



**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**

<b>Provider Name:</b> Holy Name School Extended Care	<b>Provider Information</b>	<b>CLR No:</b> L355831
<b>Provider Address:</b> 628 Second Street, Henderson, KY, 42420	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 99
<b>Owner(s):</b> Holy Name Parish Of Henderson, Kentucky		<b>Director(s):</b> Utely, Lois L.

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 216851
<b>Date Initiated:</b> 10/04/2016 8:20 AM	<b>Date Concluded:</b> 10/04/2016 11:15 AM	
	<b>No. of Children Present:</b> 43	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance

**300 - Background checks/left alone** **Not In Compliance**

**922 KAR 2:090. Section 6. License Issuance.**  
**(5) An individual described in subsection (4) of this section shall:**  
**(a) Submit to background checks described in paragraph (b) of this subsection;**  
**(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:**  
**1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**  
**2. Criminal records check required by KRS 199.896(19);**  
**3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and**  
**4. An address check of the Sex Offender Registry; and**  
**(c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.**

**Findings:**

General: Based on review of documentation and interview, a caregiver 09/12/16, and a caregiver hired 09/08/16, each did not have proof a criminal records check and child abuse/neglect check were submitted timely. A caregiver hired 09/06/16, a caregiver hired 08/04/16, and a caregiver hired 08/01/16, each did not have proof a child abuse/neglect check was submitted timely.

**315 - Educational Requirements** **Not In Compliance**

**922 KAR 2:110. Section 5. 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, a caregiver hired 08/01/16, did not have education verification on file.

Inspection Report

320 - TB Verification

Not In Compliance

922 KAR 2:110. Section 5. 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, a caregiver hired 09/12/16, did not have proof a TB skin test or a health professional statement was on file.

340 - Training

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

- (14) 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 1/2) hours of 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 1/2) hours of pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on review of documentation, a caregiver hired 09/02/15, did not have proof she completed one and half (1 1/2) hours of pedatric abusive head trauma training.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

Not In Compliance

595 - Child Personal Care/Handwashing

Not In Compliance

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

- (4) A child shall:
  - (a) Be helped with personal care and cleanliness based upon their developmental skills; and
  - (b) Wash his or her hands with liquid soap and warm running water:
    - 1. a. Upon arrival at the center; or
    - b. Within thirty (30) minutes of arrival for school-age children;
  - 2. Before and after eating or handling food;
  - 3. After toileting or diaper change;
  - 4. After handling animals;
  - 5. After wiping or blowing nose;
  - 6. After touching items soiled with body fluids or wastes; and
  - 7. After outdoor or indoor play time.

Findings:

General: Based on observation, sixteen (16) preschool children used individual wash cloths but did not wash their hands with warm running water and soap after they ate snack.

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service

Not In Compliance

1040 - Same Food

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

- (14) All children should be offered the same food items unless the child's parent or health professional documents a dietary restriction that necessitates an alternative food item for the child.

Findings:

General: Based on observation, review of documentation and interview, one child ate a chocolate cake stick and another child ate chips for their morning snack while the other fourteen (14) children ate a breakfast bar in the preschool room. Review of documentation revealed there was no written documentation from each child's parent/guardian or health professional which indicated a dietary restriction.

**Inspection Report**

**1060 - Snack Requirements**

**Not In Compliance**

**922 KAR 2:120. Section 9. Food and Meal Requirements.**

**(18) A snack shall include two (2) of the following:**

- (a) Milk;**
- (b) Protein;**
- (c) Bread; or**
- (d) 1. Fruit;**
- 2. Vegetable; or**
- 3. 100 percent juice.**

**Findings:**

Based on observation and interview, a child ate chips and milk for her morning snack. This snack did not meet the regulatory snack requirements.

**Children's Records**

**In Compliance**

**Written Documentation**

**In Compliance**

**Posted Documentation**

**Not In Compliance**

**1155 - Posting Requirements**

**Not In Compliance**

**922 KAR 2:110. Section 2. General.**

**(7) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:**

- (a) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;**
- (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;**
- (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;**
- (d) A description of services provided by the child-care center, including:**
  - 1. Current rates for child care; and**
  - 2. Each service charged separately and in addition to the basic rate for child care;**
- (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and**
- (f) Daily schedule.**

**Findings:**

General: Based on review of documentation and interview, the statement of deficiencies/plan of correction was stored in a book in the office and not posted in a conspicuous place available to the public inspection. Also, the information on the Kentucky Consumer Product Safety Program and the program's website were not posted.

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date