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**Inspection Report**

<b>Provider Name:</b> Plum Tree Montessori School	<b>Provider Information</b>	<b>CLR No:</b> L355731
<b>Provider Address:</b> 436 Plum Springs Road, Bowling Green, KY, 42101	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 102
<b>Owner(s):</b> Plum Tree Educational Services, Inc.		<b>Director(s):</b> Jessie, Michelle Lynn

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 244320
<b>Date Initiated:</b> 05/18/2018 10:25 AM	<b>Date Concluded:</b> 05/18/2018 1:55 PM	
	<b>No. of Children Present:</b> 52	

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></p> <p>(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.</p> <p>(2) A child care staff member hired on or after January 1, 2018, shall:</p> <p>(a) Have 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; or</p> <p>(b) 1. Have submitted to the background checks required in accordance with this administrative regulation;</p> <p>2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and</p> <p>3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.</p>	
<b>Findings:</b>	
General: Based on Review of Documentation, a caregiver hired on 4/30/18, did not have a completed background check on file.	
<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>
<p><b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b></p> <p>(1) A director shall:</p> <p>(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</p>	
<b>Findings:</b>	
General: Based on Review of Documentation, a caregiver hired on 1/5/15, had an evaluation on file dated 7/6/16; a caregiver hired on 10/20/14, had no evaluation on file, and a caregiver hired on 1/5/15, had an evaluation on file dated 3/2/16.	

Inspection Report

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, a caregiver hired on 12/11/17, did not have an out-of-state criminal records check from Japan on file.

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, a caregiver hired on 1/5/15, lacked fourteen (14) hours of training; a caregiver hired on 8/23/10, lacked fourteen (14) hours of training and last completed the Pediatric Abusive Head Trauma Training on 4/2/13; a caregiver hired on 10/20/14, lacked fifteen (15) hours of training and last completed the Pediatric Abusive Head Trauma Training on 9/10/12; two (2) caregivers hired on 1/5/15, and 8/1/05, each lacked eleven (11) hours of training; a caregiver hired on 10/3/15, lacked fourteen (14) hours of training, and a director hired on 8/1/94, lacked ten (10) hours of training.

Programming

In Compliance

Premises

Not In Compliance

560 - Building Requirements

Not In Compliance

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

(5) The building shall be constructed to ensure the:

(a) Building is:

1. Dry;
2. Ventilated; and
3. Well lit, including clean light fixtures that are:
  - a. In good repair in all areas; and
  - b. Shielded or have shatter-proof bulbs installed; and

(b) Following are protected:

1. Windows;
2. Doors;
3. Stoves;
4. Heaters;
5. Furnaces;
6. Pipes; and
7. Stairs.

Findings:

General: Based on Observation, a four (4) bulb light fixture was not shielded or had shatter proof bulbs in two (2) separate restrooms in building #2.

Hygienic Practices

In Compliance

Inspection Report

First Aid/Medication

Not In Compliance

730 - Medication

Not In Compliance

922 KAR 2:120. Section 7. First Aid and Medicine.

- (6) Medication, including refrigerated medication, shall be:
  - (a) Stored in a separate and locked place, out of the reach of a child unless the medication is:
    - 1. A first aid supply and is maintained in accordance with subsection (1) of this section;
    - 2. Diaper cream, sunscreen, or toothpaste. Diaper cream, sunscreen, or toothpaste shall be inaccessible to a child;
    - 3. An epinephrine auto-injector. In accordance with KRS 199.8951:
      - a. An epinephrine auto-injector shall be inaccessible to a child;
      - b. A child-care center shall have at least one person onsite who has received training on the administration of an epinephrine auto-injector if the child-care center maintains an epinephrine auto-injector;
      - c. A child-care center shall seek emergency medical care for a child if an auto-injector is administered to the child; and
      - d. A child-care center shall report to the child's parent and the cabinet in accordance with 922 KAR 2:090, Section 12 if an epinephrine auto-injector is administered to a child; or
    - 4. An emergency or rescue medication for a child in care, such as medication to respond to diabetic or asthmatic condition, as prescribed by the child's physician. Emergency or rescue medication shall be inaccessible to a child in care;
  - (b) Kept in the original bottle; and
  - (c) Properly labeled.
- (7) Medication shall not be given to a child if the medication's expiration date has passed.

Findings:

General: Based on Observation, sunscreen lotions and sprays were in a tote located on a fence on the toddlers' outdoor play area. The tote of sunscreen lotions and sprays were accessible to the children in care. In addition, a bottle of Badger Sunscreen Cream, a can of Babyganics Sunscreen Spray, and a bottle of Bull Frog Sunscreen Spray were not labeled to indicate for whom each were intended. These items were in the tote.

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service/Food Program

In Compliance

Food Service

In Compliance

Children's Records

Not In Compliance

1140 - Enrollment Information

Not In Compliance

922 KAR 2:090. Section 9. 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 a 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 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, a child enrolled on 1/2/18, had no preferred hospital and physician's contact information listed in the enrollment information.

Written Documentation

Not In Compliance

1160 - Daily Attendance Records

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:
  - (c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;

Findings:

General: Based on Observation and review of documentation, fifteen (15) toddlers were present in building #2, but only twelve (12) toddlers had a documented arrival time.

**Inspection Report**

**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: Based on Review of Documentation, a caregiver hired on 1/5/15, had a professional development plan on file dated 7/6/16; two (2) caregivers hired on 10/20/14 and 1/5/15, did not have a professional development plan on file, and the director hired on 8/1/94, did not have a professional development plan on file.

**Posted Documentation**

**In Compliance**

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date