



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
Western Branch
901 B South Main Street
Hopkinsville, KY 42240

Adam Mather
INSPECTOR GENERAL

Phone: (270) 889-6052 Fax: (270) 889-6089
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: Holy Name School Extended Care	Provider Information	License No: L355831
Provider Address: 628 Second Street, Henderson, KY, 42420	Provider Type: LICENSED TYPE I	Capacity: 99
Owner(s): Holy Name School		Director(s): Probus, Elizabeth Antoinette

Inspection Type: Investigation	Inspection Information	Inspection No: 106656
Visit Start Date: 08/01/2014 10:05 AM	Visit End Date: 08/01/2014 12:40 PM	
No. of Children Present:		

Inspection Report

Supervision

5 - Children Supervised

Not In Compliance

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

- (3)(a) Each center shall maintain a child-care program that assures each child will be:**
- 1. Provided with adequate supervision at all times by a qualified staff person who:**
 - a. Ensures the child is within scope of vision and range of voice; or**
 - b. For a school-age child, within scope of vision or range of voice;**

Findings:

General: Based on interviews, two (2), four (4) year old boys left the gym and went to the boys' restroom without staff knowledge at approximately 4:00 p.m. on 07/23/14. The boys' restroom was adjacent to the gym, approximately seven (7) feet away. The supervising caregiver was unaware how long the two (2) boys were gone.



Inspection Report

Staffing Requirements

40 - Ratios and Group Size

Not In Compliance

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

(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:

Age of Children Ratio Maximum Group Size*

Infant

1 staff for 5 children 10

Toddler

1 staff for 6 children 12

Preschool-age 2 to 3 years

1 staff for 10 children 20

Preschool-age 3 to 4 years

1 staff for 12 children 24

Preschool-age 4 to 5 years

1 staff for 14 children 28

School-age 5 to 7 years

1 staff for 15 children 30

School-age 7 and older

1 staff for 25 children

(for before and after school) 30

1 staff for 20 children

(full day of care) 30

*Maximum Group Size shall be applicable only to Type I child-care centers.

Findings:

General: Based on interviews, a caregiver went to the boys' restroom to retrieve two (2) boys at approximately 4:00 p.m. on 7/23/14. This left another caregiver to care for thirteen (13) children, the youngest child three (3) years old.

General Administration

115 - Reports to Cabinet

In Compliance

922 KAR 2:110. Section 6. Reports.

(1) The following shall be reported to the cabinet or designee and other agencies specified in this section within twenty-four (24) hours from the time of discovery:

(a) Communicable disease, which shall also be reported to the local health department pursuant to KRS 214.010;

(b) An accident or injury to a child that requires medical care;

(c) An incident that results in legal action by or against the child-care center that:

1. Affects a child or staff person; or

2. Includes the center's discontinuation or disqualification from a governmental assistance program due to fraud or abuse;

(d) An incident involving fire or other emergency, including a vehicular accident when the center is transporting a child receiving child care services; or

(e) A report of child abuse or neglect that:

1. Has been accepted by the cabinet in accordance with 922 KAR 1:330; and

2. Names a director, employee, volunteer, or person with supervisory or disciplinary control over, or having unsupervised contact with a child in care as the alleged perpetrator.

220 - Person Under Investigation by DCBS

In Compliance

922 KAR 2:110. Section 2. General.

(8) If a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with a child in care is named as the alleged perpetrator in a child abuse or neglect report accepted by the cabinet in accordance with 922 KAR 1:330, the individual shall be removed from direct contact with a child in care:

(a) For the duration of the family-in-need-of-services assessment or investigation; and

(b) Pending completion of the administrative appeal process for a cabinet substantiation of child abuse or neglect in accordance with 922 KAR 1:320 or 922 KAR 1:480.

Director Requirements

250 - Staff Management/Policy Development/Supervision

Not In Compliance

922 KAR 2:110. Section 4. Director Requirements and Responsibilities.

(1) Effective with the adoption of this administrative regulation, a director shall:

(e) Manage the staff in their individual job descriptions;

(f) Develop child-care center plans, policies, and procedures;

(g) Supervise staff conduct to ensure implementation of program policies and procedures;

Findings:

General: Based on interviews, two (2) boys were alone, for an undetermined amount of time, in the boys' restroom located adjacent to the gym. The supervising caregiver was in the gym and was unaware the two (2) boys had left the gym. The supervising caregiver discovered the boys in the boys' restroom, and both boys had their pants down and one boy was licking the other boy's penis. The supervising caregiver was unaware how long the boys were in the restroom. Review of documentation determined the center's policy and procedures stated, "Ordinarily students shall be supervised at all times...it is important to remember that one must be actively engaged in supervising. Engaging in conversations with others, standing in one location, or any activity that distracts one from actively monitoring the students are not considered acceptable practices." Therefore, the supervising caregiver did not implement the center's policies and procedures pertaining to supervision.



265 - Health, Safety, Comfort

Not In Compliance

922 KAR 2:110. Section 4. Director Requirements and Responsibilities.

- (1) Effective with the adoption of this administrative regulation, a director shall:**
(i) Provide for the health, safety, and comfort of each child;

Findings:

General: Based on interviews, two (2), four (4) year old boys were alone in the boys' restroom located adjacent to the gym on 7/23/14. The supervising caregiver was not aware the two (2) boys had left the gym. The supervising caregiver discovered the two (2) boys in the boys' restroom, with their pants down and one boy was licking the other boy's penis. The supervising caregiver was unaware how long the boys were in the boys' restroom.

Children's Records

1075 - Enrollment Information

Not In Compliance

922 KAR 2:110. Section 3. 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 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 situation 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, two (2) children enrolled on 4/29/14 and 5/27/14, did not have a preferred hospital included in their enrollment information.

Written Documentation

1090 - Policies and Procedures

In Compliance

922 KAR 2:110. Section 2. General.

- (5) 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 2:090, Child-care center licensure;
 c. 922 KAR 2:120, Child-care center health and safety standards; and
 d. This administrative regulation.

Signature of
 Provider/Representative

Title

Date

