



**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  
Eastern Branch  
455 Park Place, Suite 120A  
Lexington, KY 40511

**Adam Mather**  
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Little Hands Learning Center	<b>Provider Information</b>	<b>CLR No:</b> L379399
<b>Provider Address:</b> 156 W. Maple Leaf, Maysville, KY, 41056	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 58(Bldg 156: 0)
<b>Owner(s):</b> Maysville Church Of The Nazarene Incorporated		<b>Director(s):</b> Sheldon, Sarah Elizabeth

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 220775
<b>Date Initiated:</b> 09/14/2017 9:30 AM	<b>Date Concluded:</b> 09/14/2017 11:30 AM	
	<b>No. of Children Present:</b> 22	

Inspection Report	
<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>255 - Staff Meeting</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b> <b>(1) Effective with the adoption of this administrative regulation, a director shall:</b> <b>(i) Conduct, manage, and document in writing staff meetings;</b>	
<b>Findings:</b>	
General: Based on Review of Documentation, there was only documentation of one (1) staff meeting being conducted during the current licensure year presented at the time of the survey.	
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>320 - TB Verification</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 5. Staff Requirements.</b> <b>(1) Child-care center staff:</b> <b>(b) Shall provide, prior to employment and every two (2) years thereafter:</b> <b>1. A statement from a health professional that the individual is free of active tuberculosis; or</b> <b>2. A copy of negative tuberculin results.</b>	
<b>Findings:</b>	
General: Based on Review of Documentation, the following was found: 1. Staff persons hired 12/17/14 and 8/4/17 did not have documentation of negative T.B. results on file in the facility that had been obtained within the past two (2) years. 2. Staff person hired 4/11/17 did not have evidence of negative T.B. results on file in the facility prior to employment. The results on file were dated 7/11/17.	

**340 - Training**

**Not In Compliance**

**922 KAR 2:110. Section 5. Staff Requirements.**

- (14) 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 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 pediatric abusive head trauma training completed once every five (5) years.**

**Findings:**

General: Based on Review of Documentation, the following was found: 1. Staff persons hired 2/29/16, 5/17/16, 4/27/17 and 4/11/17 did not have evidence of completing the required orientation training in the first three (3) months of employment. A review of ECE-TRIS records supports the information found during the survey. 2. Staff person hired 2/29/16 had evidence of only eight (8) hours of annual training on file for the last full year of employment. A review of ECE-TRIS records supports the information found during the survey. 3. Staff person hired 5/6/13 had evidence of only thirteen (13) hours of annual training on file for the last full year of employment. A review of ECE-TRIS records supports the information found during the survey. 4. Staff person hired 5/17/16 did not have evidence of any hours of annual training on file for the last full year of employment. A review of ECE-TRIS records supports the information found during the survey. 5. Staff person hired 5/20/13 did not have documentation of completing the pediatric abusive head trauma training within the past five (5) years. The training certificate on file was dated 1/7/12. A review of ECE-TRIS records supports the information found during the survey.

**Programming**

**Not In Compliance**

**350 - Program of Activities Followed**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

- (4) The child-care center shall provide a daily planned program:**
- (a) Posted in writing in a conspicuous location with each age group and followed;**
  - (b) Of activities that are individualized and developmentally appropriate for each child served;**
  - (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and**
  - (d) That offers a variety of creative activities including the following:**
    - 1. Art;**
    - 2. Music;**
    - 3. Dramatic play;**
    - 4. Stories and books;**
    - 5. Science;**
    - 6. Block building;**
    - 7. Tactile activity;**
    - 8. Culture;**
    - 9. Indoor or outdoor play in which a child makes use of both small and large muscles;**
    - 10. A balance of active and quiet play, including group and individual activity;**
    - 11. An opportunity for a child to:**
      - a. Have some free choice of activities;**
      - b. If desired, play apart from the group at times;**

**Findings:**

General: Based on Observation, the staff person in the Ones classroom put a 1-year-old child in "time-out" for pushing another child. This form of discipline is not developmentally appropriate for this age group.

**435 - Bedding/Toys in Crib**

**Not In Compliance**

**922 KAR 2:120. Section 6. Sleeping and Napping Requirements.**

- (3) Rest time shall include adequate space specified by the child's age as follows:**
- (a) For an infant:**
    - 3. No loose bedding; and**
    - 4. No toys or other items except the infant's pacifier;**

**Findings:**

General: Based on Observation, a 10-month-old child was sleeping in a crib with a large, loose blanket. The blanket was not tucked into the sides of the crib.

**Premises**

**Not In Compliance**

**460 - Inaccessible Items**

**Not In Compliance**

**922 KAR 2:120. Section 3. General Requirements.**

- (7) Except in accordance with subsection (8) of this section, the following shall be inaccessible to a child in care:**
- (a) Toxic cleaning supplies, poisons, and insecticides;**
  - (b) Knives and sharp objects;**
  - (c) Matches, cigarettes, lighters, and flammable liquids;**
  - (d) Plastic bags;**
  - (e) Litter and rubbish;**
  - (f) Bar soap; and**
  - (g) Personal belongings and medications of staff.**

**Findings:**

General: Based on Observation, the following was found: 1. A lower drawer under the counter as you enter the Ones classroom had a child-safety lock that was no longer functional. The drawer contained a large pair of adult scissors. The children had access to the drawer and its contents. 2. There were several cleaners and plastic grocery bags being stored in an unlocked cabinet under the sink used by the children in the Twos & Threes classroom. These items were accessible to the children in care.

Inspection Report

520 - Floors, Walls, Ceilings

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

Findings:

General: Based on Observation, the following was found: 1. There was a dime-size hole in the orange wall in the Twos & Threes classroom. The hole left exposed and flaking dry wall material. 2. There were numerous metal staples left in the walls in the classrooms. The staples were not holding anything up on the walls. 3. The walls in the classrooms had several areas of scuffs and chipping paint.

Hygienic Practices

Not In Compliance

595 - Child Personal Care/Handwashing

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(4) A child shall:

- (a) Be helped with personal care and cleanliness based upon their developmental skills; and
- (b) Wash his or her hands with liquid soap and warm running water:
  1. a. Upon arrival at the center; or
  - b. Within thirty (30) minutes of arrival for school-age children;
  2. Before and after eating or handling food;
  3. After toileting or diaper change;
  4. After handling animals;
  5. After wiping or blowing nose;
  6. After touching items soiled with body fluids or wastes; and
  7. After outdoor or indoor play time.

Findings:

General: Based on Observation, the staff person in the Ones classroom changed two (2) children's diapers and did not wash the children's hands after the changes.

600 - Staff Hygiene/Handwashing

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(5) Staff shall:

- (a) Maintain personal cleanliness;
- (b) Conform to hygienic practices while on duty; and
- (c) Wash their hands with liquid soap and running water:
  1. Upon arrival at the center;
  2. After toileting or assisting a child in toileting;
  3. Before and after diapering each child;
  4. After wiping or blowing a child's or own nose;
  5. After handling animals;
  6. After caring for a sick child;
  7. Before and after feeding a child or eating;
  8. Before dispensing medication; and
  9. If possible, before administering first aid.

Findings:

General: Based on Observation, the staff person in the Ones classroom changed two (2) children's diapers and did not wash her hands between changes.

625 - Diaper Changing Area/Surface

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(10) When a child is diapered, the child shall:

- (b) Be placed on a surface that is:
  1. Clean;
  2. Padded;
  3. Free of holes, rips, tears, or other damage;
  4. Nonabsorbent;
  5. Easily cleaned; and
  6. Free of any items not used for diaper changing.

Findings:

General: Based on Observation, the changing pad in the Ones classroom was covered in a terry cloth material. The cloth was not nonabsorbent and could not be sanitized between uses.

635 - Diapering Practice

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

- (12) Staff shall disinfect the diapering surface after each child is diapered.
- (13) If staff wear disposable gloves, the gloves shall be changed and disposed after each child is diapered.

Findings:

General: Based on Observation, the staff person in the Ones classroom changed two (2) children's diapers and did not disinfect the surface between changes.

**Inspection Report**

**First Aid/Medication**

**Not In Compliance**

**670 - Medication**

**Not In Compliance**

**922 KAR 2:120. Section 7. First Aid and Medicine.**

**(6) Medication, including refrigerated medication, shall be:**

- (a) Stored in a separate and locked place, out of the reach of a child;**
- (b) Kept in the original bottle; and**
- (c) Properly labeled.**

**(7) Medication shall not be given to a child if the expiration date on the bottle has passed.**

**Findings:**

General: Based on Observation, the following was found: 1. There were eight (8) tubes of diaper ointment, a tube of triple-antibiotic ointment and a bottle of sunscreen being stored in unlocked cubbies above the changing table in the Ones classroom. 2. There was a tube of prescription Nystantin sitting on the counter as you walk into the Ones classroom. 3. There were three (3) tubes of diaper ointment sitting on a counter in the Twos & Threes classroom. The tubes were accessible to the children in care. 4. There was a tube of triple-antibiotic ointment in the First Aid kit in the Twos & Threes classroom. The kit was not in a locked area. 5. A prescription bottle of diaper cream was found in a child's diaper bag that was hanging on a lower hook in the hallway outside the Infant classroom.

**Outdoor Play Area**

**Not In Compliance**

**695 - Protective Surface**

**Not In Compliance**

**922 KAR 2:120. Section 4. Premises Requirements.**

**(21) A protective surface shall:**

**(a) Be provided for outdoor play equipment used to:**

- 1. Climb;**
- 2. Swing; and**
- 3. Slide; and**

**(b) Have a fall zone equal to the height of the equipment.**

**Findings:**

General: Based on Observation, there was no protective surfacing under two (2) slides and one climber on the infant/toddler playground.

**705 - Infant/Toddler Outdoor Space**

**Not In Compliance**

**922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.**

**(4) If a child-care center provides an outdoor play area for an infant or toddler, the outdoor area shall be:**

- (a) Shaded; and**
- (b) A separate area or scheduled at a different time than an older child.**

**Findings:**

General: Based on Observation, there was no shade being provided on the infant/toddler playground.

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Food Service**

**Not In Compliance**

**960 - Bottles**

**Not In Compliance**

**922 KAR 2:120. Section 8. Kitchen Requirements.**

**(9) Bottles shall be:**

- (a) Individually labeled;**
- (b) Promptly refrigerated;**
- (c) Covered when not in use; and**
- (d) Consumed within one (1) hour of being heated or removed from the refrigerator.**

**Findings:**

General: Based on Observation, there were four (4) bottles in the refrigerator in the Infant classroom that were not individually labeled with a child's name. Also, two (2) of those bottles were not covered.

**990 - Bottle Preparation by Parent**

**Not In Compliance**

**922 KAR 2:120. Section 9. Food and Meal Requirements.**

**(4) Formula or breast milk provided by the parent shall be prepared and labeled.**

**Findings:**

General: Based on Observation and interview with the staff person in the Infant classroom, it was found that she prepares bottles for the infants in her care. The staff person stated that she measures the water and formula then mixes the bottles.

**Children's Records**

**Not In Compliance**

**1070 - Immunization**

**Not In Compliance**

**922 KAR 2:110. Section 3. Records.**

**(1) A child-care center shall maintain:**

**(a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;**

**Findings:**

General: Based on Review of Documentation, child enrolled 6/9/17 did not have a current immunization certificate on file in the facility.

**Inspection Report**

**Written Documentation**

**Not In Compliance**

**1140 - Fire Drills**

**Not In Compliance**

**922 KAR 2:120. Section 3. General Requirements.**

**(12) A fire drill shall be conducted during hours of operation:**

- (a) At least monthly; and**
- (b) Documented.**

**Findings:**

General: Based on Review of Documentation, there was no evidence of a practiced fire drill being performed by the facility since June, 2017.

**Posted Documentation**

**Not In Compliance**

**1165 - Daily Activities**

**Not In Compliance**

**922 KAR 2:110. Section 4. Director Requirements and Responsibilities.**

**(1) Effective with the adoption of this administrative regulation, a director shall:**

- (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;**

**Findings:**

General: Based on Observation, a schedule of daily activities, including lists and dates of activities to be conducted with the children was not posted in the Twos & Threes classroom.

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date