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**Inspection Report**

<b>Provider Name:</b> Trinity Christian Academy	<b>Provider Information</b>	<b>CLR No:</b> L383127
<b>Provider Address:</b> 3900 Rapid Run Drive, Lexington, KY, 40515	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 42
<b>Owner(s):</b> Trinity Christian Academy Of Lexington, LLC		<b>Director(s):</b> White, Vicki Lynn

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 216867
<b>Date Initiated:</b> 09/08/2016 9:15 AM	<b>Date Concluded:</b> 09/08/2016 10:30 AM	
	<b>No. of Children Present:</b>	

Inspection Report	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>Not In Compliance</b>
<b>75 - Liability Insurance</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 6. License Issuance.</b> <b>(11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:</b> <b>(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;</b>	
<b>Findings:</b>	
General: Based on Review of Documentation, it was found that there was no evidence of liability insurance.	
<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, it was found that there was no evidence of written/conducted staff meetings.	
<b>275 - Caregiver Alone</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>(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;</b>	
<b>Findings:</b>	
General: Based on Observation, it was found that a staff person with a hire date of 08/01/2016 was observed to be working alone with twelve (12) four to five (4-5) year-olds. This staff person did not have any evidence of a child abuse and neglect check or a criminal records check.	

**Inspection Report**

**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 through a review of six (6) staff files that four (4) staff files did not have evidence of a child abuse and neglect check. The dates of hire for all four (4) staff were 08/01/2016. It was also found that three (3) staff files out of six (6) staff files reviewed did not have evidence of a criminal records check. The dates of hire for all three (3) staff were 08/01/2016. One (1) staff person was observed to be working alone with twelve (12) four to five (4-5) year-olds that did not have evidence of a child abuse and neglect check or criminal records check. These instances are not in accordance with 922 KAR 1:470 which states that a request for a central registry check must be submitted within five (5) working days after the date of employment of an individual and in accordance with KRS 17.165 which requires that application for the criminal record of a probationary employee be made no later than the date probationary employment begins.

**315 - Educational Requirements**

**Not In Compliance**

**922 KAR 2:110. Section 5. 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, it was found through a review of six (6) staff files that four (4) staff did not have evidence of proof of education. The date of hire for all four (4) staff was 08/01/2016.

**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, it was found through a review of six (6) staff files that one (1) staff file did not contain evidence of pediatric head abuse trauma training. The staff person's date of hire was 08/08/2013. It was also found through a review of six (6) staff files that two (2) staff persons both with the hire date of 08/08/2013 did not have evidence of the fifteen (15) hours of cabinet-approved early care and education training. Review of ECE-TRIS confirmed this.

**Programming**

**In Compliance**

**Premises**

**In Compliance**

**Hygienic Practices**

**In Compliance**

**Inspection Report**

**First Aid/Medication**

**Not In Compliance**

**655 - First Aid Supplies**

**Not In Compliance**

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

- (1) First aid supplies shall:**
  - (a) Be available to provide prompt and proper first aid treatment;**
  - (b) Be stored out of reach of a child;**
  - (c) Be periodically inventoried to ensure the supplies are current;**
  - (d) If reusable, be:**
    - 1. Sanitized; and**
    - 2. Maintained in a sanitary manner; and**
  - (e) Include:**
    - 1. Liquid soap;**
    - 2. Adhesive bandages;**
    - 3. Sterile gauze;**
    - 4. Medical tape;**
    - 5. Scissors;**
    - 6. A thermometer;**
    - 7. Flashlight;**
    - 8. Cold pack;**
    - 9. First aid book;**
    - 10. Disposable gloves; and**
    - 11. A cardiopulmonary resuscitation mouthpiece protector.**

**Findings:**

General: Based on Observation, it was found that the first aid kit was not stored out of reach in the preschool classroom. The first aid kit was observed to be sitting on the floor next to the teacher's desk accessible to the children.

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Food Service**

**In Compliance**

**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 through a review of a child's file enrolled on 04/04/2016 that there was no evidence of an immunization certificate. It was also found through a review of a child's file enrolled on 05/23/2016 that there was no evidence of an immunization certificate.

**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 through a review of files for a child enrolled on 07/12/2016 that there was no evidence of pick-up authorization.

**Written Documentation**

**In Compliance**

**Inspection Report**

**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 Review of Documentation, it was found that the entire SOD/POC from the previous inspection was not posted in a conspicuous place made available for inspection.

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date