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**Inspection Report**

<b>Provider Name:</b> Louisa Head Start	<b>Provider Information</b>	<b>CLR No:</b> L352034
<b>Provider Address:</b> 409 W. Pike Street, Louisa, KY, 41230	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 62
<b>Owner(s):</b> Northeast Kentucky Community Action Agency, Inc.		<b>Director(s):</b> Smith, Shawnda

<b>Inspection Type:</b> Investigation	<b>Inspection Information</b>	<b>Inspection No:</b> 321465
<b>Date Initiated:</b> 05/19/2022 10:25 AM	<b>Date Concluded:</b> 05/19/2022 11:50 AM	
	<b>No. of Children Present:</b> 33	

Inspection Report	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>Transportation</b>	<b>Not In Compliance</b>

**975 - Child Unattended** **Not In Compliance**

**922 KAR 2:120. Section 14. Transportation.**  
**(11) A child shall not be left unattended:**  
**(a) At the site of aftercare delivery; or**  
**(b) In a vehicle.**

**Findings:**

General: Based on interview and review of documentation, this regulatory requirement was not met. On 5/16/2022 a 3-year-old child was left unsupervised on a Head Start bus that was parked at Lawrence County High School from approximately 7:50 AM to 8:18 AM. The Head Start bus was parked in the high school parking lot while waiting on the Lawrence County School bus to transport the children to the Louisa Head Start center. Two staff members were in the Head Start bus with the children. The 3-year-old child fell asleep on the Head Start bus while waiting for the big school bus to pick them up. The teachers had seven children to transfer from the small Head Start bus to the big school bus, but only six children were moved to the big bus. The staff indicated that the children were counted, but they were miscounted. After the children were transported to the Head Start center, they noticed that the 3-year-old child was missing, and a staff member went back to the Head Start bus (in the high school parking lot) to locate the child. A staff member stayed with the child until the school bus came back to get the child and transport him to the Head Start Center. The child did not sustain an injury.

**1005 - Children's Transportation Records** **Not In Compliance**

**922 KAR 2:120. Section 14. Transportation.**  
**(17) Transportation services provided shall:**  
**(a) Be recorded in writing and include:**  
**1. The first and last name of the child transported; and**  
**2. The time each child gets on and the time each child gets off;**  
**(b) Be completed by a staff member other than the driver; and**  
**(c) Be kept for five (5) years.**

**Findings:**

General: Based on interview and review of documentation, this regulatory requirement was not met. On 5/16/2022 a staff member did not document the time the children transferred from the small Head Start bus to the large Lawrence County School bus. The time the children got on the Head Start bus was documented, but not the time they transferred from the small bus to the large bus. In addition, based on staff interview, the time documented on 5/16/2022 that the children got on the Head Start bus was documented as 7:12 AM, and it was supposed to be 7:42 AM. The staff member indicated that she had made an error when she documented the times.

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Signature of Provider/Representative

Title

Date