



School Age Tip Sheet

General/Miscellaneous

- A school age child is defined as a child who meets the age requirements of KRS 158.030 or attends kindergarten, elementary or secondary education.
- Document arrival and departure times in writing.
- Staff shall not use corporal physical discipline or loud, profane, threatening, frightening, humiliating or abusive language
- The age of the youngest child in the group determines the ratio and the maximum group size.
- The maximum staff to child ratio is 1 staff for 20 children aged 7 and older during full day of care with a maximum group of 30 children with 2 staff.
- The maximum staff to child ratio is 1 staff to 15 children aged 5 to 7 years old with a maximum group of 30 children with 2 staff.
- The maximum staff to child ratio is 1 staff to 25 children aged 7 and older for before and after school with a maximum group of 30 with 2 staff.

Eating/Drinking

- A serving of milk for a school aged child must consist of 1% or skim milk.
- Drinking water shall be freely available to a child throughout the day.
- Foods cannot be served while viewing electronic devices
- Foods cannot be used as reward, discipline, or withheld until all other foods are consumed.
- Meals should be served every 2 to 3 hours.
- Perishable foods must be stored in cold storage with a working thermometer indicating temperatures of 40 degrees or less.
- Provide child sized utensils for feeding.

Personal Care Routine

- A child shall be helped with personal care and cleanliness based on their developmental skills
- Change clothing when soiled or wet.
- Children's hands must be washed with liquid soap and running water upon arrival, before and after eating or handling food, after toileting, after handling animals, after touching or handling an item or area of the body soiled with bodily fluids or wastes, after outdoor or indoor times
- Hand sanitizer or hand sanitizing wipes can be used when soap and running water is not available but hands must be washed with soap and running water as soon as practicable.

Medication

- At least one staff must have training on epinephrine auto-injector if the center has an epinephrine auto-injector
- Keep children's medical information confidential.
- Keep medications in a locked box.
- Maintain written documentation of administering prescription or non-prescription medications (including sunscreen) to include type, dosage, time, staff signature.
- Obtain written blanket permission from parent or guardian to use sunscreen on a child.
- Obtain written parent permission to administer prescription or non-prescription medications. Include type, route, dosage, and time/s.
- Seek emergency medical care for a child if an auto-injector is administered to the child and report to the cabinet
- Store sunscreen, toothpaste, or emergency or rescue medications in an area inaccessible to children.

Records/Licensing

- At least one person on duty and present with the children needs to be currently certified in:
 - First Aid.
 - Infant /child and adult CPR
- Ensure all staff in room have completed background checks before leaving children alone in their care.
- Keep children's personal information confidential.
- Keep family information confidential.
- Participate in monthly fire drills and document the names of the participants.
- Participate in quarterly earthquake drills and document the names of the participants.
- Participate in quarterly tornado drills and document the names of the participants.
- Participate in staff meetings

Classroom Environment

- Area for school aged children must be separate from other age groups.
- Create lesson plans that promote physical, emotional, social, and intellectual well-being.
- Daily planned program should include a variety of creative activities, including:
 - Art or Music, Math or Numbers, Dramatic Play, Stories and Books, Science or Nature, Block Building or Stacking, Tactile or Sensory Activity, Multi-cultural exposure, and gross motor play, active and quiet play, group and individual activity, free choice of activities, develop developmentally appropriate self-help procedures,
- Follow lesson plans that are developmentally appropriate and meet individual needs.
- Keep the environment clean and materials in good repair.
- Post lesson plans including current date in a conspicuous place.
- Post schedule of daily planned program from open to close, including times and dates of activities.
- Provide adult chair for staff.
- Provide developmentally and age appropriate toys and materials.
- Use tables and chairs that are suitable for the size of the children.

Supervision

- A school aged child must be within scope of vision or range of voice.
- Supplies shall be stored so that the adult can reach them without leaving a child unattended.

Personal Items/Care Routine

- Personal belongings and medications of staff shall be inaccessible to a child in care.
- Staff must maintain personal cleanliness
- Staff must wash hands with liquid soap and running water upon arrival; after toileting or assisting a child in toileting; before and after diapering a child; after wiping or blowing a child's or own nose; after handling animals; after caring for a sick child; before and after feeding a child or eating; before dispensing medication; after smoking or vaping, if possible before administering first aid
- Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available however, hands must be washed as soon as practicable once liquid soap and warm running water are available.





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