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Inspection Report

Provider Name: Little Hands Learning Center	Provider Information	CLR No: L379399
Provider Address: 156 W. Maple Leaf, Maysville, KY, 41056	Provider Type: LICENSED TYPE I	Capacity: 58(Bldg 156: 0)
Owner(s): The Refinery Church of the Nazarene, Incorporated		Director(s): Wilson, Carrie Anne

Inspection Type: Renewal Application	Inspection Information	Inspection No: 245573
Date Initiated: 10/12/2018 10:19 AM	Date Concluded: 10/12/2018 11:24 AM	
	No. of Children Present: 25	

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

390 - Educational Requirements **Not In Compliance**

922 KAR 2:090. Section 11. Staff Requirements.
(1) Child-care center staff:
(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:
 1. High school diploma;
 2. GED or qualifying documentation from a comparable educational entity; or
 3. Commonwealth Child Care Credential as described in 922 KAR 2:250;

Findings:

General: Based on review of documentation, a staff hired on 01/20/2018 did not have proof of education on file.

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, the following was found:

- 1) A staff with hire date of 08/04/2017 did not have 15 hours of annual training proof in the file or on ECE-TRIS.
- 2) A staff with hire date of 05/06/2013 did not have proof of current PAHT on file or on ECE-TRIS.

Programming **In Compliance**

Inspection Report

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	Not In Compliance

1025 - Refrigerator **Not In Compliance**

922 KAR 2:120. Section 8. Kitchen Requirements.
(4) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:
(a) Have an indicating thermometer or other appropriate temperature measuring device;
(b) Be in a safe environment for preservation; and
(c) Be forty (40) degrees Fahrenheit or below.

Findings:

General: Based on observation, the refrigerator in the infant room did not contain a thermometer.

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, one child with enrollment date of 05/07/2017 did not have a physician's contact information in the file.

Written Documentation **Not In Compliance**

1155 - Policies and Procedures **Not In Compliance**

922 KAR 2:090. Section 8. General.
(4) 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 2:120, 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.

Findings:

General: Based on review of documentation, the facility did not have a chain of command available in the center.

Inspection Report

1165 - Staff Schedule

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(d) A written schedule of staff working hours;

Findings:

General: Based on review of documentation, the facility did not have a staff schedule available.

Posted Documentation

Not In Compliance

1210 - Disaster Course of Action

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;

Findings:

General: Based on review of documentation, the center did not have an emergency preparedness plan on file.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date