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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Wilmore Elementary Child Care Center	Provider Information	CLR No: L383109
Provider Address: 150 Campground Lane, Wilmore, KY, 40390	Provider Type: LICENSED TYPE I	Capacity: 150
Owner(s): Jessamine County Schools		Director(s): Watts, Kellie Faye

Inspection Type: Renewal Application	Inspection Information	Inspection No: 241807
Date Initiated: 10/02/2017 2:35 PM	Date Concluded: 10/02/2017 4:10 PM	
	No. of Children Present: 40	

Inspection Report																																																							
Supervision	In Compliance																																																						
Staffing Requirements	Not In Compliance																																																						
40 - Ratios and Group Size	Not In Compliance																																																						
<p>922 KAR 2:120. Section 2. Child Care Services. (2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:</p> <table border="1"> <thead> <tr> <th>Age of Children</th> <th>Ratio</th> <th>Maximum Group Size*</th> </tr> </thead> <tbody> <tr> <td>Infant</td> <td></td> <td></td> </tr> <tr> <td>1 staff for 5 children</td> <td>10</td> <td></td> </tr> <tr> <td>Toddler</td> <td></td> <td></td> </tr> <tr> <td>1 staff for 6 children</td> <td>12</td> <td></td> </tr> <tr> <td>Preschool-age 2 to 3 years</td> <td></td> <td></td> </tr> <tr> <td>1 staff for 10 children</td> <td>20</td> <td></td> </tr> <tr> <td>Preschool-age 3 to 4 years</td> <td></td> <td></td> </tr> <tr> <td>1 staff for 12 children</td> <td>24</td> <td></td> </tr> <tr> <td>Preschool-age 4 to 5 years</td> <td></td> <td></td> </tr> <tr> <td>1 staff for 14 children</td> <td>28</td> <td></td> </tr> <tr> <td>School-age 5 to 7 years</td> <td></td> <td></td> </tr> <tr> <td>1 staff for 15 children</td> <td>30</td> <td></td> </tr> <tr> <td>School-age 7 and older</td> <td></td> <td></td> </tr> <tr> <td>1 staff for 25 children</td> <td></td> <td></td> </tr> <tr> <td>(for before and after school)</td> <td>30</td> <td></td> </tr> <tr> <td>1 staff for 20 children</td> <td></td> <td></td> </tr> <tr> <td>(full day of care)</td> <td>30</td> <td></td> </tr> </tbody> </table> <p>*Maximum Group Size shall be applicable only to Type I child-care centers.</p>		Age of Children	Ratio	Maximum Group Size*	Infant			1 staff for 5 children	10		Toddler			1 staff for 6 children	12		Preschool-age 2 to 3 years			1 staff for 10 children	20		Preschool-age 3 to 4 years			1 staff for 12 children	24		Preschool-age 4 to 5 years			1 staff for 14 children	28		School-age 5 to 7 years			1 staff for 15 children	30		School-age 7 and older			1 staff for 25 children			(for before and after school)	30		1 staff for 20 children			(full day of care)	30	
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Findings:																																																							
<p>General: Based on Observation, it was found that two (2) employees were supervising forty (40) children ages five to eleven (5-11)years old from 2:50 p.m. to 3:10 p.m. At 3:10 p.m. a third staff person arrived, thus correcting the ratio issue. The group remained over maximum group size until 4:05 p.m.</p>																																																							
General Administration	In Compliance																																																						

Inspection Report

Director Requirements

Not In Compliance

260 - Staff Evaluation

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:

(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, it was found that the files for two (2) eligible employees did not contain evidence of an annual evaluation being completed.

Employee Records

Not In Compliance

300 - Background checks/left alone

Not In Compliance

922 KAR 2:090. Section 6. License Issuance.

(5) An individual described in subsection (4) of this section shall:

(a) Submit to background checks described in paragraph (b) of this subsection;

(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:

- 1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
- 2. Criminal records check required by KRS 199.896(19);**
- 3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and**
- 4. An address check of the Sex Offender Registry; and**

(c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.

Findings:

General: Based on Review of Documentation, it was found that the files for employees hired on 10-21-16 and 11-2-16 did not contain evidence of submission for or the results of criminal records checks, central registry checks and out of state background checks. The employee hired on 10-21-16 lived in Ohio within the last five (5) years. The employee hired on 11-2-16 lived in Indiana within the last five (5) years. Neither of these employees were observed to be working alone with children.

310 - Personnel File

Not In Compliance

922 KAR 2:110. Section 3. 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. Written record of training participation to include:**
 - a. The training source;**
 - b. Location;**
 - c. Date; and**
 - d. Number of clock hours completed;**
- 5. Every two (2) years, a:**
 - a. Statement from a health professional that the individual is free of active tuberculosis; or**
 - b. Copy of negative tuberculin results; and**
- 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:**
 - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
 - b. Criminal records check required by KRS 199.896(19);**
 - c. Criminal records check from any previous state of residence completed once if:**
 - (i) The individual resided outside the state of Kentucky in the last five (5) years; and**
 - (ii) No criminal records check has been completed for the individual's previous state of residence; and**
 - d. An address check of the Sex Offender Registry;**

Findings:

General: Based on Review of Documentation, it was found that the facility was unable to produce a file for the director of the facility.

320 - TB Verification

Not In Compliance

922 KAR 2:110. Section 5. 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, it was found that the file for an employee hired on 8-29-17 contained evidence of a TB skin test that was read on 9-1-17. This date is not prior to the date of hire as required.

Inspection Report

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 1/2) 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 1/2) hours of pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on Review of Documentation, it was found that the file and ECE-TRIS record for an employee hired on 8-9-13 did not contain evidence of Pediatric Abusive Head Trauma training being completed. The ECE-TRIS record and file for this employee also contained evidence of only ten (10) hours of training being completed during the last completed training year. The ECE-TRIS record and file for an employee hired on 8-15-16 did not contain evidence of the six-hour orientation training being completed. ECE-TRIS and the file also contained evidence of only five (5) hours of additional training being completed during the last completed training year. The ECE-TRIS record and file for an employee hired on 11-2-16 did not contain evidence of the six-hour orientation training being completed.

Programming

In Compliance

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, it was found that an unlocked cabinet in Room 314 contained Spic & Span antibacterial spray cleaner. The container bore the label "Keep Out of Reach of Children."

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service

Not In Compliance

1050 - Menu

Not In Compliance

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

(16) A weekly menu shall be:

- (a) Prepared;
- (b) Dated;
- (c) Posted in advance in a conspicuous place;
- (d) Kept on file for thirty (30) days; and
- (e) Amended in writing with any substitutions on the day the meal is served.

Findings:

General: Based on Observation, it was found that the posted snack menu was from September 2015.

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, it was found that three (3) children's records out of ten (10) children's records reviewed did not contain an immunization certificate.

Inspection Report

1075 - Enrollment Information

Not In Compliance

922 KAR 2:110. Section 3. 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 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 situation 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, it was found that nine (9) out of ten (10) children's records reviewed did not contain authorization for emergency medical care.

Written Documentation

Not In Compliance

1145 - Earthquake/Tornado Drills

Not In Compliance

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

(13) An earthquake drill and a tornado drill shall be conducted during hours of operation:

- (a) At least quarterly; and
- (b) Documented.

Findings:

General: Based on Review of Documentation, it was found that the documentation of earthquake and tornado drills did not contain evidence of drills being conducted during the third quarter of 2017.

Posted Documentation

Not In Compliance

1155 - Posting Requirements

Not In Compliance

922 KAR 2:110. Section 2. General.

(7) 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) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;
- (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
- (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;
- (d) 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;
- (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
- (f) Daily schedule.

Findings:

General: Based on Observation, it was found that the statement of deficiencies issued and the plan of correction submitted for the relicensure survey conducted in 2016 was not posted in the facility.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date