



Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL

Eric Friedlander
SECRETARY

Melissa A. Moore, Director
Division of Regulated Child Care
Eastern Branch
455 Park Place, Suite 120A
Lexington, KY 40511

Adam Mather
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: Emma B. Ward Elementary Wrap Around Daycare	Provider Information Provider Type: LICENSED TYPE I	CLR No: L355817
Provider Address: 1150 Bypass North, Lawrenceburg, KY, 40342		Capacity: 349
Owner(s): Anderson County Board Of Education		Director(s): Hood, Clara Ann

Inspection Type: Renewal Application	Inspection Information	Inspection No: 246217
Date Initiated: 09/21/2018 9:28 AM	Date Concluded: 09/21/2018 11:30 AM	
	No. of Children Present: 11	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance

320 - Operation instruction/Regulation copy **Not In Compliance**

922 KAR 2:090. Section 8. General.
(2) Child-care center staff shall be:
(a) Instructed by the child-care center’s director regarding requirements for operation; and
(b) Provided with a copy of this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280.

Findings:

General: Based on review of documentation presented at the time of the visit, the most current copy of the regulations was printed in 2016. The printed document was the Standards of Practice document and was placed in a notebook near the door that enters the preschool classroom. However, changes in the regulations were made in 2018.

350 - Health, Safety, Comfort **Not In Compliance**

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.
(1) A director shall:
(l) Assure the health, safety, and comfort of each child;

Findings:

General: Based on observation, in room 125 which is set up to care for infants and toddlers there was a ceramic lamp located on a very low table against the wall. The lamp was plugged into an electrical outlet located in the wall where the table is located. The cord is accessible to children. There is also the hazard of the lamp, which has a ceramic base, falling off the table and breaking on the tile floor. At the time of the survey there were no children present in the room. However, during an interview with the staff person in charge it was found that a six (6) month old child will be starting as soon as the staff person that has been hired to care for the child has been made eligible for employment through the new criminal background system.

Inspection Report

Employee Records

Not In Compliance

405 - Adequate Substitute(s)

Not In Compliance

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

(6) Child-care centers shall have available in case of need:

- (a) One (1) qualified substitute staff person for a Type II child-care center; or**
- (b) Two (2) qualified substitute staff persons for a Type I child-care center.**

(7) Each qualified substitute staff person shall:

- (a) Meet the staff requirements of this administrative regulation; and**
- (b) Provide the required documentation to verify compliance with this administrative regulation.**

Findings:

General: Based on interview, the facility provides wrap around child care services for the children enrolled in the school's preschool program and childcare after school for school age children. There are eight (8) children who attend the afternoon preschool session and are in childcare in the mornings and there are five (5) children enrolled in the morning session of the preschool program who are in child care in the afternoons. However, the preschool program does not operate on Friday which requires all thirteen (13) preschool children to be in attendance for child care services all day. The facility has adequate substitutes to meet the need Monday through Thursday for the preschool children and the school aged children in the afternoon. On Fridays due to all of the preschool children being present, there is only one (1) person available as a substitute and that is only for the hours in the afternoon. It was found through interview that the director is normally available as a substitute but has been off work for a substantial amount of time and it is unclear if she will be returning to work.

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

Not In Compliance

990 - Snack Requirements

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

(18) A snack shall include two (2) of the following:

- (a) Milk;**
- (b) Protein;**
- (c) Bread; or**
- (d) 1. Fruit;**
- 2. Vegetable; or**
- 3. 100 percent juice.**

Findings:

General: Based on review of documentation, the snack menu posted for the school age children and preschool children in attendance in the afternoon listed one (1) item as being served. An interview with the staff person in charge found that water is the other component served with the item listed. Let it be noted that water does not count as a component for snack. Water can be served in addition to the two (2) required components. Further interview with the staff person in charge found they do not participate in the federal food program.

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, out of ten (10) children's files reviewed there were two (2) children's enrollment information that did not include a preferred hospital. On one (1) child's form the space had been left blank and on the other child's form the words "closest" and "as emergency determines" were listed.

Inspection Report

Written Documentation

Not In Compliance

1160 - Daily Attendance Records

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;

Findings:

General: Based on review of documentation, the program offers before school care for the school age children. A review of daily attendance sheets found that the children's parents are documenting their child's time of arrival when they arrive in the morning but staff are not documenting a time of departure when the children leave the program and go to class. This was also found with the preschool children who are in childcare in the morning and are then placed on the bus by facility staff to go to the afternoon preschool program located in the preschool building at the bottom of the hill.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date