Kansas Administrative Regulations

Department of Health and Environment

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

28-4-582. Administration; training; recordkeeping.

(a) Lines of authority. Each applicant with a temporary permit and each licensee shall define in writing a delegation of administrative authority designating the person in charge in the facility for all hours of operation.

(b) Staff records. Each applicant with a temporary permit and each licensee shall have the following information on file on the premises or at a designated central office location that is accessible for review by the secretary's designee:

(1) A record of education and experience;

(2) a record of training; and

(3) a health status form.

(c) Children records.

(1) Each applicant with a temporary permit and each licensee shall obtain the following information for each child and shall ensure the records for each child specified in (c)(1)(A) through (c)(1)(D) are immediately available in case of emergency:

(A) The first and last name and date of birth, obtained on or before the first day of attending the program;

(B) the name, address, and telephone number of each parent or other adult responsible for the child, the names of any other persons authorized to pick up the child, and emergency contact information, obtained on or before the first day of attending the program;

(C) any known allergies and any medical conditions that may affect the child while in attendance, obtained on or before the first day of attending the program;

(D) written authorization for emergency medical care, signed by the parent or legal guardian of each child, obtained on or before the first day of attendance; and

(E) any written permission required to be signed by the child’s parent or adult responsible for the child, including before participating in swimming and wading activities, each high-risk sports and recreational activity the child is participating in, transportation provided by the program, and off-premises activities.

(2) If an applicant with a temporary permit or licensee is unable to obtain written information and records required for the child's participation in the program, the applicant with a temporary permit or licensee shall document that a reasonable effort has been made to obtain the necessary information and records. The applicant with a temporary permit or licensee shall develop and implement a plan to obtain the necessary information and records. This paragraph does not apply to written permission for medication administration or participation in high-risk sports and recreational activities.

(3) Each child's record shall be confidential.

(d) Attendance of children.

(1) Each applicant with a temporary permit and each licensee shall maintain a daily attendance record that shall include each child's name, daily arrival time, and daily departure time. Each attendance record shall be kept on file on the premises or at a designated central office location and shall be accessible for review by the secretary's designee.

(2) No applicant with a temporary permit or licensee shall allow any child to attend the program for more than 16 hours in a 24-hour period, unless the program of activities includes overnight activities. The applicant with a temporary permit or licensee shall ensure that children do not attend more than two consecutive weeks of overnight activities.

(e) Each applicant with a temporary permit and each licensee shall make the records and reports of the child available to the parent or other adult responsible for the child upon request.

(Authorized by K.S.A. 2025 Supp. 65-508; implementing K.S.A. 65-507 and K.S.A. 2025 Supp. 65-508; effective, T-28-4-1-02, April 1, 2002; effective Jan. 10, 2003; amended Sept. 4, 2026.)

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