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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Stepping Stones Learning Center	<b>Provider Information</b>	<b>CLR No:</b> L355394
<b>Provider Address:</b> 212 East Water Street, Mayfield, KY, 42066	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 99
<b>Owner(s):</b> Stepping Stones Learning Center, Inc.		<b>Director(s):</b> Irvan, Christy Renea

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 216875
<b>Date Initiated:</b> 09/23/2016 9:55 AM	<b>Date Concluded:</b> 09/23/2016 2:50 PM	
	<b>No. of Children Present:</b> 57	

Inspection Report																																																							
Supervision	In Compliance																																																						
Staffing Requirements	Not In Compliance																																																						
<b>40 - Ratios and Group Size</b>	<b>Not In Compliance</b>																																																						
<p><b>922 KAR 2:120. Section 2. Child Care Services.</b>  <b>(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:</b></p> <table border="1"> <thead> <tr> <th>Age of Children</th> <th>Ratio</th> <th>Maximum Group Size*</th> </tr> </thead> <tbody> <tr> <td><b>Infant</b></td> <td></td> <td></td> </tr> <tr> <td>1 staff for 5 children</td> <td>10</td> <td></td> </tr> <tr> <td><b>Toddler</b></td> <td></td> <td></td> </tr> <tr> <td>1 staff for 6 children</td> <td>12</td> <td></td> </tr> <tr> <td><b>Preschool-age 2 to 3 years</b></td> <td></td> <td></td> </tr> <tr> <td>1 staff for 10 children</td> <td>20</td> <td></td> </tr> <tr> <td><b>Preschool-age 3 to 4 years</b></td> <td></td> <td></td> </tr> <tr> <td>1 staff for 12 children</td> <td>24</td> <td></td> </tr> <tr> <td><b>Preschool-age 4 to 5 years</b></td> <td></td> <td></td> </tr> <tr> <td>1 staff for 14 children</td> <td>28</td> <td></td> </tr> <tr> <td><b>School-age 5 to 7 years</b></td> <td></td> <td></td> </tr> <tr> <td>1 staff for 15 children</td> <td>30</td> <td></td> </tr> <tr> <td><b>School-age 7 and older</b></td> <td></td> <td></td> </tr> <tr> <td>1 staff for 25 children</td> <td></td> <td></td> </tr> <tr> <td><b>(for before and after school)</b></td> <td>30</td> <td></td> </tr> <tr> <td>1 staff for 20 children</td> <td></td> <td></td> </tr> <tr> <td><b>(full day of care)</b></td> <td>30</td> <td></td> </tr> </tbody> </table> <p>*Maximum Group Size shall be applicable only to Type I child-care centers.</p>		Age of Children	Ratio	Maximum Group Size*	<b>Infant</b>			1 staff for 5 children	10		<b>Toddler</b>			1 staff for 6 children	12		<b>Preschool-age 2 to 3 years</b>			1 staff for 10 children	20		<b>Preschool-age 3 to 4 years</b>			1 staff for 12 children	24		<b>Preschool-age 4 to 5 years</b>			1 staff for 14 children	28		<b>School-age 5 to 7 years</b>			1 staff for 15 children	30		<b>School-age 7 and older</b>			1 staff for 25 children			<b>(for before and after school)</b>	30		1 staff for 20 children			<b>(full day of care)</b>	30	
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<b>Findings:</b>																																																							
<p>General: Based on observation, one (1) staff member supervised seven (7) children, the youngest child was ten (10) months old, for two (2) minutes in the toddlers' room.</p>																																																							

Inspection Report

45 - Ratio/Group Size

Not In Compliance

922 KAR 2:120. Section 2. Child Care Services.

(2)(b) The age of the youngest child in the group shall determine the:

- 1. Staff-to-child ratio; and
- 2. Maximum group size.

Findings:

General: Based on observation, two (2) staff supervised seven (7) children, the youngest ten (10) months old, in the Toddlers' room. One (1) staff member exited the room to wash her hands and left one (1) staff member supervising seven (7) children for two (2) minutes.

General Administration

In Compliance

Director Requirements

Not In Compliance

260 - Staff Evaluation

Not In Compliance

922 KAR 2:110. Section 4. Director Requirements and Responsibilities.

(1) Effective with the adoption of this administrative regulation, a director shall:

- (j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;

Findings:

General: Based on a review of documentation, two (2) staff, hired 9-29-04 and 8-23-00, did not have an annual performance evaluation on file.

Employee Records

Not In Compliance

340 - Training

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

(14) In accordance with KRS 199.896(15) and (16), a staff person with supervisory authority over a child shall complete the following:

- (a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment;
- (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment, including one and one-half (1 1/2) hours of pediatric abusive head trauma training; and
- (c) Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment, including one and one-half (1 1/2) hours of pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on a review of documentation, seven (7) staff, hired 12-29-94, 9-29-04, 8-23-00, 2-22-10, 1-14-13, 8-18-14 and 8-3-15, completed 12 hours of training in the subsequent year of employment. A staff member hired 3-31-97 completed nine (9) hours of training in the subsequent year of employment. A staff member hired 8-4-14 completed six (6) hours of training in the subsequent year of employment.

345 - Driver Requirements

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

(18) A driver of a vehicle transporting a child for a center shall:

- (a) Be at least twenty-one (21) years old;
- (b) Complete:
  - 1. The background checks as described in 922 KAR 2:110; and
  - 2. An annual check of the:
    - a. Kentucky driver history records in accordance with KRS 186.018; or
    - b. Driver history records through the state transportation agency that issued the driver's license;
- (c) Hold a current driver's license which has not been suspended or revoked during the last five (5) years; and
- (d) Not caused an accident which resulted in the death of a person.

Findings:

General: Based on a review of documentation and interview, two designated drivers, hired 8-4-14 and 3-31-97, did not have driver's history checks completed in the last year.

Programming

Not In Compliance

420 - Infant Sleep Position

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

(1) An infant shall sleep or nap on the infant's back unless the infant's health professional signs a waiver that states the infant requires an alternate sleeping position.

Findings:

General: Based on observation, one (1) infant slept in a bouncy seat, for twenty-six (26) minutes in the infants' room. No waiver was in the infant's file allowing an alternate sleep position.

Premises

Not In Compliance

480 - Premises Requirements

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(1) The premises shall be:

- (a) Suitable for the purpose intended;
- (b) Kept clean and in good repair;

Findings:

General: Based on observation, there was a visible build up of food, dirt, grime, and paper debris on the floors throughout the center.

Inspection Report

510 - Pest Control

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (7) Measures shall be utilized to control the presence of:
  - (a) Rodents;
  - (b) Flies;
  - (c) Roaches; and
  - (d) Other vermin.

Findings:

General: Based on observation, there were roaches and other insects on the floor of the School-Age area.

515 - Protected Openings

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (8) An opening to the outside shall be effectively protected against the entrance of vermin by:
  - (a) Self-closing doors;
  - (b) Closed windows;
  - (c) Screening;
  - (d) Controlled air current; or
  - (e) Other effective means.

Findings:

General: Based on observation, the door leading to the playground and the door leading outside in the school-age area in the back of the building had a half (1/2) inch open gap at the bottom of the doors.

580 - Toilet Room

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

- (2) A toilet room shall:
  - (a) 1. Be provided for each gender; or
  - 2. A plan shall be implemented to use the same toilet room at separate times;
  - (b) Have a supply of toilet paper; and
  - (c) Be cleaned and sanitized daily.

Findings:

General: Based on observation, there was paper on the floor of the girls' restroom located across the hallway from the toddlers' room. There was paper on the floor and a visible build up of dirt and grime in the corners of the restroom located by the Pre-K and four-year-olds' room.

590 - Toilet

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

- (4) Each toilet shall:
  - (a) Be kept in clean condition;
  - (b) Be kept in good repair;
  - (c) Be in a lighted room; and
  - (d) Have ventilation to outside air.

Findings:

General: Based on observation, there was toilet paper and a yellow substance in two (2) toilets closest in the girls' restroom across the hallway from the toddlers' room.

Hygienic Practices

Not In Compliance

615 - Training Chair

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

- (7) If a toilet training chair is used, the chair shall be:
  - (a) Used over a surface that is impervious to moisture;
  - (b) Out of reach of other toilets or toilet training chairs;
  - (c) Emptied promptly; and
  - (d) Sanitized after each use.

Findings:

General: Based on observation, three (3) training chairs were visibly soiled with dried yellow and brown stains in the two year olds' restroom.

**625 - Diaper Changing Area/Surface**

**Not In Compliance**

**922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.**

- (10) When a child is diapered, the child shall:**
- (b) Be placed on a surface that is:**
    - 1. Clean;**
    - 2. Padded;**
    - 3. Free of holes, rips, tears, or other damage;**
    - 4. Nonabsorbent;**
    - 5. Easily cleaned; and**
    - 6. Free of any items not used for diaper changing.**

**Findings:**

General: Based on observation, the changing pad was cracked with exposed foam in the Nursery. The changing table had crumbs and other debris on and under the changing pad located outside the doorway by the boys' restroom.

**First Aid/Medication**

**Not In Compliance**

**670 - Medication**

**Not In Compliance**

**922 KAR 2:120. Section 7. First Aid and Medicine.**

- (6) Medication, including refrigerated medication, shall be:**
- (a) Stored in a separate and locked place, out of the reach of a child;**
  - (b) Kept in the original bottle; and**
  - (c) Properly labeled.**
- (7) Medication shall not be given to a child if the expiration date on the bottle has passed.**

**Findings:**

General: Based on observation, none of the medication boxes, one located in each classroom, were locked in the center. The unlocked medication was accessible to children in the two year olds' area. This medication box contained diaper rash creams and sunscreen.

**Outdoor Play Area**

**In Compliance**

**Equipment**

**Not In Compliance**

**750 - Individual Bedding Storage**

**Not In Compliance**

**922 KAR 2:120. Section 6. Sleeping and Napping Requirements.**

- (9) Individual bedding shall be stored in a sanitary manner.**

**Findings:**

General: Based on observation, the cots were stacked together with individual bedding touching other children's bedding in the PreSchool area, Pre K area, Two's area, and Toddler area.

**755 - Toys/Equipment/Furniture**

**Not In Compliance**

**922 KAR 2:120. Section 11. Toys and Furnishings.**

- (1) All toys, equipment, and furniture contacted by a child shall be:**
- (a) Kept clean and in good repair; and**
  - (b) Free of peeling, flaking, or chalking paint.**

**Findings:**

General: Based on observation, there were ten (10) high chairs in the Toddler area. All ten (10) highchairs had a visible build up of food particles in the seats and on the trays. Six of these high chairs were used during lunch and none were cleaned before use. Based on observation, the driver side rear tire was worn beyond the treadwear indicators on the transportation van.

**760 - Indoor/Outdoor Equipment**

**Not In Compliance**

**922 KAR 2:120. Section 11. Toys and Furnishings.**

- (2) Indoor and outdoor equipment shall:**
- (a) Be clean, safe, and in good repair;**
  - (b) Meet the physical, developmental needs, and interests of children of different age groups;**
  - (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and**
  - (d) Be designed to guard against entrapment or situations that may cause strangulation.**

**Findings:**

General: Based on observation, the plastic weed board was on the ground and had two (2) sharp screws pointing upward on the older children's outdoor playground. There was a black plastic containment guard that had been ripped at the end and had sharp edges in the younger children's outdoor play area.

**Inspection Report**

**Transportation**

**Not In Compliance**

**820 - Vehicle Equipment**

**Not In Compliance**

**922 KAR 2:120. Section 12. Transportation.**

- (4) A vehicle used to transport children shall be equipped with:**
  - (a) A fire extinguisher;**
  - (b) First aid supplies as described in Section 7 of this administrative regulation;**
  - (c) Emergency reflective triangles; and**
  - (d) A device to cut the restraint system, if necessary.**

**Findings:**

General: Based on observation, the van did not have a device for cutting seat belts in an emergency.

**830 - Vehicle Inspection Documentation**

**Not In Compliance**

**922 KAR 2:120. Section 12. Transportation.**

- (6) A vehicle used to transport children shall meet the following requirements:**
  - (a) A twelve (12) or more passenger vehicle shall display a current certification of inspection from the Transportation Cabinet on the designated window.**

**Findings:**

General: Based on a review of documentation, the newest vehicle inspection that could be found in the vehicle was dated 12-22-14.

**Food Service**

**Not In Compliance**

**935 - Refrigerator**

**Not In Compliance**

**922 KAR 2:120. Section 8. Kitchen Requirements.**

- (4) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:**
  - (a) Have an indicating thermometer or other appropriate temperature measuring device;**
  - (b) Be in a safe environment for preservation; and**
  - (c) Be forty (40) degrees Fahrenheit or below.**

**Findings:**

General: Based on observation, the refrigerator did not have a temperature measuring device and contained an infant's bottle. This refrigerator was located near the men's restroom.

**Children's Records**

**Not In Compliance**

**1075 - Enrollment Information**

**Not In Compliance**

**922 KAR 2:110. Section 3. Records.**

- (1) A child-care center shall maintain:**
  - (b) A written record for each child:**
    - 1. Completed and signed by the child's parent;**
    - 2. Retained on file on the first day the child attends the child-care center; and**
    - 3. To contain:**
      - a. Identifying information about the child, which includes, at minimum, the child's name, address, and date of birth;**
      - b. Contact information to enable a person in charge to contact the child's:**
        - (i) Parent at the parent's home or place of employment;**
        - (ii) Family physician; and**
        - (iii) Preferred hospital;**
      - c. The name of each person who is designated in writing to pick-up the child;**
      - d. The child's general health status and medical history including, if applicable:**
        - (i) Allergies;**
        - (ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and**
        - (iii) Permission from the parent for third-party professional services in the child-care center;**
      - e. The name and phone number of each person to be contacted in an emergency situation involving or impacting the child;**
      - f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;**

**Findings:**

General: Based on a review of documentation, children enrolled 9-14-15 and 1-11-16 did not have any medical history on file. Children enrolled 8-13-12, 1-11-16, 11-11-14, 5-24-16 9-11-16, 12-8-14 did not have contact information for their preferred hospital. Children enrolled 8-13-12, 11-11-14 and 12-8-12 did not have a preferred hospital listed. Children enrolled 1-11-16 and 9-11-16 had no contact information for their physician.

**Written Documentation**

**Not In Compliance**

**1085 - Evacuation Plan**

**Not In Compliance**

**922 KAR 2:090. Section 5. Evacuation Plan.**

- (1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895.**

**Findings:**

General: Based on a review of documentation, the emergency preparedness plan had been reviewed and had no verification as to any changes being made and has not been resubmitted to the emergency management authority annually.

**Inspection Report**

**1105 - Professional Development**

**Not In Compliance**

**922 KAR 2:110. Section 3. Records.**

**(1) A child-care center shall maintain:**

**(f) A written annual plan for child-care staff professional development;**

**Findings:**

General: Based on review of documentation, seven (7) staff, hired 9-29-04, 8-23-00, 2-22-10, 3-31-97, 1-14-13, 8-18-14, 8-4-14, did not have professional development plans in their files.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

Signature of Provider/Representative

Title

Date