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**Inspection Report**

<b>Provider Name:</b> KY KIDS	<b>Provider Information</b>	<b>CLR No:</b> L357393
<b>Provider Address:</b> 311 North 8th Street, Mayfield, KY, 42066	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 27
<b>Owner(s):</b> Costello Service Corp.		<b>Director(s):</b> Walker, Wendy Ellen

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 219068
<b>Date Initiated:</b> 04/13/2017 9:55 AM	<b>Date Concluded:</b> 04/13/2017 12:20 PM	
	<b>No. of Children Present:</b> 15	

Inspection Report	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>Not In Compliance</b>
<b>255 - Staff Meeting</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b> <b>(1) Effective with the adoption of this administrative regulation, a director shall:</b> <b>(i) Conduct, manage, and document in writing staff meetings;</b>	
<b>Findings:</b>	
General: Based on interview with director, several staff meetings were conducted, but none were documented in the last twelve months.	
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>340 - Training</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 5. Staff Requirements.</b> <b>(14) In accordance with KRS 199.896(15) and (16), a staff person with supervisory authority over a child shall complete the following:</b> <b>(a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment;</b> <b>(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 pediatric abusive head trauma training; and</b> <b>(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 pediatric abusive head trauma training completed once every five (5) years.</b>	
<b>Findings:</b>	
General: Based on a review of documentation, a caregiver hired 7-11-03 completed twelve (12) of the required fifteen (15) hours of training for the subsequent year of employment.	
<b>Programming</b>	<b>In Compliance</b>
<b>Premises</b>	<b>In Compliance</b>
<b>Hygienic Practices</b>	<b>In Compliance</b>

**Inspection Report**

**First Aid/Medication**

**Not In Compliance**

**665 - Administration Record**

**Not In Compliance**

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

**(5) The child-care center shall keep a written record of the administration of medication, including:**

- (a) Time of each dosage;**
- (b) Date;**
- (c) Amount;**
- (d) Name of staff person giving the medication;**
- (e) Name of the child; and**
- (f) Name of the medication.**

**Findings:**

General: Based on interview with director, the center does use lotions and sunscreen on children, but no administration records were maintained.

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Food Service**

**In Compliance**

**Children's Records**

**Not In Compliance**

**1070 - Immunization**

**Not In Compliance**

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

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

**(a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;**

**Findings:**

General: Based on a review of documentation, a child enrolled 8-1-16 immunization certificate did not have an expiration date listed on it.

**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 evacuation plan was reviewed on 8-1-16. Interview with the director determined it was not submitted to the local emergency management authority until January 2017.

**1090 - Policies and Procedures**

**Not 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.**

**Findings:**

General: Based on a review of documentation, the center does not have a written sick child protocol. Interview with director determined there was a verbal policy.

**1095 - Daily Attendance Records**

**Not In Compliance**

**922 KAR 2:110. Section 3. 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 a review of documentation, there were fifteen (15) children present on 4-13-17 and only fourteen (14) children had documented arrival times on the attendance record.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

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Signature of Provider/Representative

Title

Date