Helpful Reminders

Regulations help people protect children.

The surveyor's role is to provide regulatory guidance and determine compliance with child care regulations.

During the visit from the surveyor, continue your daily routine and care for the children as needed. The children are your priority and the surveyor understands.

Read all materials or mailings sent from KDHE very carefully and follow all instructions. Call your surveyor or KDHE if you have any questions.

Mutual Rights and Responsibilities

Each party has the right to be treated as a professional with courtesy, dignity, consideration, and respect.

Please be aware that information contained within this brochure is not in any way intended to, nor does it, provide legal advice.

"Good Beginnings Last a Lifetime"

How do I request a review of findings?

- If you have a question about a finding on the NOSF, please request an explanation from the surveyor.
- If the explanation is not satisfactory, you may submit a request for review in writing within fifteen (15) calendar days from the day you signed the NOSF. Requests should be mailed to the address noted at the top of the NOSF.
- Remember to include the facility name and license number on the request. In addition, provide your name, address, telephone number, and e-mail address (if available).
- Please list each finding with which you disagree. Include the K.A.R. and K.S.A. number(s) and/or letter(s) that are written on the NOSF with each description of noncompliance.
- Please give a brief explanation as to why you believe the finding was cited in error.
- You may also include information or documents that show you were in compliance at the time of the survey.
- Each review will be completed within thirty (30) days of receipt of the request.
- You will receive written notification as to the results of the review. If a finding was cited in error, a Corrected NOSF will be sent to you.

Child Care Initial & Annual Surveys

What Child Care Providers Need to Know

October 2012

Kansas Department of Health and Environment
Child Care Licensing Program
1000 SW Jackson CSOB Suite 200
Topeka, KS 66612-1274

Website:
www.kdheks.gov/kidsnet
Tel: 785.296.1270
Fax: 785.296.0803

Kansas Department of Health and Environment

The Initial/Annual Survey Process

Why is a surveyor coming to my child care facility?

The Kansas Department of Health and Environment (KDHE) administers the child care licensing laws for child care facilities. The purpose of regulation is to establish requirements to operate a child care facility and to protect the health, safety, and welfare of children receiving care away from their home.

Initial surveys are scheduled and provide the opportunity for the provider to receive on-site technical assistance and support in achieving compliance with regulations.

Annual surveys are not scheduled. They are conducted to verify ongoing compliance and also serve as an opportunity to provide consultation and support to providers.

What happens during the on-site visit?

- The surveyor's visit to your child care facility or home will be unannounced except for the initial which will be scheduled approximately 30 days after you submit your application for a license.
- The surveyor will provide identification and state the reason for the visit.
- First, a walkthrough of the entire child care facility will be conducted by the surveyor to observe the environment and the care of children. The surveyor may take pictures.
- The surveyor will ask questions about your daily routine and child care practices.
- Findings of noncompliance will be documented on a Notice of Survey Findings (NOSF). The findings will be discussed during an exit interview.
- A copy of the NOSF will be left that day. Signing the NOSF does not mean you agree with the findings, just that you received a copy from the surveyor.

What is the surveyor observing?

- This is an occasion for the surveyor to view provider interactions with children and child care practices such as nap time, meal time, outdoor play, diapering, and supervision.
- Surveyors may ask such questions as, "Where do you nap infants?" "What are your napping practices?" What activities do you offer school age children vs. toddlers?" "What do you do while outside?" "Where are the children while you are preparing lunch?"

What paperwork do I need ?

Files for children and adults will be reviewed. The following will be requested for review:

- Children's Files — Medical Record, Health Assessment, Immunizations, Emergency Medical Release Form (may also include off-premise, medication administration and/or critical incident form as applicable)
- Adult Files — Health Assessment (primary providers), TB Skin Test (everyone 16 or older living or working in the facility), education and/or training documentation (first aid, initial, renewal, etc.)
- Posted Paperwork: License, Fire Life Safety Agreement (day care homes), Disaster Plans, Emergency Numbers, Diapering Procedures (group day care homes)
- Surveyors will review additional paperwork such as: a discipline policy, well-child health information, vehicle records (if transporting), fire/tornado drills, emergency plans, pet immunizations (if applicable)

What happens after the surveyor leaves?

- If possible, correct all findings within five (5) calendar days of the survey.
- If necessary, an unannounced compliance survey may be conducted.
- Most often, the purpose of a compliance survey is to verify that corrections to violations have been completed.

What do I do if there are findings?

- If you disagree with a finding and cannot resolve the issue with your surveyor, you may request a review of the finding(s). The request for review must be sent in writing to KDHE. Instructions for requesting a review can be found on the back of this brochure.
- If serious or repeat findings are found, KDHE may consider denial of an application, civil penalty, suspension of a permit or license, or revocation of a license. You have the right to appeal these actions.
- If findings from an on-site visit reveal children need to be protected from abuse, abandonment, or any other substantial threat to health or safety, KDHE may issue an emergency suspension. Although subject to appeal, an emergency suspension results in immediate closure of the child care facility, prior to a hearing.