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Inspection Report

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| Provider Name: Heartstrings Montessori of First Christian Church Versailles | Provider Information Provider Type: LICENSED TYPE I | CLR No: L383141 |
| Provider Address: 160 Lexington Street, Versailles, KY, 40383 | | Capacity: 35 |
| Owner(s): First Christian Church Versailles, Ky | | Director(s): Lynn, Jennifer Elise |

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| Inspection Type: Renewal Application | Inspection Information | Inspection No: 242266 |
| Date Initiated: 11/06/2017 9:05 AM | Date Concluded: 11/06/2017 11:25 AM | |
| | No. of Children Present: 14 | |

| Inspection Report | |
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| Supervision | In Compliance |
| Staffing Requirements | In Compliance |
| General Administration | Not In Compliance |
| 170 - Notification of Changes | Not In Compliance |
| <p>922 KAR 2:110. Section 6. Reports.</p> <p>(4) Written notification of the following shall be made to the cabinet to allow for approval before implementation:</p> <ul style="list-style-type: none"> (a) Change of ownership; (b) Change of location; (c) Increase in capacity; (d) Change in hours of operation; (e) Change of services in the following categories: <ul style="list-style-type: none"> 1. Infant; 2. Toddler; 3. Preschool-age; 4. School-age; 5. Nontraditional hours; or 6. Transportation; or (f) Addition to the square footage a child-care center's premises. <p>Findings:</p> <p>General: Based on Observation, at the time of the survey there were seven (7) children ages three to seven (3-7) years old in the preschool room. An interview with staff found that the local public school was closed for the day and the child who was seven years old was present because her mother is a staff person at the facility. The facility is not licensed for school age services.</p> | |
| Director Requirements | In Compliance |

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, there was one (1) staff person with a hire date of 8/29/17 who had the results of a criminal records check dated 9/6/17. There was no documentation to verify that the application for the results of the criminal records check was submitted prior to employment or on the date of hire.

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, there was one (1) staff person with a hire date of 8/29/17 who did not have the results of a T.B. test read until 9/6/17. There was an additional staff person with a hire date of 2/28/17 who did not have the results of a T.B. test read until 3/2/17.

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 and a review of ECE-TRIS records, found one (1) staff person hired 3/1/15 who did not have evidence of having completed fifteen (15) hours of training for the 2016-2017 training year nor was there evidence that the staff person had completed one and one-half (1 1/2) hours of pediatric abusive head trauma training. There was an additional staff person with a hire date of 8/9/16 who only had evidence of having completed eleven (11) hours of training for the 2016-2017 training year.

Programming

Not In Compliance

415 - Toddler Combined with Preschool

Not In Compliance

922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.

(3) A toddler may participate in an activity with an older child for more than one (1) hour per day if:

(a) The toddler is in transition to the pre-school age group;

(b) The toddler is twenty-one (21) months or older;

(c) Space for the toddler is available in the preschool-age group;

(d) The staff-to-child ratios and group sizes are maintained based the age of the youngest child;

(e) The center has a procedure for listing a transitioning toddler on attendance records, including a specific day and time the toddler is with either age group; and

(f) The child care center has obtained the signature and approval of the toddler's parent on the toddler's transition plan.

Findings:

General: Based on Observation, at the time of the survey there were seven (7) children ages sixteen-months to two-years-old with six (6) of those children being two-years-old. Interviews with staff found that the sixteen-month-old is enrolled in the classroom with the two-year-old children and stays with the group during all hours of the facility's hours of operation which is 8:00 a.m.-12:00 p.m.. It was also indicated that the child belongs to one (1) of the staff members.

Inspection Report

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, in the preschool room a container of Clorox wipes was observed sitting on the counter by the sink where the children wash their hands. The label on the container indicates to Keep Out of the Reach of Children. The Clorox wipes were accessible to the children.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

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, there was one (1) child enrolled 9/14/17 who did not have evidence of a current immunization certificate on file.

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, there was one (1) child enrolled whose enrollment information did not include a preferred hospital.

Inspection Report

Written Documentation

Not In Compliance

1090 - Policies and Procedures

Not In Compliance

922 KAR 2:110. Section 2. General.

(5) Program policies and procedures shall:

(a) Be in writing; and

(b) Include:

- 1. Staff policies;**
- 2. Job descriptions;**
- 3. An organization chart;**
- 4. Chain of command; and**
- 5. Other procedures necessary to ensure implementation of:**
 - a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;**
 - b. 922 KAR 2:090, Child-care center licensure;**
 - c. 922 KAR 2:120, Child-care center health and safety standards; and**
 - d. This administrative regulation.**

Findings:

General: Based on Review of Documentation, it was found that the documented chain of command was not current and included a staff person no longer employed at the facility.

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, it was found that earthquake and tornado drills are being conducted and documented as one (1) drill and not as two (2) separate drills with the required information documented for each drill.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date