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Inspection Report

Provider Name: Kiddie City Childcare LLC	Provider Information	CLR No: L383308
Provider Address: 641 W 9th Street, Covington, KY, 41011	Provider Type: LICENSED TYPE I	Capacity: 25
Owner(s): Kiddie City LLC		Director(s): Simms, Tiffany

Inspection Type: Renewal Application	Inspection Information	Inspection No: 217382
Date Initiated: 11/02/2016 9:35 AM	Date Concluded: 11/02/2016 12:10 PM	
	No. of Children Present: 12	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
75 - Liability Insurance	Not In Compliance
922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;	
Findings:	
General: Based on Review of Documentation, it was found that information regarding the facility's liability insurance was effective 9/17/15 - 9/17/16. There was no other documentation verifying the facility is currently insured. During an interview with the staff person in charge it was indicated that the company has e-mailed her a copy but she was unable to provide the information at the time of the survey.	
Director Requirements	Not In Compliance
255 - Staff Meeting	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) Conduct, manage, and document in writing staff meetings;	
Findings:	
General: Based on Interview, with the staff person in charge it was found that she was unable to find documentation to verify that staff meetings have been conducted.	
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 Review of Documentation, it was found that there were two (2) staff with hire date 9/2/14 who did not have evidence of having an evaluation completed. There was an additional staff person with a hire date of 9/1/15 who did not have evidence of having an evaluation completed.	

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, there was a staff person with a hire date of 10/1/16. At the time of the survey this staff person did not have a personnel file. During an interview with the staff person in charge it was indicated that applications for the results of a criminal records check and child abuse and neglect checks have been submitted. However, there was no documentation to verify these applications had been filled out and submitted. At the time of the survey this staff person was not observed working alone with the children.

310 - Personnel File

Not In Compliance

922 KAR 2:110. Section 3. 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. Written record of training participation to include:**
 - a. The training source;**
 - b. Location;**
 - c. Date; and**
 - d. Number of clock hours completed;**
- 5. Every two (2) years, a:**
 - a. Statement from a health professional that the individual is free of active tuberculosis; or**
 - b. Copy of negative tuberculin results; and**
- 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:**
 - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
 - b. Criminal records check required by KRS 199.896(19);**
 - c. Criminal records check from any previous state of residence completed once if:**
 - (i) The individual resided outside the state of Kentucky in the last five (5) years; and**
 - (ii) No criminal records check has been completed for the individual's previous state of residence; and**
 - d. An address check of the Sex Offender Registry;**

Findings:

General: Based on Review of Documentation, there was one (1) staff person with a hire date of 10/1/16 who did not have a personnel file, therefore the documents required for employment could not be reviewed.

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, there were four (4) staff who had the results of a T.B. skin test on file that exceeds the two (2) year time-frame. In addition there was a staff person present whose hire date was 10/1/16. This staff person did not have a file and did not have the results of a negative T.B. skin test or a statement from a health professional indicating the individual is free from the symptoms of T.B.

335 - Qualified Substitute

Not In Compliance

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

(7) Each qualified substitute staff person shall:

- (a) Meet the staff requirements of this administrative regulation; and**
- (b) Provide the required documentation to verify compliance with this administrative regulation.**

Findings:

General: Based on Review of Documentation, and ECE-Tris records there were two (2) staff listed as substitutes with hire dates of 1/2/15 and 2/1/15 who did not have evidence of having completed orientation training, fifteen (15) hours of training for 2015-2016 and pediatric abusive head trauma training.

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 ½) 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 ½) hours of pediatric abusive head trauma training completed once every five (5) years.**

Findings:

General: Based on Review of Documentation, and ECE-Tris records there were three (3) staff with a hire date of 9/2/14 who had not completed fifteen (15) hours of training for the 2015-2016 training year. There was an additional staff person with a hire date of 9/1/15 who had not completed fifteen (15) hours of training for the 2015-2016 training year. This same staff person did not have evidence of having completed six (6) hours of cabinet-approved orientation training within the first three (3) months of employment. It was also found that there was no documentation to verify that these four (4) staff had completed pediatric abusive head trauma training. There was an additional staff person hired 11/31/5 who did not have evidence of having completed six (6) hours of orientation training.

Programming

Not In Compliance

350 - Program of Activities Followed

Not In Compliance

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

(4) The child-care center shall provide a daily planned program:

- (a) Posted in writing in a conspicuous location with each age group and followed;**
- (b) Of activities that are individualized and developmentally appropriate for each child served;**
- (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and**
- (d) That offers a variety of creative activities including the following:**
 - 1. Art;**
 - 2. Music;**
 - 3. Dramatic play;**
 - 4. Stories and books;**
 - 5. Science;**
 - 6. Block building;**
 - 7. Tactile activity;**
 - 8. Culture;**
 - 9. Indoor or outdoor play in which a child makes use of both small and large muscles;**
 - 10. A balance of active and quiet play, including group and individual activity;**
 - 11. An opportunity for a child to:**
 - a. Have some free choice of activities;**
 - b. If desired, play apart from the group at times;**

Findings:

General: Based on Observation, there was not a planned program of activities posted in the two-year-old room, the infant room and the school age room.

380 - School Age Care

Not In Compliance

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

(9) If school-age care is provided:

- (a) A separate area or room shall be provided in a Type I child-care center; and**
- (b) Each child shall be provided a snack after school.**

Findings:

General: Based on Interview, the staff person in charge indicated there are three (3) school age children enrolled at the facility. During a tour of the room used for school age care the space was very cluttered with car seats, riding toys and various other materials that did not pertain to school age care. The staff person in charge indicated that she cleans the space up before the school age children arrive.

450 - Appropriate Use of Food

Not In Compliance

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

(2) Food shall not be:

- (a) Used for reward;**
- (b) Used for discipline;**
- (c) Withheld until all other foods are consumed; or**
- (d) Served while viewing electronic devices.**

Findings:

General: Based on Observation, at the time of the survey lunch was observed. The children in the preschool room were served their food. However, milk was not given to the children. During an interview with the staff person in charge it was indicated that they wait to give the children their milk after they have eaten a portion of the meal.

Inspection Report

Premises

Not In Compliance

500 - 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. Adequately heated;**
- 3. Ventilated; and**
- 4. Well lit, including clean light fixtures that are:**
 - a. In good repair in all areas; and**
 - b. Shielded or have shattered 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, it was found in both bathrooms the light fixture over the sink had three (3) uncovered lightbulbs that were not shatterproof. In addition there was a large ring of mold on one (1) of the ceiling tiles in the girls' bathroom. There were holes in the wall in both bathrooms where the toilet paper holder had been located. The carpet located in front of the steps leading upstairs was frayed, soiled and stained. The carpet in front of the bathrooms was also soiled and frayed. There was a sticky substance in the carpet in the door way of the two-year-old room. During an interview with the staff person in charge it was found that the sticky substance was maple syrup that had been dropped approximately a week and a half prior. One (1) of the overhead lights in the two (2) year old room was not working. A water stain could be seen in the light cover. The metal edge around the fixture had areas that were rusted.

520 - Floors, Walls, Ceilings

Not In Compliance

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

(9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

Findings:

General: Based on Observation, during a tour of the preschool room there were several areas of chipping and peeling paint on the walls.

Hygienic Practices

Not In Compliance

615 - Training Chair

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(7) If a toilet training chair is used, the chair shall be:

- (a) Used over a surface that is impervious to moisture;**
- (b) Out of reach of other toilets or toilet training chairs;**
- (c) Emptied promptly; and**
- (d) Sanitized after each use.**

Findings:

General: Based on Observation, in the boys' bathroom there was a blue and green potty chair that contained urine.

First Aid/Medication

In Compliance

Outdoor Play Area

Not In Compliance

690 - Playground Conditions

Not In Compliance

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

(20) An outdoor play area shall be:

- (d) Safe from foreseeable hazard;**
- (e) Well drained;**
- (f) Well maintained;**
- (g) In good repair; and**
- (h) Visible to staff at all times.**

Findings:

General: Based on Interview, with the staff person in charge it was found that poison ivy had been found in the fenced outdoor play area at the beginning of the summer. Further interview found that the children have not used the outdoor play area since the end of spring and staff have been walking them to a local park. At the time of the survey an observation of the playground found numerous weeds in the fenced area as well as ivy and small trees growing all over the fence. The staff person in charge stated that the landlord sprayed the area with something to try and get rid of the poison ivy but it didn't work. In addition the wooden deck and steps the children walk on to get to the fenced play area had vines and small trees growing up around the hand railing.

Inspection Report

Equipment

Not In Compliance

730 - Crib/Mattress/Sheet

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

(3) Rest time shall include adequate space specified by the child's age as follows:

(a) For an infant:

- 1. An individual non-tiered crib that meets Consumer Product Safety Commission standards established in 16 C.F.R. 1219-1220;**
- 2. A firm crib mattress in good repair with a clean tight-fitted sheet that shall be changed:**
 - a. Weekly; or**
 - b. Immediately if it is soiled or wet;**

Findings:

General: Based on Observation, there were four (4) cribs that had loosely fitted sheets.

Transportation

Not Applicable

Food Service

Not In Compliance

925 - Food Service Permit

Not In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

(2) A child-care center required to have a food service permit shall be in compliance with 902 KAR 45:005 and this administrative regulation.

Findings:

General: Based on Interview, it was found that lunches come from Bob Evans. However, the food service permit on file at the facility was valid through 12/31/15.

1050 - Menu

Not In Compliance

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

(16) A weekly menu shall be:

- (a) Prepared;**
- (b) Dated;**
- (c) Posted in advance in a conspicuous place;**
- (d) Kept on file for thirty (30) days; and**
- (e) Amended in writing with any substitutions on the day the meal is served.**

Findings:

General: Based on Interview, it was found that the facility provides breakfast and snack as well as lunches that come from Bob Evans. At the time of the survey there was no a menu posted for any of the meals served at the facility.

Children's Records

Not In Compliance

1070 - Immunization

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;

Findings:

General: Based on Review of Documentation, out of ten (10) children's files reviewed there was one (1) child's immunization that contained a date of 7/31/16 as the date it was considered current.

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, out of ten (10) children's files there were three (3) children's files that did not contain all required information as stated in this regulation.

Inspection Report

1080 - Documentation for Off Premise Trip

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(b) A written record for each child:

3. To contain:

g. A permission form for each trip off the premises signed by the child's parent in accordance with 922 KAR 2:120, Section 12;

Findings:

General: Based on Interview, it was found that since the beginning of summer staff have been walking children to a local park for outdoor gross motor play. During an interview with the staff person in charge it was indicated that permission has been obtained from each parent to walk their child to the playground. However, a review of documentation found that the form the facility is using states, "I give my permission for Kiddie City to transport _____ (child's name) for any excursion taken off the property of Kiddie City Childcare". There was no document in the childre's files that referenced the children walking to the park. The staff person in charge was asked about the word transport stated on the document and was reminded that the facility is not licensed for transportation. The staff person in charge indicated they only walk the children to the park.

Written Documentation

Not In Compliance

1085 - Evacuation Plan

Not In Compliance

922 KAR 2:090. Section 5. Evacuation Plan.

(1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895.

Findings:

General: Based on Review of Documentation, it was found that the last documented date that the facility's written evacuation plan was submitted was 9/1/14. During an interview with the staff person in charge it was indicated that a written plan had been submitted to the proper authorities but she did not keep documentation to verify the plan had been submitted.

1095 - Daily Attendance Records

Not In Compliance

922 KAR 2:110. Section 3. 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 Interview, the staff person in charge indicated that another staff person is responsible for keeping track of the children's time of arrival and time of departure each day. A review of documents found that the time each child arrived at the facility on the day of the survey had not been documented. It was also found that the time of arrival and time of departure had not been documented for each child since 10/31/16.

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, it was found that there were three (3) staff with hire dates of 9/2/14 and one (1) staff person with a hire date of 9/1/15 who did not have evidence of having completed a professional development plan.

1115 - Earthquake/Tornado Drills

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;

Findings:

General: Based on Review of Documentation, there was no documentation to verify that quarterly earthquake and tornado drills are being conducted. Therefore the date, time and names of children who participated were not available for review.

1120 - Fire Drills

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;

Findings:

General: Based on Review of Documentation, it was found that there was no documentation to verify a monthly fire drill had been conducted for December 2015. Therefore the date, time and names of children who participated was not available for review.

1140 - Fire Drills

Not In Compliance

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

(12) A fire drill shall be conducted during hours of operation:

(a) At least monthly; and

(b) Documented.

Findings:

General: Based on Review of Documentation, it was found that there was no documentation to verify a monthly fire drill had been conducted for December 2015.

Inspection Report

1145 - Earthquake/Tornado Drills

Not In Compliance

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

(13) An earthquake drill and a tornado drill shall be conducted during hours of operation:

- (a) At least quarterly; and
- (b) Documented.

Findings:

General: Based on Review of Documentation, there was no documentation to verify that quarterly earthquake and tornado drills are being conducted.

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, it was found that a statement of deficiencies issued by the Cabinet for a relicensure survey conducted on 12/4/15 and the facility's plan of correction was not posted. It was also found that a civil penalty issued by the Cabinet on 5/9/16 was not posted.

1160 - Disaster Course of Action

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

- (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;

Findings:

General: Based on Observation, during a tour of the facility a diagram was posted. However, there was not a written plan outlining the course of action in the event of a natural or manmade disaster.

1165 - Daily Activities

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:

- (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;

Findings:

General: Based on Observation in the two-year-old room, the school age room and the infant room a daily schedule was not posted. In addition there was not a planned program of activities posted with dates and times of the activities to be conducted with the children.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date