Kansas Administrative Regulations

Department of Health and Environment

Article 4.—Maternal and Child Health—Child Care Resource and Referral Agencies.

28-4-187. Administration.

(a) Organization. Each day care referral agency shall have a clearly designated individual or governing body which shall exercise authority over and have responsibility for the operation, policies, and practices of the day care referral agency.

(b) Insurance. Each day care referral agency shall carry liability insurance and accident insurance of not less than $100,000 per occurrence.

(c) Services.

(1) Each day care referral agency shall have a written description of the day care referral services to be offered to children and their families. The statement of services shall be available in individual copies for distribution to clients and to the public.

(2) Any advertisements shall conform to the written statement of services.

(3) Each day care referral agency shall notify the division of any changes in the designated authority or services offered:

(4) Referrals shall be made only to child care facilities which have a temporary permit, a license, or a certificate of registration issued by the secretary of the department of health and environment.

(5) The following referral records shall be maintained for a period of one year and shall be available for review by licensing staff:

(A) Date of inquiry;

(B) name of person requesting referral; and

(C) disposition of request.

(d) Personnel.

(1) Staffing patterns.

(A) Each day care referral agency that operates child care facilities shall maintain a separate direct child care staff.

(B) Day care referral staff shall not be counted in determining child/staff ratios in any other licensed or registered child care facility.

(2) Records. A personnel record shall be maintained for each day care referral service staff member. The record shall include: job descriptions, medical records, and a record of training and experience. Each staff member shall have reasonable access to that staff member's file and shall be allowed to add any written statement that staff member wishes to make to the file at any time.

(3) Staff qualifications. Day care referral agencies shall have at least one staff member who meets the following requirements:

(A) Knowledge of the needs of young children;

(B) Human relations skills to relate to the providers, parents and community; and

(C) Training or experience in administrative skills such as budgeting, bookkeeping, and recordkeeping.

(4) Volunteers. The agency shall, if it makes use of volunteers, develop a written plan for their orientation, training, and use. The agency shall assign a staff person to supervise volunteers.

(5) Substitute care.

(A) Day care referral agencies shall not move children from one child care provider to another or knowingly assist in the relocation of children without establishing, with the provider, a means of informing each child's parent or parents.

(B) If the need for substitute care is known in advance, parents shall be given notification of names, addresses, and telephone numbers of substitute providers and shall make their own substitute care arrangements.

(C) Emergency permission forms and health assessment forms shall accompany the child to the substitute care.

(D) The agency shall report to the department the name, address and birthdate of each new staff person hired, each new person living in the facility, and each new volunteer recruited during the license year. This report shall be filed within two weeks of the time the person begins to reside, work or volunteer in the facility.

(Authorized by and implementing K.S.A. 65-508; effective May 1, 1982; amended May 1, 1984; amended May 1, 1985; amended May 1, 1987.)

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