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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Saint Leo School	Provider Information	CLR No: L380506
Provider Address: 255 Hunterstown Road, Versailles, KY, 40383	Provider Type: LICENSED TYPE I	Capacity: 99
Owner(s): Mary Queen of Holy Rosary		Director(s): Jetton, Kara Lynn

Inspection Type: Renewal Application	Inspection Information	Inspection No: 247551
Date Initiated: 11/20/2018 1:00 PM	Date Concluded: 11/20/2018 4:02 PM	
	No. of Children Present: 39	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
320 - Operation instruction/Regulation copy	Not In Compliance
922 KAR 2:090. Section 8. General. (2) Child-care center staff shall be: (a) Instructed by the child-care center's director regarding requirements for operation; and (b) Provided with a copy of this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280.	
Findings: General: Based on review of documentation and interview, the child care center failed to assure compliance with regulatory requirements with regard to copies of the administrative regulations. Upon request, the child care center director failed to provide documented evidence of a current copy of the newly revised 2018 administrative regulations.	
340 - Staff Meeting	Not In Compliance
922 KAR 2:090. Section 10. Director Requirements and Responsibilities. (1) A director shall: (i) Conduct, manage, and document in writing recurring staff meetings;	
Findings: General: Based on review of documentation and interview, the child care center director failed to assure compliance with regulatory requirements with regard to staff meetings. Upon request, the child care center director did not provide documented evidence that staff meetings were conducted during the review period.	
345 - Staff Evaluation	Not In Compliance
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 child care center director failed to assure compliance with regulatory requirements with regard to staff evaluations. Upon request, the director failed to provide documented evidence of an annual written performance evaluation/assessment, conducted during the review period, for staff with hire dates 12/08/12, 08/25/16, 08/01/13 and 09/01/09.	

Inspection Report**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 and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the child care center director failed to provide documented evidence of a high school diploma, GED, qualifying documentation from a comparable educational entity or Commonwealth Child Care Credential for staff with a hire date 08/01/18.

395 - TB Verification**Not In Compliance****922 KAR 2:090. Section 11. Staff Requirements.****(1) Child-care center staff:****(b) Shall provide, prior to employment and every two (2) years thereafter:**

- 1. A statement from a health professional that the individual is free of active tuberculosis; or**
- 2. A copy of negative tuberculin results.**

Findings:

General: Based on review of documentation and Interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the child care center director failed to provide documented evidence of a statement from a health professional that staff with hire dates 08/01/18 and 08/25/16 are free of active tuberculosis.

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. Upon request, the child care center director failed to provide documented evidence of one and one-half (1 1/2) hours of cabinet approved pediatric abusive head trauma training completed once every five (5) years for staff with hire dates 08/01/14 and 08/01/13.

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 child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request, the child care center director failed to submit documented evidence of a written annual plan for child care staff professional development, for staff with hire dates 12/08/12, 08/25/16, 08/01/13 and 09/01/09.

Inspection Report

1175 - Earthquake/Tornado/Fire Drills

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

- (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;
- (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;

Findings:

General: Based on review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request, the child care center director failed to provide documented evidence that the child care conducted monthly fire drills and quarterly earthquake and tornado drills detailing the date, time and children who participated, for the for the current review period.

1195 - Fire Drills

Not In Compliance

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

(12) A fire drill shall be:

- (a) Conducted during hours of operation at least monthly; and
- (b) Documented.

(13) An earthquake drill and a tornado drill shall be:

- (a) Conducted during hours of operation at least quarterly; and
- (b) Documented.

Findings:

General: Based on review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request, the child care center director failed to provide documented evidence that the child care conducted monthly fire drills and quarterly earthquake and tornado drills for the current review period.

Posted Documentation

In Compliance

Animals

Not In Compliance

1225 - Animals in the Presence of Children

Not In Compliance

922 KAR 2:120. Section 13. Animals.

(1) An animal shall not be allowed in the presence of a child in care:

- (a) Unless:
 - 1. The animal is under the supervision and control of an adult;
 - 2. Written parental consent has been obtained; and
 - 3. The animal is certified as vaccinated against rabies; or
- (b) Except in accordance with subsection (3) of this section.

Findings:

General: Based on observation, review of documentation and interview, the child care center failed to comply with regulatory requirements with regard to animals in the area of care of children. Observation of the Pre-Kindergarten classroom Room 140 revealed fish in a fish bowl in the reach of children. Upon request, the child care center director did not provide documented evidence of parental consent for each child's presence in the classroom with the fish.

Signature of Provider/Representative

Title

Date