



CABINET FOR HEALTH AND FAMILY SERVICES  
OFFICE OF INSPECTOR GENERAL

**Andy Beshear**  
Governor

**Melissa A. Moore, Director**  
Division of Regulated Child Care  
Southern Branch  
116 Commerce Ave  
London, KY 40744  
Phone: (606) 330-2030 Fax: (606) 330-2056  
<https://chfs.ky.gov/agencies/os/oig>

**Eric C. Friedlander**  
Secretary

**Adam Mather**  
Inspector General

**Inspection Report**

<b>Provider Name:</b> Holding Hands Montessori School	<b>Provider Information</b>	<b>CLR No:</b> L377609
<b>Provider Address:</b> 106 Estridge Court, Berea, KY, 40403	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 36
<b>Owner(s):</b> Holding Hands Montessori School, LLC		<b>Director(s):</b> Roop, Angelica Schuyler

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 278805
<b>Date Initiated:</b> 04/11/2019 12:10 PM	<b>Date Concluded:</b> 04/11/2019 1:45 PM	
	<b>No. of Children Present:</b> 5	

<b>Inspection Report</b>	
<b>Background Checks</b>	<b>In Compliance</b>
<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>345 - Staff Evaluation</b>	<b>Not In Compliance</b>

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**  
**(1) 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 and interview, the following were found:

1. The surveyor was not presented with an updated annual evaluation for a staff member (DOH: 9/23/16), The last evaluation on file was for the 2017 - 2018 school year.
2. The surveyor was not presented with an updated annual evaluation for a staff member (DOH: 10/25/17), The last evaluation on file was for the 2017 - 2018 school year.

The Director stated that she had not yet completed the 2018 - 2019 evaluations.

**Inspection Report**

**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 following were found:

1. The surveyor was not presented with documentation of fifteen (15) hours of annual training for a staff member (DOH: 8/27/12). Review of ECE-TRIS revealed that only thirteen and a half (13.5) hours of annual training had been completed for 8/27/17 - 8/26/18. The Director confirmed that she was aware she was short on the required annual training hours.
2. The surveyor was not presented with updated Pediatric Abusive Head Trauma (PAHT) training documentation for a staff member (DOH: 9/23/16). Review of ECE-TRIS revealed that the PAHT training was last completed 11/13/13; therefore, more than five (5) years have lapsed since it was completed. The Director stated that she had not realized the staff member needed the training again.

**Programming**

**In Compliance**

**Premises**

**In Compliance**

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Food Service/Food Program**

**In Compliance**

**Food Service**

**In Compliance**

**Children's Records**

**In Compliance**

**Written Documentation**

**Not In Compliance**

**1170 - Professional Development**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

**(1) A child-care center shall maintain:**  
**(f) A written annual plan for child-care staff professional development;**

**Findings:**

General: Based on review of documentation and interview, the following were found:

1. The surveyor was not presented with an updated annual professional development plan for a staff member (DOH: 9/23/16). The last professional development plan on file was for the 2017 - 2018 school year.
2. The surveyor was not presented with an updated annual professional development plan for a staff member (DOH: 10/25/17), The last professional development plan on file was for the 2017 - 2018 school year.
3. The surveyor was not presented with an updated annual professional development plan for a staff member (DOH: 8/27/12), The last professional development plan on file was for the 2017 - 2018 school year. The Director stated that she had not yet completed the 2018 - 2019 professional development plans.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

Signature of  
Provider/Representative

Title

Date