



**Andy Beshear**  
GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES**  
**OFFICE OF INSPECTOR GENERAL**

**Eric Friedlander**  
SECRETARY

**Melissa A. Moore, Director**  
Division of Regulated Child Care  
Northern Branch  
908 W. Broadway, 10-W  
Louisville, KY 40203

**Adam Mather**  
INSPECTOR GENERAL

Phone: (502) 595-5781 Fax: (502) 595-5773  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Rineyville Elementary School Age Child Care	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L355558
<b>Provider Address:</b> 275 Rineyville School Road, Rineyville, KY, 40162		<b>Capacity:</b> 255
<b>Owner(s):</b> Hardin County Board of Education		<b>Director(s):</b> Wood, Amy Danielle

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 246100
<b>Date Initiated:</b> 08/27/2018 2:45 PM	<b>Date Concluded:</b> 08/27/2018 4:20 PM	
	<b>No. of Children Present:</b> 45	

Inspection Report	
Background Checks	Not In Compliance
<b>5 - Background check/left alone/dismissed/relocated</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 3. Implementation and Enforcement.</b>                      (1) A person who is a child care staff member prior to January 1, 2018, shall submit to and complete background checks in accordance with this administrative regulation no later than September 30, 2018.                      (2) A child care staff member hired on or after April 1, 2018, shall:                      (a) Have completed the background checks required in accordance with this administrative regulation and been found to have no disqualifying offense prior to becoming a child care staff member; or                      (b)1. Have submitted to the background checks required in accordance with this administrative regulation;                      2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and                      3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.</p>	
<b>Findings:</b>	
<p>General: Based on review of documentation, interview, and observation, the child care center failed to assure compliance with background check requirements. Upon request, the child care director did not provide verification that a staff member with the hire date of 07/28/2018 had completed the background checks required in accordance with this administrative regulation and found to have no disqualifying offense prior to becoming a child care staff member. The above-mentioned staff member was not observed working alone.</p>	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>Not In Compliance</b>
<b>155 - Liability Insurance</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 6. License Issuance.</b>                      (8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:                      (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;</p>	
<b>Findings:</b>	
<p>General: Based on review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request, the staff in charge did not present verification that the child care center maintained a current copy of liability insurance coverage. Review of the documentation presented revealed the certificate expired 07/01/2017.</p>	

**Inspection Report**

**Director Requirements**

**Not In Compliance**

**340 - Staff Meeting**

**Not In Compliance**

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

**(1) A director shall:**

- (i) Conduct, manage, and document in writing recurring staff meetings;**

**Findings:**

General: Based on review of documentation and interview, the child care center director failed to assure compliance with regulatory requirements. Upon request, the child care director did not present verification that more than one (1) staff meeting had been conducted and documented in writing within the last year.

**Employee Records**

**Not In Compliance**

**385 - Personnel File**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and**
- 5. The results of background checks conducted in accordance with 922 KAR 2:280;**

**Findings:**

General: Based on review of documentation and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request the staff in charge did not provide verification that the employee with the hire date of 07/28/2018 had a personnel file to include: Name, address, date of birth, and date of employment, proof of educational qualifications, Tb test results, and background checks.

**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 review of documentation and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the child care director did not present verification that the record of the employee with the hire date of 07/28/2018 contained a copy of a High school diploma: or a GED or qualifying documentation from a comparable educational entity; or Commonwealth Child Care Credential.

**395 - TB Verification**

**Not In Compliance**

**922 KAR 2:090. Section 11. 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 and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the child care director did not present verification that the records for the employees with the hire dates of 07/28/2018, 02/09/2016, 10/05/2015 and 08/10/2016 contained a current copy of a statement from a health professional that the individual is free of active tuberculosis; or a copy of negative tuberculin results.

**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: Based on review of documentation and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the child care director did not present verification that the record for the employees with the hire dates of 02/09/2016, 08/17/2017, 10/05/2015 and 08/10/2016 contained verification that the employees met the requirement of Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment.

**Programming**

**In Compliance**

**Inspection Report**

**Premises**

**Not In Compliance**

**520 - Inaccessible Items**

**Not In Compliance**

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

**(7) The following shall be inaccessible to a child in care:**

- (a) Toxic cleaning supplies, poisons, and insecticides;**
- (b) Matches, cigarettes, lighters, and flammable liquids; and**
- (c) Personal belongings and medications of staff.**

**Findings:**

General: Based on observation, the child care center failed to maintain the premises in accordance with regulatory requirements. Observation in the gym revealed a staff member's purse on a chair. The purse was open and within reach of the children.

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Food Service/Food Program**

**In Compliance**

**Food Service**

**In Compliance**

**Children's Records**

**In Compliance**

**Written Documentation**

**Not In Compliance**

**1165 - Staff Schedule**

**Not In Compliance**

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

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

- (d) A written schedule of staff working hours;**

**Findings:**

General: Based on review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request, the child care director did not present verification of a current written schedule of staff working hours that included the times the staff began their work time and the times the staff ended the shift.

**Posted Documentation**

**In Compliance**

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date