



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

Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: New Haven Head Start	Provider Information	CLR No: L350964
Provider Address: 11630 New Haven Road, New Haven, KY, 40051	Provider Type: LICENSED TYPE I	Capacity: 20
Owner(s): Central Kentucky Community Action Council, Incorporated		Director(s): Smith, Pamela Anne

Inspection Type: Renewal Application	Inspection Information	Inspection No: 291639
Date Initiated: 11/19/2019 11:01 AM	Date Concluded: 11/19/2019 1:20 PM	
	No. of Children Present: 14	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance
385 - Personnel File	Not In Compliance
922 KAR 2:090. Section 9. 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. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and 5. The results of background checks conducted in accordance with 922 KAR 2:280;	
Findings: General: Based on review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. Review of the presented employee records revealed four (4) staff members with hire dates 2/13/17, 7/24/18, 8/1/11 and 11/28/18 whose file were not maintained and did not contain the completed results of the background checks. The staff member in charge had to call the main office to get the completed results faxed to the center during the survey.	
Programming	In Compliance

Inspection Report	
Premises	Not In Compliance
650 - Toilet	Not In Compliance
922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements. (4) Each toilet shall: (a) Be kept in clean condition; (b) Be kept in good repair; (c) Be in a lighted room; and (d) Have ventilation to outside air.	
Findings: General: Based on observation, the child care center failed to maintain the premises in accordance with regulatory requirements. The first urinal located in the Boys' bathroom was taped up and not working at the time of the survey. The corner of the toilet tank attached to the toilet in the Boys' bathroom was cracked and taped up at the time of the survey.	
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	Not In Compliance
1140 - Enrollment Information	Not In Compliance
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;	
Findings: General: Based on review of documentation and interview, the child care center failed to maintain children's records in accordance with regulatory requirements. Review of the presented children's records revealed a child with enrollment date 10/14/19 whose file did not contain the name of the family's preferred hospital. Upon request, the staff member in charge did not present the documentation for the aforementioned child at the time of the survey.	
Written Documentation	In Compliance
Posted Documentation	Not In Compliance
1200 - Posting Requirements	Not In Compliance
922 KAR 2:090. Section 8. General. (6) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection: (a) The provider's preliminary or regular license; (b) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year; (c) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year; (d) Information on the Kentucky Consumer Product Safety Program and the program's Website as specified in KRS 199.897; (e) A description of services provided by the child-care center, including: 1. Current rates for child care; and 2. Each service charged separately and in addition to the basic rate for child care; (f) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and (g) Daily planned program.	
Findings: General: Based on observation and interview, the child care center failed to post documentation in accordance with regulatory requirements. Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897 was not posted at the time of the survey. The staff member in charge acknowledged that the documentation was not posted at the time of the survey.	

Signature of Provider/Representative

Title

Date