Kansas Administrative Regulations

Department of Health and Environment

Article 4.—Maternal and Child Health—School-Age Programs.

28-4-587. Staff member qualifications; professional development training; staffing requirements.

(a) Staff qualifications. Each applicant with a temporary permit, each licensee, and each staff member shall demonstrate an understanding of children and shall act with reasonable care and judgment.

(b) Single or multi-site coordinator.

(1) Each applicant with a temporary permit and each licensee shall hire a single or multi-site coordinator who meets the following qualifications:

(A) Is at least 18 years of age and is at least three years older than the oldest child in the program;

(B) demonstrates the following:

(i) Knowledge of child development;

(ii) knowledge of the licensing regulations governing out of school time programs;

(iii) administrative and supervisory skills;

(iv) the ability to communicate clearly; and

(v) the competence to manage the program in compliance with the program policies, the program plan, and the licensing regulations governing out of school time programs; and

(C) holds either a high school diploma or a general educational development (GED) credential.

(2) In addition to meeting the requirements specified in paragraph (b)(1), each single or multi-site coordinator shall meet one of the following qualifications:

(A) Has 12 credit hours from a regionally accredited college or university;

(B) has six months of experience providing care and supervision to children; or

(C) has a combination of six credit hours from a regionally accredited college or university and three months of experience providing care and supervision to children.

(3) The single or multi-site coordinator may also be the site leader.

(c) Site leader.

(1) Each applicant with a temporary permit and each licensee may hire a site leader who meets the following qualifications:

(A) Is at least 18 years of age and is at least three years older than the oldest child in care;

(B) holds either a high school diploma or a GED credential;

(C) possesses the same requirements as a group leader specified in paragraph (d)(2); and

(D) has three months of experience providing care and supervision to children.

(2) A site leader must be on premises during all hours of operation. If there is no site leader on staff, the single or multi-site coordinator must be on premises during all hours of operation.

(3) The site leader may also be a group leader.

(d) Group leader. Each individual designated as group leader shall meet the following qualifications:

(1) Is at least 18 years of age and is at least three years older than the oldest child in the group; and

(2) possesses the following:

(A) Knowledge of child development;

(B) knowledge of the licensing regulations governing out of school time programs;

(C) an understanding of age-appropriate activities;

(D) the ability to communicate clearly;

(E) skills and abilities to implement the program of activities;

(F) the ability to foster positive, healthy relationships with children;

(G) the ability to provide supervision and direction to the children assigned to the group;

(H) the ability to supervise group activities during all hours children are present; and

(I) the ability to provide guidance and direction to an assistant group leader.

(3) If applicable, each group leader shall be under the guidance and direction of a site leader.

(e) Assistant group leader.

(1) Each individual designated as assistant group leader shall meet the following qualifications:

(A) Is at least 16 years of age and is at least three years older than the oldest child in attendance in the group; and

(B) possesses the following:

(i) The ability to provide supervision and guidance to a group of children;

(ii) the skill and ability to carry out the program of activities; and

(iii) the ability to foster positive, healthy relationships with children.

(2) Each assistant group leader shall be under the guidance and direction of a group leader.

(f) Substitute staff members.

(1) Each applicant with a temporary permit and each licensee shall ensure that substitutes are available to work if there is an emergency or a staff member absence.

(2) Each substitute shall meet the requirements for the staff member whom the substitute is temporarily replacing.

(g) Volunteers.

(1) Each volunteer shall be at least 14 years of age and, if working directly with the children, shall be at least three years older than the oldest child in the group.

(2) Each volunteer providing supervision shall meet all the requirements of a group leader or assistant group leader and shall be designated as a group leader or assistant group leader by the site coordinator.

(h) Professional development training.

(1) Orientation training. Each applicant with a temporary permit and each licensee shall provide orientation training to each site coordinator and each staff

member. The training shall be provided before or within the first seven calendar days the site coordinator or staff member works with children. Each staff member shall complete the training before being given sole responsibility for the care and supervision of children. The training shall be related to work duties and responsibilities and shall include the following subject areas:

(A) The mission and goals of the program;

(B) the licensing regulations governing out of school time programs;

(C) the program policies and practices, including security and behavior management;

(D) the program of activities;

(E) supervision of children, including any special health care needs and known allergies; and

(F) confidentiality.

(2) Health and safety training. Each applicant with a temporary permit and each licensee shall provide health and safety training to each site coordinator and each staff member who is providing supervision to children. The training shall be provided before or within the first seven calendar days the site coordinator or staff member works with children. Each staff member shall complete the training before being given sole responsibility for the care and supervision of children. The training shall be related to work duties and responsibilities and shall include the following subject areas:

(A) Recognizing the signs of child abuse or neglect, knowledge on the prevention of maltreatment and abusive head trauma, and reporting symptoms of illness, child abuse, child neglect, and critical incidents as specified in K.A.R. 28-4-592;

(B) prevention of and response to emergencies due to food and allergic reactions;

(C) prevention and control of infectious diseases, including immunizations;

(D) premises safety, including identification of and protection from hazards that could cause bodily injury, including electrical hazards, bodies of water, and vehicular traffic;

(E) emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event, including violence at a premises or a lock down;

(F) handling and storage of hazardous materials and the appropriate disposal of bio-contaminants, including blood and other bodily fluids or waste;

(G) precautions when transporting children, if transportation is provided;

(H) basic child development, including:

(i) Supervision of children;

(ii) cognitive, social, emotional, physical development; and

(iii) approaches to learning;

(I) medication administration training, as specified in K.A.R. 28-4-590; and

(J) methods of de-escalation.

(3) Ongoing professional development training.

(A) For purposes of this subsection, “licensure year” shall mean the period beginning on the effective date and ending on the expiration date of a license.

(B) In each licensure year, each site coordinator and each staff member providing supervision to children shall complete health and safety training, which shall not total less than four clock-hours in duration.

(i) First aid and cardiopulmonary resuscitation (CPR). Each applicant with a temporary permit, each licensee, and each staff member providing supervision to children shall obtain a first aid certification and a CPR certification.

(1) Each staff member providing supervision to children shall obtain the certifications before the date of employment or volunteering or not later than 30 calendar days after the date of employment or volunteering.

(2) First aid and CPR training and certification shall include a practical application component and be demonstrated to an instructor certified by a nationally recognized certification program. Each individual required to obtain the certifications shall maintain current certifications.

(3) Each applicant with a temporary permit and each licensee shall ensure that, for each group of children, there is at least one staff member providing supervisionto

children present at all times who has a current certification in first aid and a current certification in CPR appropriate to the age of children attending the program.

(j) Staffing requirements.

(1) Staff coverage. Each applicant with a temporary permit and each licensee shall:

(A) Have a sufficient number of staff members on duty to supervise the children during all hours of operation and to provide for their health, safety, and well-being;

(B) ensure that the program has at least one qualified site leader or group leader for each 36 children attending the program, except as specified in K.A.R. 28-4-596; and

(C) ensure that the program has at least one qualified site leader, group leader, or assistant group leader for each 18 children attending the program.

(2) Supervision. Each staff member working with children shall provide supervision to protect the health, safety, and welfare and reduce the risk of injury, illness, or abuse for each child.

(A) Only qualified staff members shall be assigned responsibility for the supervision of children. Staff members providing supervision shall meet the following requirements:

(i) Meet the applicable qualifications for a group leader or assistant group leader; and

(ii) be physically present and actively engaged with the children.

(B) Each staff member providing supervision shall know the location of each child in their assigned group at all times.

(C) Each child shall be observed for common signs of infectious disease, physical injury, illness, maltreatment, and child abuse or neglect by a staff member providing supervision to children upon arrival to the facility.

(D) Any group leader or assistant group leader may exercise discretion to permit a child to walk unescorted from one supervised activity area to another supervised activity area or to the restroom if:

(i) The decision to permit the child was informed by sound judgment and an understanding of children;

(ii) the child is of appropriate age and maturity level; and

(iii) granting permission complies with the policy of the program.

(3) Groups. The maximum group size for children shall be 64 except during snack and meal times and age-appropriate activities, including field trips, assemblies, and gymnasium use where the maximum group size for children shall not exceed the license capacity.

(Authorized by and implementing K.S.A. 2025 Supp. 65-508; effective, T-28-4-1-02, April 1, 2002; effective Jan. 10, 2003; amended, T-28-3-19-04, March 19, 2004; amended Sept. 10, 2004; amended June 23, 2017; amended Sept. 4, 2026.)

***** Authenticated Kansas Administrative Regulation *****