



**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  
Southern Branch  
116 Commerce Ave  
London, KY 40744

Phone: (606) 330-2030 Fax: (606) 330-2056  
<https://chfs.ky.gov/agencies/os/oig>

**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Danville Montessori School	<b>Provider Information</b>	<b>CLR No:</b> L352121
<b>Provider Address:</b> 411 East Main Street, Danville, KY, 40422	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 74
<b>Owner(s):</b> Danville Montessori School, Inc.		<b>Director(s):</b> Critchfield, Pat Ann

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 318041
<b>Date Initiated:</b> 09/24/2021 11:58 AM	<b>Date Concluded:</b> 09/24/2021 2:48 PM	
	<b>No. of Children Present:</b> 16	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
<b>360 - 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: Based on review of documentation, the personnel files of five (5) staff (5/1/18, 8/12/08, 8/10/16, 8/1/20, and 8/1/20) did not contain annual written performance evaluations. Staff stated the evaluations were not completed since classes were being held virtual. Staff reported they forgot to complete the evaluations.	
Employee Records	Not In Compliance
<b>400 - Educational Requirements</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 11. Staff Requirements.</b> <b>(1) Child-care center staff:</b> <b>(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:</b> <b>1. High school diploma;</b> <b>2. GED or qualifying documentation from a comparable educational entity; or</b> <b>3. Commonwealth Child Care Credential as described in 922 KAR 2:250;</b>	
<b>Findings:</b> General: Based on review of documentation, the personnel file for one (1) staff (DOH: 8/12/08) contained no documentation of education in the form of a high school diploma, GED, or Commonwealth Child Care Credential. Staff stated that she had cleaned out staff files and may have accidentally removed the education document from the file.	
Programming	In Compliance

Inspection Report	
Premises	Not In Compliance
<b>685 - Toilet Room</b>	<b>Not In Compliance</b>
<b>922 KAR 2:120. Section 12. Toilet, Diapering, and Toiletry Requirements.</b> <b>(2) A toilet room shall:</b> <b>(a) 1. Be provided for each gender; or</b> <b>2. A plan shall be implemented to use the same toilet room at separate times;</b> <b>(b) Have a supply of toilet paper; and</b> <b>(c) Be cleaned and disinfected daily.</b>	
<b>Findings:</b> General: Based on observation, during a tour of the restroom in Classroom B, the surveyor found the toilet bowl contained toilet paper and what appeared to be urine inside; therefore, the toilet was not clean.	
<b>Hygienic Practices</b>	<b>In Compliance</b>
<b>First Aid/Medication</b>	<b>In Compliance</b>
<b>Outdoor Play Area</b>	<b>In Compliance</b>
<b>Equipment</b>	<b>In Compliance</b>
<b>Transportation</b>	<b>Not Applicable</b>
<b>Kitchen Requirements</b>	<b>In Compliance</b>
<b>Food Service</b>	<b>In Compliance</b>
<b>Meal Planning/Center Provides Meals</b>	<b>In Compliance</b>
<b>Meal Planning/Center Does Not Provide Meals</b>	<b>In Compliance</b>
<b>Children's Records</b>	<b>Not In Compliance</b>
<b>1250 - Enrollment Information</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 9. Records.</b> <b>(1) A child-care center shall maintain:</b> <b>(b) A written record for each child:</b> <b>1. Completed and signed by the child's parent;</b> <b>2. Retained on file on the first day the child attends the child-care center; and</b> <b>3. To contain:</b> <b>a. Identifying information about the child, which includes, at a minimum, the child's name, address, and date of birth;</b> <b>b. Contact information to enable a person in charge to contact the child's:</b> <b>(i) Parent at the parent's home or place of employment;</b> <b>(ii) Family physician; and</b> <b>(iii) Preferred hospital;</b> <b>c. The name of each person who is designated in writing to pick-up the child;</b> <b>d. The child's general health status and medical history including, if applicable:</b> <b>(i) Allergies;</b> <b>(ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and</b> <b>(iii) Permission from the parent for third-party professional services in the child-care center;</b> <b>e. The name and phone number of each person to be contacted in an emergency involving or impacting the child;</b> <b>f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;</b>	
<b>Findings:</b> General: Based on review of documentation, the surveyor found the following: 1. The file presented for review for two (2) children (DOE: 08/24/21) did not contain the name or telephone number for the family physician. Staff stated the two (2) children are siblings who recently moved to the area; therefore, the children probably did not have a local physician at the time the enrollment paperwork was completed. 2. The file presented for review for two (2) children (DOE: 08/24/21) did not contain the name or telephone number for the preferred hospital. Staff reported the missing hospital information was overlooked when the enrollment paperwork was completed.	
<b>Written Documentation</b>	<b>Not In Compliance</b>
<b>1280 - Professional Development</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 9. Records.</b> <b>(1) A child-care center shall maintain:</b> <b>(f) A written annual plan for child-care staff professional development;</b>	
<b>Findings:</b> General: Based on review of documentation, the staff's (DOH: 8/12/08, 8/10/16, 8/1/20, and 8/1/20) personnel files did not contain a written annual professional development plan; therefore, the surveyor could not determine if a written professional development plan was completed annually. Staff stated the professional development plans were not completed due to classing being held virtually.	
<b>Posted Documentation</b>	<b>In Compliance</b>
<b>Animals</b>	<b>In Compliance</b>

Signature of Provider/Representative

Title

Date