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GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES
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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Early Learning Village ASP	Provider Information	CLR No: L358747
Provider Address: 200 Laralan Ave, Frankfort, KY, 40601	Provider Type: LICENSED TYPE I	Capacity: 318
Owner(s): Franklin Co. Board Of Education		Director(s): Collins, Yvette

Inspection Type: Renewal Application	Inspection Information	Inspection No: 219226
Date Initiated: 03/23/2017 3:05 PM	Date Concluded: 03/23/2017 4:10 PM	
	No. of Children Present: 11	

Inspection Report		
Supervision		In Compliance
Staffing Requirements		In Compliance
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 Review of Documentation, one (1) employee with a hire date of 06/15/2009 did not have an evaluation in her file.		

Inspection Report**Employee Records****Not In Compliance****310 - Personnel File****Not In Compliance****922 KAR 2:110. Section 3. Records.****(1) A child-care center shall maintain:****(e) A current personnel file for each child-care center staff person to include:**

- 1. Name, address, date of birth, and date of employment;**
- 2. Proof of educational qualifications;**
- 3. Record of annual performance evaluation;**
- 4. Written record of training participation to include:**
 - a. The training source;**
 - b. Location;**
 - c. Date; and**
 - d. Number of clock hours completed;**
- 5. Every two (2) years, a:**
 - a. Statement from a health professional that the individual is free of active tuberculosis; or**
 - b. Copy of negative tuberculin results; and**
- 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:**
 - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
 - b. Criminal records check required by KRS 199.896(19);**
 - c. Criminal records check from any previous state of residence completed once if:**
 - (i) The individual resided outside the state of Kentucky in the last five (5) years; and**
 - (ii) No criminal records check has been completed for the individual's previous state of residence; and**
 - d. An address check of the Sex Offender Registry;**

Findings:

General: Based on Review of Documentation, an employee who had a child abuse and neglect (CAN) check and a criminal records check completed in 11/2016 did not have a hire date listed in her file.

320 - TB Verification**Not In Compliance****922 KAR 2:110. Section 5. Staff Requirements.****(1) Child-care center staff:****(b) Shall provide, prior to employment and every two (2) years thereafter:**

- 1. A statement from a health professional that the individual is free of active tuberculosis; or**
- 2. A copy of negative tuberculin results.**

Findings:

General: Based on Review of Documentation, one (1) employee with hire date of 10/07/2014 did not have a current TB skin test in her file.

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****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 Review of Documentation two (2) children, one with the enrollment date of 03/01/2017 and the other 09/26/2017, did not have current immunizations in their file.

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 Review of Documentation, one (1) child with the enrollment date of 09/26/2017 did not have a hospital listed on the file.

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date