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Inspection Report

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

Inspection Type: Renewal Application	Inspection Information	Inspection No: 231646
Date Initiated: 09/18/2017 8:55 AM	Date Concluded: 09/18/2017 12:15 PM	
	No. of Children Present: 27	

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

260 - Staff Evaluation **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:
(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;

Findings:

General: Based on Interview, a caregiver hired 8/4/16, did not have an annual written performance evaluation on file.

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, a caregiver hired 8/14/17, 8/16/17, did not have proof a child abuse/neglect check was submitted timely. Also, a caregiver hired 6/5/17, did not have proof a criminal records check and a child abuse/neglect check were submitted timely.

Inspection Report

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 8/4/16, completed orientation training on 2/20/17, which was not within the first three (3) months of her employment. Caregiver hired 8/5/10, completed twelve (12) hours of annual training; caregiver hired 8/24/15, completed five (5) hours of annual training; two (2) caregivers each hired 8/4/16, completed seven and a half (7.50) hours of annual training; caregiver hired 9/6/16, completed two and a half (2.50) hours of annual training, and caregiver hired 9/12/16, completed four and a half (4.50) hours of training.

Table with 2 columns: Category and Compliance Status. Categories include Programming, Premises, Hygienic Practices, First Aid/Medication, Outdoor Play Area, Equipment, Transportation, Food Service, and 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, a child enrolled 8/8/17, enrollment information did not include contact information to enable the person in charge to contact the child's parent at the home or place of employment, the name of the person in writing to pick up the child, and the name and phone number of each person to be contacted in an emergency situation involving the child.

Written Documentation

Not In Compliance

1105 - Professional Development

Not In Compliance

922 KAR 2:110. Section 3. 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, caregivers hired 8/4/16, 9/12/16, 6/5/17, 9/6/16, 7/29/13 and 8/24/15, did not have a professional development plan on file.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date