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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> St. Thomas Pre-School	<b>Provider Information</b>	<b>CLR No:</b> L355400
<b>Provider Address:</b> 428 South Fort Thomas Avenue, Ft. Thomas, KY, 41075	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 20
<b>Owner(s):</b> St. Thomas Parish Of The Diocese Of Covington, Ky		<b>Director(s):</b> Weyer, Kimberley Elizabeth

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 246190
<b>Date Initiated:</b> 09/10/2018 10:00 AM	<b>Date Concluded:</b> 09/10/2018 11:00 AM	
	<b>No. of Children Present:</b> 10	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
<b>345 - Staff Evaluation</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b> <b>(1) A director shall:</b> <b>(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</b>	
<b>Findings:</b> General: Based on Review of Documentation, it was found through a review of five (5) staff files that four (4) staff files did not have documentation of a current staff evaluation.	
Employee Records	Not In Compliance
<b>395 - TB Verification</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 11. Staff Requirements.</b> <b>(1) Child-care center staff:</b> <b>(b) Shall provide, prior to employment and every two (2) years thereafter:</b> <b>1. A statement from a health professional that the individual is free of active tuberculosis; or</b> <b>2. A copy of negative tuberculin results.</b>	
<b>Findings:</b> General: Based on Observation, it was found through a review of five (5) staff files that three (3) staff files had no evidence of staff being free of TB. The dates of hire for the staff were 10/01/2011, 03/10/2014 and 08/01/2016.	

# Inspection Report

## 410 - Training

Not In Compliance

### 922 KAR 2:090. Section 11. Staff Requirements.

- (16) 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 ½) hours of cabinet-approved 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 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

#### Findings:

General: Based on Review of Documentation, it was found through a review of five (5) staff files that three (3) staff files did not have the fifteen (15) hours of cabinet-approved early care and education training. A review of ECE-TRIS confirmed this information.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	In Compliance
Equipment	In Compliance
Transportation	In Compliance
Food Service/Food Program	In Compliance
Food Service	In Compliance
Children's Records	Not In Compliance

## 1140 - Enrollment Information

Not In Compliance

### 922 KAR 2:090. Section 9. 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 a 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 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 Review of Documentation, it was found through a review of ten (10) children's files that one (1) file did not have the preferred hospital listed.

Written Documentation	Not In Compliance
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## 1170 - Professional Development

Not In Compliance

### 922 KAR 2:090. Section 9. 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, it was found through a review of five (5) staff files that none of the five (5) files had documentation of a current professional development plan.

Posted Documentation	In Compliance
Animals	In Compliance

Signature of Provider/Representative

Title

Date