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**Inspection Report**

<b>Provider Name:</b> Wright Steps Academy	<b>Provider Information</b>	<b>CLR No:</b> L383172
<b>Provider Address:</b> 9908 Taylorsville Rd., Louisville, KY, 40299	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 30
<b>Owner(s):</b> The Wright Steps Academy, Inc.		<b>Director(s):</b> Wright, Elisha Jeanne

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 218363
<b>Date Initiated:</b> 01/25/2017 10:30 AM	<b>Date Concluded:</b> 01/25/2017 1:15 PM	
	<b>No. of Children Present:</b> 20	

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>

**275 - Caregiver Alone** **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:**  
**(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;**

**Findings:**

General: Based on Review of Documentation and observation the childcare center failed to maintain employee records in accordance with regulatory requirements. Upon request the staff in charge did not present verification that the criminal records check (CRC) had been completed for the employees with the hire date of 1/11/17 and unknown date. The employees were observed working together, with no other staff member, with eight children in the infant room from 10:40 am to 12:30pm.

<b>Employee Records</b>	<b>Not In Compliance</b>
<b>300 - Background checks/left alone</b>	<b>Not In Compliance</b>

**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 and observation the childcare center failed to maintain employee records in accordance with regulatory requirements. Upon request the staff in charge did not present verification that the criminal records check (CRC) had been completed for the employees with the hire date of 1/11/17 and unknown date. The employees were observed working together, with no other staff member, with eight children in the infant room from 10:40 am to 12:30pm.

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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 interview the childcare center failed to maintain employee's records in accordance with regulatory requirements. Upon request the childcare director did not present verification that the following staff members with the hire dates of 6/29/15, 9/27/13 had completed fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment.

Programming	In Compliance
Premises	In Compliance
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

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 the childcare center failed to maintain children's records in accordance with regulatory requirements. Upon request, the director did not present verification that the records for the children with the enrollment dates of 7/20/15, 2/15/16, 6/22/15, 6/8/15 contained information listing the preferred hospital.

Written Documentation	Not In Compliance
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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 child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request the director did not provide verification that quarterly earthquake and tornado drills were completed in the child care center for 2016.

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 Observation the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request the director did not provide verification that the monthly fire drills for the year of 2016 did contain record of children's names that attended the fire drill.

**Inspection Report**

**Posted Documentation**

**Animals**

**In Compliance**

**Not Applicable**

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Signature of Provider/Representative

Title

Date