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**Inspection Report**

<b>Provider Name:</b> Holly Tree Child Care	<b>Provider Information</b>	<b>License No:</b> L356336
<b>Provider Address:</b> 434 Maple Lane, Russellville, KY, 42276	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 149
<b>Owner(s):</b> Farmer, Christi		<b>Director(s):</b> Farmer, Christi

<b>Inspection Type:</b> Investigation	<b>Inspection Information</b>	<b>Inspection No:</b> 53769
<b>Visit Start Date:</b> 01/13/2014 2:50 PM	<b>Visit End Date:</b> 01/13/2014 4:45 PM	
<b>No. of Children Present:</b>		

Inspection Report	
Supervision	
<b>5 - Children Supervised</b>	<b>In Compliance</b>
<p><b>922 KAR 2:120. Section 2. Child Care Services.</b>                      (3)(a) Each center shall maintain a child-care program that assures each child will be:                      1. Provided with adequate supervision at all times by a qualified staff person who:                      a. Ensures the child is within scope of vision and range of voice; or                      b. For a school-age child, within scope of vision or range of voice;</p>	
Staffing Requirements	
<b>35 - Adequate Adults/Qualified Staff</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:110. Section 5. Staff Requirements.</b>                      (10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:                      (a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;                      (b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and                      (c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.</p>	
<b>Findings:</b>	
<p>General: Based on observation and interview, a caregiver, date of birth 05/28/96, supervised eight (8), three and four year old children. Interviews determined this caregiver supervised these children from approximately 12:00 p.m. until 4:25 p.m. on 01/13/14.</p>	
<b>40 - Ratios and Group Size</b>	<b>In Compliance</b>



**Inspection Report**

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

**(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:**

**Age of Children Ratio Maximum Group Size\***

**Infant**

**1 staff for 5 children 10**

**Toddler**

**1 staff for 6 children 12**

**Preschool-age 2 to 3 years**

**1 staff for 10 children 20**

**Preschool-age 3 to 4 years**

**1 staff for 12 children 24**

**Preschool-age 4 to 5 years**

**1 staff for 14 children 28**

**School-age 5 to 7 years**

**1 staff for 15 children 30**

**School-age 7 and older**

**1 staff for 25 children**

**(for before and after school) 30**

**1 staff for 20 children**

**(full day of care) 30**

**\*Maximum Group Size shall be applicable only to Type I child-care centers.**

**45 - Ratio/Group Size**

**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.**

**Employee Records**

**300 - Background checks/left alone**

**In Compliance**

**922 KAR 2:090. Section 6. License Issuance.**

**(5) An individual described in subsection (4) of this section shall:**

- (a) Submit to background checks described in paragraph (b) of this subsection;**
- (b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:**
  - 1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
  - 2. Criminal records check required by KRS 199.896(19);**
  - 3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and**
  - 4. An address check of the Sex Offender Registry; and**
- (c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.**

**Programming**

**410 - Infant/Toddler Combined with Older Children**

**Not In Compliance**

**922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.**

**(2) Except in accordance with subsection (3) of this section, an infant or toddler shall participate in an activity with an older child for no more than one (1) hour per day.**

**Findings:**

General: Based on observation and interview, three (3), one year old children were combined with two (2), two year old children all day on 01/13/14.

**415 - Toddler Combined with Preschool**

**In Compliance**

**922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.**

- (3) A toddler may participate in an activity with an older child for more than one (1) hour per day if:**
  - (a) The toddler is in transition to the pre-school age group;**
  - (b) The toddler is twenty-one (21) months or older;**
  - (c) Space for the toddler is available in the preschool-age group;**
  - (d) The staff-to-child ratios and group sizes are maintained based the age of the youngest child;**
  - (e) The center has a procedure for listing a transitioning toddler on attendance records, including a specific day and time the toddler is with either age group; and**
  - (f) The child care center has obtained the signature and approval of the toddler's parent on the toddler's transition plan.**

**Children's Records**

**1075 - Enrollment Information**

**In Compliance**

**Inspection Report**

**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;**

**Written Documentation**

**1090 - Policies and Procedures**

**In Compliance**

**922 KAR 2:110. Section 2. General.**

- (5) Program policies and procedures shall:**
- (a) Be in writing; and**
- (b) Include:**
  - 1. Staff policies;**
  - 2. Job descriptions;**
  - 3. An organization chart;**
  - 4. Chain of command; and**
  - 5. Other procedures necessary to ensure implementation of:**
    - a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;**
    - b. 922 KAR 2:090, Child-care center licensure;**
    - c. 922 KAR 2:120, Child-care center health and safety standards; and**
    - d. This administrative regulation.**

Signature of  
Provider/Representative

Title

Date