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**Inspection Report**

<b>Provider Name:</b> Flutterby Discovery Center	<b>Provider Information</b>	<b>CLR No:</b> L383133
<b>Provider Address:</b> 10 Canary Lane, Winchester, KY, 40391	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 99
<b>Owner(s):</b> Flutterby Discovery Center, LLC		<b>Director(s):</b> Andreas, Shannon Elizabeth

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 218493
<b>Date Initiated:</b> 01/24/2017 8:45 AM	<b>Date Concluded:</b> 01/24/2017 11:15 AM	
	<b>No. of Children Present:</b> 36	

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>260 - Staff Evaluation</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>(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</b>	
<b>Findings:</b> General: Based on Review of Documentation, there were no current evaluations on file for staff.	
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>300 - Background checks/left alone</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 6. License Issuance.</b> <b>(5) An individual described in subsection (4) of this section shall:</b> <b>(a) Submit to background checks described in paragraph (b) of this subsection;</b> <b>(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:</b> <b>1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;</b> <b>2. Criminal records check required by KRS 199.896(19);</b> <b>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</b> <b>4. An address check of the Sex Offender Registry; and</b> <b>(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.</b>	
<b>Findings:</b> General: Based on Review of Documentation, staff hired on 10/12/16 did not have a child abuse and neglect check submitted until 10/25/16. The results were dated 11/09/16. Staff hired on 10/04/16 had North Carolina listed as a state she lived in within the past five (5) years but there was no out of state background check submitted on her.	

**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 Observation, staff hired on 10/04/16 did not have valid education documentation on file.

**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, two (2) staff hired on 10/04/16 had TB skin test documentation on file dated 10/10/16. Staff hired on 02/02/15, 11/03/14, 03/03/14, 10/08/16, 08/01/13 and two (2) staff hired on 08/29/13 did not have current documentation from a health care professional stating that they were free of active tuberculosis.

**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, staff hired on 10/12/16 has not completed the required six (6) hour Orientation I and II class. Staff hired on 08/01/13 has not completed the required pediatric abusive head trauma class. This was verified through ECE-TRIS.

**345 - Driver Requirements**

**Not In Compliance**

**922 KAR 2:120. Section 12. Transportation.**

**(18) A driver of a vehicle transporting a child for a center shall:**

- (a) Be at least twenty-one (21) years old;**
- (b) Complete:**
  - 1. The background checks as described in 922 KAR 2:110; and**
  - 2. An annual check of the:**
    - a. Kentucky driver history records in accordance with KRS 186.018; or**
    - b. Driver history records through the state transportation agency that issued the driver's license;**
- (c) Hold a current driver's license which has not been suspended or revoked during the last five (5) years; and**
- (d) Not caused an accident which resulted in the death of a person.**

**Findings:**

General: Based on Review of Documentation, there were no current driver history record on file for the three (3) staff who were listed as van drivers.

**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, the sink cabinet in the hallway was unlocked. Inside the cabinet there was a can of Lysol, gallons of paint and Cutter Insect Repellent. These items were accessible to the children.

## 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, there was chipping paint on the trim around the window in the one (1) year old classroom and the school age classroom. There was a broken section of wood trim next to the door in the school age classroom. There were numerous areas of tape residue on the walls in the two (2) year old classroom. A section of the trim around the window in the two (2) year old classroom was broken off and masking tape was covering the area.

### Hygienic Practices

Not In Compliance

### 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, there were numerous crumbs and dirt found around the edge of the changing pad in the one (1) year old classroom.

### First Aid/Medication

In Compliance

### Outdoor Play Area

Not In Compliance

### 685 - Playground Clean

Not In Compliance

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

(20) An outdoor play area shall be:

(c) Free from:

1. Litter;
2. Glass;
3. Rubbish; and
4. Flammable materials;

##### Findings:

General: Based on Observation, there were several pieces of torn paper found on the playground.

### 690 - Playground Conditions

Not In Compliance

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

(20) An outdoor play area shall be:

- (d) Safe from foreseeable hazard;
- (e) Well drained;
- (f) Well maintained;
- (g) In good repair; and
- (h) Visible to staff at all times.

##### Findings:

General: Based on Observation, a large section of weed cloth was showing through the mulch on the playground.

### Equipment

Not In Compliance

### 755 - Toys/Equipment/Furniture

Not In Compliance

#### 922 KAR 2:120. Section 11. Toys and Furnishings.

(1) All toys, equipment, and furniture contacted by a child shall be:

- (a) Kept clean and in good repair; and
- (b) Free of peeling, flaking, or chalking paint.

##### Findings:

General: Based on Observation, a section of the cloth ceiling in the Dodge van had been torn loose and was hanging down above the back seat of the van. There were several torn books found in the two (2) year old classroom.

**Inspection Report****760 - Indoor/Outdoor Equipment****Not In Compliance****922 KAR 2:120. Section 11. Toys and Furnishings.****(2) Indoor and outdoor equipment shall:**

- (a) Be clean, safe, and in good repair;
- (b) Meet the physical, developmental needs, and interests of children of different age groups;
- (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and
- (d) Be designed to guard against entrapment or situations that may cause strangulation.

**Findings:**

General: Based on Observation, the first step up onto the large outdoor playground equipment had several broken plastic pieces with sharp edges.

**Transportation****Not In Compliance****785 - Requirements for Transportation Services****Not In Compliance****922 KAR 2:120. Section 12. Transportation.****(2) A center providing or arranging transportation service shall:**

- (a) Be licensed and approved by the cabinet or its designee prior to transporting a child;
- (b) Have a written plan that details the type of transportation, staff schedule, transportation schedule, and transportation route; and
- (c) Have written policies and procedures, including emergency procedures practiced monthly by staff who transports children.

**Findings:**

General: Based on Review of Documentation, there were no transportation routes on file for the 2003 Ford van.

**830 - Vehicle Inspection Documentation****Not In Compliance****922 KAR 2:120. Section 12. Transportation.****(6) A vehicle used to transport children shall meet the following requirements:**

- (a) A twelve (12) or more passenger vehicle shall display a current certification of inspection from the Transportation Cabinet on the designated window.

**Findings:**

General: Based on Review of Documentation, there was no current certification inspection from the Transportation Cabinet for the 2003 Ford van.

**Food Service****In Compliance****Children's Records****Not In Compliance****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, children enrolled on 08/01/16, 11/19/15 and 08/02/13 did not have a preferred hospital listed on file.

**Written Documentation****Not In Compliance****1085 - Evacuation Plan****Not In Compliance****922 KAR 2:090. Section 5. Evacuation Plan.**

- (1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895.

**Findings:**

General: Based on Review of Documentation, there was no written verification stating that the emergency preparedness plan was submitted for 2016.

## Inspection Report

### 1105 - Professional Development

Not In Compliance

#### 922 KAR 2:110. Section 3. 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, there were no current professional development plans on file for staff.

### 1115 - Earthquake/Tornado Drills

Not In Compliance

#### 922 KAR 2:110. Section 3. 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;

#### Findings:

General: Based on Review of Documentation, the only earthquake/tornado drills the staff person in charge could locate were drills conducted in 2015.

### 1120 - Fire Drills

Not In Compliance

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

(1) A child-care center shall maintain:

(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, the only fire drills the staff person in charge could locate were drills conducted in 2015.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date