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**Inspection Report**

<b>Provider Name:</b> The Wright Steps Academy	<b>Provider Information</b>	<b>CLR No:</b> L383172
<b>Provider Address:</b> 8603 Citadel Way, Louisville, KY, 40220	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 80
<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> 306180
<b>Date Initiated:</b> 02/09/2021 10:27 AM	<b>Date Concluded:</b> 02/09/2021 3:00 PM	
	<b>No. of Children Present:</b> 50	

Inspection Report	
<b>Background Checks</b>	<b>In Compliance</b>
<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>345 - Staff Evaluation</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b> <b>(1) 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: Upon request, a written annual staff evaluation was not presented for review for four (4) staff members with the hire dates; 11/02/2016, 08/02/2017, 03/05/2018 and 07/10/20108	
<b>350 - Health, Safety, Comfort</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b> <b>(1) A director shall:</b> <b>(l) Assure the health, safety, and comfort of each child;</b>	
<b>Findings:</b>	
General: Observation of the men's restroom located off the toddler room revealed an electrical pressure washer machine sitting against a wall, in front of the handwashing sink. Therefore, the machine was accessible to the children.	

**360 - Caregiver Alone**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

**(1) 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 922 KAR 2:280;**

**Findings:**

General: Observation of the school age classroom revealed a staff member with the hire date 01/11/2021 was the sole caregiver for five (5) children, ranging in age from five-years-old to six-years-old. Review of presented staff files revealed the staff member's file did not contain verification of a completed Criminal Records Check (CRC). Upon request the staff member in-charge did not provide documentation for the aforementioned staff member to verify completion of the background check. Observation of the toddler classroom revealed a staff member with the hire date 01/27/2021 was the sole caregiver for six (6) children, all of the children were two-years-old. Review of presented staff files revealed the staff member's file did not contain verification of a completed Criminal Records Check (CRC). Upon request the staff member in-charge did not provide documentation for the aforementioned staff member to verify completion of the background check. Observation of the baby classroom revealed a staff member with the hire date 08/26/2020 was the sole caregiver for five (5) children, ranging in age from six-months-old to twelve-months-old. Review of presented staff files revealed the staff member's file did not contain verification of a completed Criminal Records Check (CRC). Upon request the staff member in-charge did not provide documentation for the aforementioned staff member to verify completion of the background check. Observation of the infant classroom revealed a staff member with the hire date 07/29/2020 was the sole caregiver for three (3) children, ranging in age from four-months-old to six-months-old. Review of presented staff files revealed the staff member's file did not contain verification of a completed Criminal Records Check (CRC). Upon request the staff member in-charge did not provide documentation for the aforementioned staff member to verify completion of the background check.

**Employee Records**

**Not In Compliance**

**390 - Educational Requirements**

**Not In Compliance**

**922 KAR 2:090. Section 11. 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 interview and review of all staff files presented revealed a high school diploma, GED, or Commonwealth Child Care Credential was not presented for review at the time of the survey for one (1) staff member with the hire date 08/26/2020. Interview with staff member in-charge revealed that the staff member graduated in 2020 and has not turned in verification of education.

**400 - CPR/First Aid Coverage**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

**(3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**

- (a) Infant and child cardiopulmonary resuscitation; and**
- (b) Infant and child first aid.**

**(4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**

- (a) Adult cardiopulmonary resuscitation; and**
- (b) First aid.**

**Findings:**

General: Based on interview and review of all presented staff files and a current staff schedule, the child care center did not present verification that at least one (1) staff member was present at the center and had verification of a current certification in cardiopulmonary resuscitation (CPR). Further review of documentation revealed there was no staff member employed at the center with a current certification in cardiopulmonary resuscitation (CPR) on the day of the survey. Based on interview, review of all presented staff files and a current staff schedule, the child care center did not have first aid coverage from 6:00a.m. to 8:00a.m. on the day of the survey.

**410 - Training**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

**(16) 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 cabinet-approved 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 cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**

**Findings:**

General: Interview and review of presented staff files revealed three (3) staff members with the hire dates: 08/26/2020, 07/29/2020 and 07/10/2018, did not complete six (6) hours of cabinet-approved orientation within ninety (90) days of employment. Interview with staff member in-charge revealed she was not able to verify that the orientation training was completed within ninety (90) days of employment for the aforementioned staff members. Review of an ECE TRIS report could not verify that the training had been completed.

**Inspection Report**

**Programming**

**Not In Compliance**

**495 - Bedding/Toys in Crib**

**Not In Compliance**

**922 KAR 2:120. Section 6. Sleeping and Napping Requirements.**

**(3) Rest time shall include adequate space specified by the child's age as follows:**

**(a) For an infant:**

- 3. No loose bedding, such as a bumper or a blanket; and**
- 4. No toys or other items except the infant's pacifier;**

**Findings:**

General: Observation of one (1) crib located in the infant room revealed the crib contained a blanket and a pacifier attached to clip.

**Premises**

**Not In Compliance**

**540 - Premises Requirements**

**Not In Compliance**

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

**(1) The premises shall be:**

- (a) Suitable for the purpose intended;**
- (b) Kept clean and in good repair;**

**Findings:**

General: Observation of the school age room revealed a doorway that did not contain a wooden door frame, but contained chipping paint and drywall; the metal flashing was exposed in some areas. Observation of the ceilings throughout the center revealed multiple vents that contained a collection of dust and debris.

**580 - 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: Observation of the ceiling entering into the toddler room revealed a brown water stain, indicative of water damage. Observation of the ceiling located in the school age room revealed two (2) brown water stains, indicative of water damage. Observation of the two-year-old room ceiling revealed there was one (1) brown water stain on the ceiling, indicative of water damage. Further observation of the two-year-old classroom revealed a brown wall located between the handwashing sink and the restroom that was peeling paint in several areas, exposing the drywall. Observation of the restroom located off of the two-year-old classroom revealed three (3) half walls that separate each toilet that was chipping paint and exposing the drywall under and around the wooden capping.

**Hygienic Practices**

**Not In Compliance**

**685 - 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 of the changing table located in the infant room, the changing pad contained several holes exposing the inside absorbent material. Observation of the changing table located in the toddler room revealed there were two (2) changing pads stacked on top of one another. Observation of the changing table located in the two-year-old room revealed the changing pad contained several holes, the inside absorbent material was exposed.

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**Not In Compliance**

**790 - Crib/Mattress/Sheet**

**Not In Compliance**

**922 KAR 2:120. Section 6. Sleeping and Napping Requirements.**

**(3) Rest time shall include adequate space specified by the child's age as follows:**

**(a) For an infant:**

- 1. An individual non-tiered crib that meets Consumer Product Safety Commission standards established in 16 C.F.R. 1219-1220;**
- 2. A firm crib mattress in good repair with a clean tight-fitted sheet that shall be changed:**
  - a. Weekly; or**
  - b. Immediately if it is soiled or wet;**

**Findings:**

General: Observation of two (2) cribs located in the infant classroom revealed the sheets in two (2) cribs were not tight fitting, as evidenced by excessive material gathered on the side and the top of the mattresses. Observation of two (2) cribs located in the baby room revealed the sheets were not tight fitting, as evidence by excessive material gathered on the side and on top of the mattresses.

Inspection Report

815 - Toys/Furniture

Not In Compliance

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

- (1) All toys 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: Observation of the school-age room revealed a wooden shelf that stored puzzles was chipping white paint. Further observation of the wooden shelf revealed the card board backing was partially attached, leaving a large gap in the back of the shelf. Continued observation of the school-age room revealed a futon couch that revealed the black material was ripped, exposing the wooden structure of the piece of equipment. Observation of the pre-k classroom revealed a child-size rectangle table that was peeling white paint.

820 - 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: Observation of the outside play ground revealed a large climbing structure that was peeling paint and rusted. Continued observation of the climbing structure revealed a set of four steps made of a webbed metal creating a hole design on the steps, the first step was rusted, leaving a large three (3) inch hole with protruding small pointed pieces of rusted metal pointing upward.

Transportation

Not Applicable

Food Service/Food Program

In Compliance

Food Service

Not In Compliance

1015 - Food Service Permit

Not In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

- (2) A child-care center required to have a food service permit shall be in compliance with 902 KAR 45:005 and this administrative regulation.

Findings:

General: Upon request, a current food service permit was not presented for review. The document presented was dated 12/21/2020.

1025 - Refrigerator

Not In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

- (4) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:
  - (a) Have an indicating thermometer or other appropriate temperature measuring device;
  - (b) Be in a safe environment for preservation; and
  - (c) Be forty (40) degrees Fahrenheit or below.

Findings:

General: Observation of the small refrigerator located in the infant room revealed there was not a thermometer located inside the refrigerator to verify the temperature. Therefore, the temperature could not be verified.

1030 - Frozen Food

Not In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

- (5) Frozen food shall be:
  - (a) Kept at a temperature of zero degrees Fahrenheit or below; and
  - (b) Thawed:
    - 1. At refrigerator temperatures;
    - 2. Under cool, potable running water;
    - 3. As part of the cooking process; or
    - 4. By another method in accordance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217.

Findings:

General: Observation of the small black refrigerator / freezer located in the infant room revealed the freezer did not have a thermometer, therefore, the temperature could not be verified. Interview with staff in-charge acknowledged that there was not a thermometer in the freezer in order to verify the temperature inside to be zero (0) or below.

**1070 - Food Protected From Contamination**

**Not In Compliance**

**922 KAR 2:120. Section 9. Food and Meal Requirements.**

- (1) Food shall be:**  
**(h) Protected against contamination from:**
1. Dust;
  2. Flies;
  3. Rodents and other vermin;
  4. Unclean utensils and work surfaces;
  5. Unnecessary handling;
  6. Coughs and sneezes;
  7. Cuts in skin;
  8. Communicable disease;
  9. Flooding;
  10. Drainage; and
  11. Overhead leakage.

**Findings:**

General: Based on observation, upon entering the kitchen a staff member was preparing to serve the lunch meal to four (4) classrooms. The chicken nuggets that were being served were not covered, therefore, the food was not protected from contamination that was being delivered to the classrooms. Continued observation revealed a staff member placed a container of oranges on top of the uncovered chicken nuggets, then the meal was served to the children.

**Children's Records**

**In Compliance**

**Written Documentation**

**Not In Compliance**

**1150 - 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 and 42 U.S.C. 9858c(c)(2)(U).**

**Findings:**

General: Upon request, a current written evacuation plan, that details how the child care center will respond in the event of a fire, natural disaster, or threatening situation that may pose a health or safety hazard for a child in care was not presented for review. The document presented was dated 06/28/2019.

**1155 - Policies and Procedures**

**Not In Compliance**

**922 KAR 2:090. Section 8. General.**

- (4) 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 2:120, Child-care center health and safety standards;
    - c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and
    - d. This administrative regulation.

**Findings:**

General: Upon request, job descriptions and an organizational chart was not present for review.

**1170 - Professional Development**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

- (1) A child-care center shall maintain:**  
**(f) A written annual plan for child-care staff professional development;**

**Findings:**

General: Upon request, the child care center did not present a written annual plan for child care staff professional development for four (4) staff members with the hire dates; 11/02/2016, 08/02/2017, 03/05/2018 and 07/10/2018.

**1190 - Orientation Procedure**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

- (3)(b) The program shall include:**
2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.

**Findings:**

General: Upon request, a written orientation procedure for the child care center was not presented for review.

**Inspection Report**

**Posted Documentation**

**Not In Compliance**

**1210 - Disaster Course of Action**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

**(1) A child-care center shall maintain:**

**(j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;**

**Findings:**

General: Review of presented posted documents revealed the child care center did not have a written plan outlining the course of action in the event of a natural or manmade disaster. The staff in-charge did not present a written plan outlining the course of action in the event of a natural or manmade disaster.

**Animals**

**Not Applicable**

**Emergency Regulation**

**Not In Compliance**

**1260 - Emergency Regulation**

**Not In Compliance**

**922 KAR 2:410E. Emergency Regulation.**

**Due to the current declared public health emergency caused by the Novel Coronavirus Disease (COVID-19), licensed child care centers must operate under Centers for Disease Control and Prevention and public health guidelines, as mandated by 922 KAR 2:410E, to prevent the spread of COVID-19.**

**Findings:**

General: The child care center failed to assure compliance with the requirements specific to the current pandemic as established in 922 KAR 2:410e. The standards established in 922 KAR 2:410e Section 6(3) prohibits the use of machine washable toys. Observation of the infant classroom revealed there was one (1) cloth activity toy mat that was on the floor accessible to the children. Interview with the staff member revealed that each child that uses the cloth toy has their own blanket that is laid on top of the activity mat. The activity mat is not cleaned or sanitized after each use.

In accordance with the requirements established in 922 KAR 2:410e, all staff must complete a mandatory health and safety training specific to the reopening of child care centers during the pandemic. Review of all presented staff files revealed there were four (4) staff files that did not contain verification that the mandatory re-opening training had been completed upon the center's re-opening or ninety days from date of hire for the staff members with the following hire dates; 08/26/2020, 07/29/2020, 07/10/2018 and 11/11/2013. 922 KAR 2:410e requires name based background checks, to include a Criminal Records Check (CRC) and a Child Abuse and Neglect (CAN) check to be requested for all staff members who have been hired since the onset of the current pandemic. Additionally, the results of the required checks must be obtained prior to a new staff member working alone with children, without the direct oversight of an employee who has the required background. Observation of the school age classroom revealed a staff member with the hire date 01/11/2021 was the sole caregiver for five (5) children, ranging in age from five-years-old to six-years-old. Review of presented staff files revealed the staff member's file did not contain verification of a completed Criminal Records Check (CRC). Upon request, the staff member in-charge did not provide documentation for the aforementioned staff member to verify completion of the background check. Observation of the toddler classroom revealed a staff member with the hire date 01/27/2021 was the sole caregiver for six (6) children, all of the children were one-years-old. Review of presented staff files revealed the staff member's file did not contain verification of a completed Criminal Records Check (CRC). Upon request the staff member in-charge did not provide documentation for the aforementioned staff member to verify completion of the background check. Observation of the baby classroom revealed a staff member with the hire date 08/26/2020 was the sole caregiver for five (5) children, ranging in age from six-months-old to twelve-months-old. Review of presented staff files revealed the staff member's file did not contain verification of a completed Criminal Records Check (CRC). Upon request, the staff member in-charge did not provide documentation for the aforementioned staff member to verify completion of the background check. Observation of the infant classroom revealed a staff member with the hire date 07/29/2020 was the sole caregiver for three (3) children, ranging in age from four-months-old to six-months-old. Review of presented staff files revealed the staff member's file did not contain verification of a completed Criminal Records Check (CRC). Upon request, the staff member in-charge did not provide documentation for the aforementioned staff member to verify completion of the background check.

Additionally, observation of a barrier wall separating the two-year-old and the three-year-old classrooms revealed the barrier was not stable and sturdy. The eight (8) feet barrier was made of plastic attached to two (2) 2x4 pieces of wood that were mounted onto two (2) separate walls. Continued observation revealed there was book shelves and child size furniture placed in-front of the plastic temporary wall used to create a secured barrier. Therefore, the temporary plastic wall was not stable and the classroom furniture was used to stabilize the plastic temporary wall.

Signature of Provider/Representative

Title

Date