



Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL

Melissa A. Moore, Director
Division of Regulated Child Care
Northern Branch
908 W. Broadway, 10-W
Louisville, KY 40203
Phone: (502) 595-5781 Fax: (502) 595-5773
<https://chfs.ky.gov/agencies/os/oig>

Eric Friedlander
SECRETARY

Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Tiger Academy at Southside Elementary	Provider Information Provider Type: LICENSED TYPE I	CLR No: L358870
Provider Address: 728 Ginkgo Drive, Shelbyville, KY, 40065		Capacity: 99
Owner(s): Shelby County Public Schools		Director(s): Mills, Allison Renee

Inspection Type: Renewal Application	Inspection Information	Inspection No: 242937
Date Initiated: 02/22/2018 3:25 PM	Date Concluded: 02/22/2018 6:00 PM	
	No. of Children Present: 35	

Inspection Report	
Background Checks	Discussed
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
155 - Liability Insurance	Not In Compliance
922 KAR 2:090. Section 6. License Issuance. (8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;	
Findings: General: Based on review of documentation and interview, the child care center failed to comply with regulatory requirements. Upon request, verification of liability insurance with the child care center's name and address was not presented for review.	
Director Requirements	In Compliance
Employee Records	Not In Compliance
410 - Training	Not In Compliance
922 KAR 2:090. Section 11. Staff Requirements. (16) In accordance with KRS 199.896(15) and (16), a staff person with supervisory authority over a child shall complete the following: (a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment; (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 (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.	
Findings: General: Based on review of documentation and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Review of presented staff files revealed a staff member with the hire date 8/31/16 did not complete fifteen (15) hours of cabinet-approved early care and education training. Review of the ECE TRIS report did not verify the training hours were completed. Interview with the director revealed she was not able to verify the training hours had been completed. Continued review of the staff files revealed a staff member with the hire date 8/31/16 did not have verification that current pediatric abusive head trauma training had been completed.	
Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance

Inspection Report		
First Aid/Medication		In Compliance
Outdoor Play Area		In Compliance
Equipment		In Compliance
Transportation		In Compliance
Food Service/Food Program		In Compliance
Food Service		In Compliance
Children's Records		In Compliance
Written Documentation		Not In Compliance
1155 - Policies and Procedures		Not In Compliance
<p>922 KAR 2:090. Section 8. General.</p> <p>(4) Program policies and procedures shall:</p> <p>(a) Be in writing; and</p> <p>(b) Include:</p> <ol style="list-style-type: none"> 1. Staff policies; 2. Job descriptions; 3. An organization chart; 4. Chain of command; and 5. Other procedures necessary to ensure implementation of: <ol style="list-style-type: none"> a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements; b. 922 KAR 2:120, Child-care center health and safety standards; c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and d. This administrative regulation. <p>Findings:</p> <p>General: Based on review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of the child care center's policy and procedures revealed there was not a job description for a teacher or assistant teacher. Interview with the director revealed the job descriptions were not located and presented for review.</p>		
1175 - Earthquake/Tornado/Fire Drills		Not In Compliance
<p>922 KAR 2:090. Section 9. Records.</p> <p>(1) A child-care center shall maintain:</p> <p>(h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;</p> <p>(i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;</p> <p>Findings:</p> <p>General: Based on review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of fire, earthquake and tornado drill logs revealed the child care center did not document the children who participated in the drills from August 2017 to January 2018.</p>		
Posted Documentation		In Compliance
Animals		Not Applicable