



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  
Northern Branch  
908 W. Broadway, 10-W  
Louisville, KY 40203

Adam Mather  
INSPECTOR GENERAL

Phone: (502) 595-5781 Fax: (502) 595-5773  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Eagle Power at Heritage Elementary	<b>Provider Information</b>	<b>License No:</b> L358868
<b>Provider Address:</b> 8300 Frankfort Road, Waddy, KY, 40076	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 100
<b>Owner(s):</b> Shelby County Public Schools		<b>Director(s):</b> Steinmiller, Tracy

<b>Inspection Type:</b> Investigation	<b>Inspection Information</b>	<b>Inspection No:</b> 19089
<b>Visit Start Date:</b> 04/24/2013 2:30 PM	<b>Visit End Date:</b> 04/24/2013 3:45 PM	
	<b>No. of Children Present:</b> 47	

<b>Inspection Report</b>
<b>Children's Records</b>

1075 - Enrollment Information Not In Compliance

**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 interview it was determined that a child was released to an individual who was not on the authorized pick up list provided by the child's parent. Interview revealed that the individual was the school principal who requested to take the child to her office in order to complete school related assignments.



**Inspection Report**

**Written Documentation**

**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 review of documentation, the center's written chain of command includes an individual who is not an employee of the child care center as a person in command of the center. Interview revealed that the person was the principal of the school which houses the program, but is not actually employed by the program.

Signature of  
Provider/Representative

Title

Date