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**Adam Mather**  
INSPECTOR GENERAL

**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> 243297
<b>Date Initiated:</b> 01/05/2018 10:28 AM	<b>Date Concluded:</b> 01/05/2018 1:35 PM	
	<b>No. of Children Present:</b> 75	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
100 - Plan of Correction/10 days	Not In Compliance
<b>922 KAR 2:090. Section 9. Statement of Deficiency and Corrective Action Plans.</b> <b>(2) Except for a violation posing an immediate threat as handled in accordance with KRS 199.896(5)(c), a child-care center shall submit a written corrective action plan to the cabinet or its designee within ten (10) calendar days of receipt of the statement of deficiency to eliminate or correct the regulatory violation.</b>	
<b>Findings:</b> A PLAN OF CORRECTION WAS DUE ON 02/01/2018 AND AS OF 02/27/2018, THE PLAN OF CORRECTION HAS NOT BEEN RECEIVED.	
Director Requirements	In Compliance

**Inspection Report****Employee Records****Not In Compliance****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 one staff member with a hire date of 10/8/2016 had no professional development plan or evaluation for the last twelve (12) month period.

**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 that two staff members with the hire dates of 8/29/13 and 8/1/13 did not have the minimum number of training hours required in a twelve (12) month span. Staff member with a hire date of 8/29/13 had only three (3) hours and staff member with a hire date of 8/1/13 had twelve (12) hours.

**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 the children would have access a vitamin supplement D3 bottle. This was stored in an unlocked cabinet above the sink that the afterschool aged children use to wash their hands. There was no lock or safety measure put in place to prevent the children from being able to reach this item.

**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, it was found that in the infant room there are two drawers missing under the sink leaving an open area. Due to the low nature of these openings they were able to be reached by an infant attempting to pull up. There was also a mini-fridge which is used to store milk and bottles which was observed to be broken in the infant room. The handle is broken off, leaving sharp plastic edges. It was further observed while in the two's room that there was a large area of the floor (in between the toilets) where the floor which was concrete had eroded and was in need of repair. Although there were two toilets in that bathroom, one was taped down due to repair.

**Hygienic Practices****In Compliance****First Aid/Medication****In Compliance**

<b>Inspection Report</b>	
<b>Outdoor Play Area</b>	<b>In Compliance</b>
<b>Equipment</b>	<b>In Compliance</b>
<b>Transportation</b>	<b>Not In Compliance</b>
<b>805 - Transportation Notification/Policy &amp; Procedures Regarding Emergency Plan for Evacuation</b>	<b>Not In Compliance</b>
<b>922 KAR 2:120. Section 12. Transportation.</b> <b>(3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:</b> <b>(e) Agency policy and procedures relating to an emergency plan for evacuating the vehicle;</b>	
<b>Findings:</b> General: Based on Interview, it was found that there were no written records of the emergency drills.	
<b>Food Service</b>	<b>In Compliance</b>
<b>Children's Records</b>	<b>Not In Compliance</b>
<b>1070 - Immunization</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 3. Records.</b> <b>(1) A child-care center shall maintain:</b> <b>(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;</b>	
<b>Findings:</b> General: Based on Review of Documentation, it was found that two (2) children with the enrollment date of 8-14-17 had immunization certificates from out of state but the certificates did not have the required expiration date.	
<b>1075 - Enrollment Information</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 3. Records.</b> <b>(1) A child-care center shall maintain:</b> <b>(b) A written record for each child:</b> <b>1. Completed and signed by the child's parent;</b> <b>2. Retained on file on the first day the child attends the child-care center; and</b> <b>3. To contain:</b> <b>a. Identifying information about the child, which includes, at minimum, the child's name, address, and date of birth;</b> <b>b. Contact information to enable a person in charge to contact the child's:</b> <b>(i) Parent at the parent's home or place of employment;</b> <b>(ii) Family physician; and</b> <b>(iii) Preferred hospital;</b> <b>c. The name of each person who is designated in writing to pick-up the child;</b> <b>d. The child's general health status and medical history including, if applicable:</b> <b>(i) Allergies;</b> <b>(ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and</b> <b>(iii) Permission from the parent for third-party professional services in the child-care center;</b> <b>e. The name and phone number of each person to be contacted in an emergency situation involving or impacting the child;</b> <b>f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;</b>	
<b>Findings:</b> General: Based on Review of Documentation, it was found that three (3) children with the enrollment dates of 8-1-16, 8-1-13 and 6-23-15 did not have a preferred hospital listed on their enrollment forms.	
<b>Written Documentation</b>	<b>Not In Compliance</b>
<b>1115 - Earthquake/Tornado Drills</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 3. Records.</b> <b>(1) A child-care center shall maintain:</b> <b>(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;</b>	
<b>Findings:</b> General: Based on Interview, that there were no records on site to review in regards to earthquake and tornado drills. These records could not be found during the survey conducted.	
<b>1120 - Fire Drills</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 3. Records.</b> <b>(1) A child-care center shall maintain:</b> <b>(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;</b>	
<b>Findings:</b> General: Based on Interview, that there were no records on site to review in regards to earthquake and tornado drills. These records could not be found during the survey conducted.	

## Inspection Report

### 1125 - Report Documentation

Not In Compliance

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

(1) A child-care center shall maintain:

(k) A written record of reports to the cabinet required in Section 6 of this administrative regulation;

#### Findings:

General: Based on Interview, it was found that the facility has no written documentation in regards to abuse/neglect of children such as how to report or when to report.

### 1140 - Fire Drills

Not In Compliance

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

(12) A fire drill shall be conducted during hours of operation:

(a) At least monthly; and

(b) Documented.

#### Findings:

General: Based on Interview, that there were no records on site to review in regards to fire drills. These records could not be found during the survey conducted.

### 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 Interview, that there were no records on site to review in regards to earthquake and tornado drills. These records could not be found during the survey conducted.

### Posted Documentation

In Compliance

### Animals

Not In Compliance

### 1175 - 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 Review of Documentation, it was found that there were no permission from parents of children in the Pre-K classroom for their children to be in the presence of the turtle located in the classroom.

Signature of Provider/Representative

Title

Date