



**Andy Beshear**  
GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES**  
**OFFICE OF INSPECTOR GENERAL**

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**Eric Friedlander**  
SECRETARY

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INSPECTOR GENERAL

**Inspection Report**

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

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 244003
<b>Date Initiated:</b> 03/29/2018 9:00 AM	<b>Date Concluded:</b> 03/29/2018 10:00 AM	
	<b>No. of Children Present:</b> 3	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
<b>335 - Staff Management/Policy Development/Supervision</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>(e) Manage the staff in their individual job descriptions;</b> <b>(f) Assure the development, implementation, and monitoring of child-care center plans, policies, and procedures;</b> <b>(g) Supervise staff conduct to ensure implementation of program policies and procedures;</b>	
<b>Findings:</b> General: Based on Interview, it was found that the facility did not have written staff policies.	
Employee Records	Not In Compliance
<b>410 - Training</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 11. Staff Requirements.</b> <b>(16) 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 cabinet-approved 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 cabinet-approved pediatric abusive head trauma training completed once every five (5) years.</b>	
<b>Findings:</b> General: Based on Review of Documentation, it was found through a review of five (5) staff files that two (2) staff files did not contain the fifteen (15) hours of cabinet-approved early care and education training. A review of ECE-TRIS confirmed this.	
Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance

Inspection Report	
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	
<div>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;</div>	
Findings:	
General: Based on Review of Documentation, it was found through a review of ten (10) children's files that one (1) child's file did not list the preferred hospital.	
Written Documentation	In Compliance
Posted Documentation	In Compliance
Animals	In Compliance

Signature of Provider/Representative

Title

Date