on the license): \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Street City Zip Code County

Please list the initials of children presently receiving care in this facility. Write the month, day and year (MM/DD/YYYY) of each immunization completed in each series in the box below. **Please DO NOT place a check mark in the box.**

		Initials																		
		Date of Birth																		
DTaP	1																			
	2																			
	3																			
	4																			
	5																			
OPV/IPV	1																			
	2																			
	3																			
	4																			
MMR	1																			
	2																			
HIB	1																			
	2																			
	3																			
	4																			
HBV	1																			
	2																			
	3																			
VAR	1																			
	2																			
PCV7	1																			
	2																			
	3																			
	4																			
HEP A	1																			
	2																			

## CHILDREN'S RECORDS

1. List all children enrolled.
2. List provider's own children under 16 years and fill out the Immunization Record Form on the following page. The Immunization Record Form is submitted to KDHE Immunization Section for audit to comply with CDC reporting requirements.
3. For determining compliance with 28-4-116(m) (1 & 2), you must have all info required in 28-4-116(m) (1) - Parent's full names, addresses, phone numbers and person to notify in case of an emergency.  
 (2) - Names and phone numbers of persons authorized to pick up the child and to provide transportation. If in compliance with number(s) then place a check next to each.

√ if in compliance												
Name of child Gender (M/F)	Date of Birth	Child living in home over 10 yrs. (Y or N)	Date Enrolled	√ if Present	28-4-124 Off premise permission (Y or N)	28-4-127(b) (1)(A) EMR	28-4-116 (m) Record on file		28-4-117 (a) Medical Record on file	28-4-117 (a)(2) Health Assess (Y or N)	28-4-117(d) Exemption from Immunization on file (Y or N)	Non-Compliance
							1.	2.				
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## Immunization Report Form

Check One: \_\_\_\_\_ Licensed Day Care Home \_\_\_\_\_ Group Day Care Home Date: \_\_\_\_\_

Certificate/License Number: \_\_\_\_\_ Name of Facility (exactly as it appears on the license): \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Street

City

Zip Code

County

Please list the initials of children presently receiving care in this facility. Write the month, day and year (MM/DD/YYYY) of each immunization completed in each series in the box below. **Please DO NOT place a check mark in the box.**

		Initials																		
		Date of Birth																		
DTaP	1																			
	2																			
	3																			
	4																			
	5																			
OPV/IPV	1																			
	2																			
	3																			
	4																			
MMR	1																			
	2																			
HIB	1																			
	2																			
	3																			
	4																			
HBV	1																			
	2																			
	3																			
VAR	1																			
	2																			
PCV7	1																			
	2																			
	3																			
	4																			
HEP A	1																			
	2																			



STATE OF KANSAS  
OFFICE OF THE FIRE MARSHAL

MARK PARKINSON DAN McLAUGHLIN  
GOVERNOR FIRE MARSHAL

700 SW Jackson, Suite 600  
Topeka, KS 66603-3714  
Voice: 785.296.3401  
Fax: 785.296.0151  
www.accesskansas.org/firemarshal

## FIRE AND LIFE SAFETY AGREEMENT INITIAL APPLICATION AND ANNUAL RENEWAL FORM

Check One:  Group Day Care Home  Licensed Day Care Home

Check One:  Initial License  Annual Renewal \_\_\_\_\_  
(License Number)

I, \_\_\_\_\_ have provided the following:  
(Print your name as it is listed on your license)

I understand that I am responsible for meeting the fire and life safety codes to protect all persons in my home under my care from fire.

I have contacted my local fire department and building/zoning official and have met all local fire safety requirements. This year I notified the fire department closest to my home that I do child care in my home. The fire department I notified was: Fire Department Name \_\_\_\_\_ FD Phone Number \_\_\_\_\_

I understand that my basement or second floor can NOT be used for child care until I have written approval on file from the State/local fire officials. Once approved the basement may **ONLY** be used for child care if there are at least two separate and remote exits to the outside, only **ONE** exit can be an approved escape window.

I understand that I must be able to demonstrate that I can get everyone under my care, safely out of my home to a designated safe place within 4 minutes, and that I may be asked to demonstrate this ability in a fire exit drill. If children are located on the second floor, children must occasionally practice the use of the approved second floor fire escape window by going to the window and waiting for rescue.

I have working smoke detectors installed according to the manufacturer's instructions on every level of my home in the pathways leading directly to the outside and in each sleeping room used by children in my care. My smoke detectors are tested monthly and records are kept for review. My smoke detectors are powered by 10-year lithium batteries or are hard-wired with battery back-up.

I have a written emergency plan for use in case of fire. All persons responsible for the care of children in my home are familiar with my emergency plan and can get the children safely outside to the designated safe place.

I understand all areas of my home may be inspected at any time by State/local officials to determine compliance with this Agreement.

I understand that an on-site inspection conducted by State/local fire officials may only occur once in the lifetime of the license. I understand that it is my responsibility to conduct an annual review of all fire and life safety code requirements.

I agree to follow all fire and life safety codes and standards as outlined within the Fire and Life Safety Agreement and as directed by the State/local fire officials when an on-site inspection is conducted.

I understand that a copy of this Agreement must be posted next to my license at all times.

**I understand by signing this Agreement I have met all the requirements stated in this document. I understand that if inspected and found to be in violation, I may be subject to criminal or administrative action.**

# FIRE AND LIFE SAFETY AGREEMENT

## INITIAL AND/OR ANNUAL FIRE INSPECTION

GROUP AND LICENSED CHILD CARE HOMES

<b>NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>			
<b>CITY/STATE/ZIP:</b>			

- |  | MET                      | NOT MET                  | NA                       |
|--|--------------------------|--------------------------|--------------------------|
| - Child care provider is in a structure designed and/or used as one or two family dwelling.<br>Day Care <u>Center</u> requirements <u>must</u> apply if in an apartment, church, commercial building, or other area.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| - Child care is on main level and has two remote compliant exits.<br>(Secondary exit may be stairs <b>a compliant Rescue/ventilation window or door leading directly to the outside</b> )  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Child care is in the basement area and has compliant exiting.<br>(Secondary exit may be a compliant stairs leading to the main level, Rescue/ventilation window or door leading directly to the outside)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Child care is on the second floor and has compliant exiting.<br>(Secondary exit may be a compliant stairs leading to the main level, Rescue/ventilation window or door leading directly to the outside)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Primary or Secondary means of escape does not exit through any hazard area. (Garage, storage, etc.)  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| - Every required exit door can be easily opened from the inside at all times when the facility is operating.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| - Every ESCAPE PATH including all stairways is clear of obstacles and all doors are in proper working condition.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| - Working smoke detectors are located in every exit pathway, in each sleeping room used for child care<br>Single-station smoke detection hardwired to the electrical system with battery back up or ten year lithium battery detectors shall be required for initial inspection (Licensed after January 1, 2003) | <input type="checkbox"/> | <input type="checkbox"/> |                          |

Install Date of Det:

Existing providers, previously licensed before January 1, 2003 may continue with battery detectors.

Install Date of Det:

- |   |                          |                          |  |
|---|--------------------------|--------------------------|--|
| - Smoke detectors are tested monthly and records are kept on file for review.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Copy of the current FIRE/LIFE SAFETY AGREEMENT is posted next to license.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Children can open every closet door from the inside at all times.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Written emergency procedures for fire evacuation are provided and practiced monthly.  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Monthly fire drills are documented. Drills shall be conducted and evacuation times shall be within 4 minutes.<br>Inspector may ask the operator to demonstrate ability to conduct such a fire drill in his or her presence. | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Written emergency procedures for tornadoes are provided and practiced monthly April through September.  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - Every bathroom door can be unlocked from the outside at all times. The unlocking key/device is readily accessible to the provider.  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - All unused electrical outlets (in licensed areas) have child-resistant protective covers.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - All natural gas, kerosene, wood, propane heaters, etc., are properly vented to the outside of the home.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| - A barrier that prevents children from getting too close or burned protects all heating devices.   | <input type="checkbox"/> | <input type="checkbox"/> |  |

---

**DATE OF FIRE OFFICIAL INSPECTION:** \_\_\_\_\_ **FIRE OFFICIAL SIGNATURE:** \_\_\_\_\_

**ANNUAL RENEWAL:** I declare that the Fire and Life Safety Agreement has been examined by me and to the best of my knowledge and belief is a true, correct and complete attestation of my compliance with fire codes as required by Kansas law. I understand that failure to comply with Kansas fire codes may result in fines or a cease and desist order pursuant to K.S.A. 31-139 and K.S.A 31-159.

If you agree with the statement above please check the box, sign your name and provide the date that you reviewed the agreement.

I have read and understand the above declaration

**DATE OF ANNUAL REVIEW:** \_\_\_\_\_ **PROVIDER SIGNATURE** \_\_\_\_\_