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Inspection Report

Provider Name: Woodland Elementary School Age Child Care	Provider Information Provider Type: LICENSED TYPE I	CLR No: L355933
Provider Address: 6000 South Woodland Drive, Radcliff, KY, 40160		Capacity: 99
Owner(s): Hardin County Schools		Director(s): Wood, Amy Danielle

Inspection Type: Renewal Application	Inspection Information	Inspection No: 244070
Date Initiated: 04/23/2018 2:05 PM	Date Concluded: 04/23/2018 4:02 PM	
	No. of Children Present: 35	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
345 - Staff Evaluation	Not In Compliance

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.
(1) 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 and interview, the child care center director failed to assure compliance with regulatory requirements. Review of the presented employee records revealed staff members' files with hire dates 9/11/08 and 9/16/14 that did not contain a current annual signed staff evaluation. Upon request, the staff member in charge did not present current signed staff evaluations for the aforementioned staff.

Employee Records	Not In Compliance
390 - Educational Requirements	Not In Compliance

922 KAR 2:090. Section 11. 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, the child care center failed to maintain employee records in accordance with regulatory requirements. Review of the presented employee records revealed a staff member's file with hire date 10/23/17 that did not contain a high school diploma, GED or qualifying documentation from a comparable educational entity. Upon request, the staff member in charge did not present the educational documentation for the staff member at the time of the survey.

Inspection Report

395 - TB Verification

Not In Compliance

922 KAR 2:090. Section 11. 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, the child care center failed to maintain employee records in accordance with regulatory requirements. Review of the presented employee records revealed a staff member's file with hire date 10/21/15 that did not contain a current statement from a health professional that she was free of active tuberculosis. Upon request, the staff member in charge did not present a current statement for the staff member at the time of the survey.

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 and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Review of the presented employee records revealed a staff member's file with hire date 8/29/07 that did not contain documentation to verify current completion of the one and one-half (1 ½) hours of pediatric abusive head trauma training. Upon request, the staff member in charge did not present current documentation for the staff member to verify completion of the one and one-half (1 ½) hours pediatric abusive head trauma at the time of the survey.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
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

1135 - Immunization

Not In Compliance

922 KAR 2:090. Section 9. 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 and interview, the child care center failed to maintain children's records in accordance with regulatory requirements. Review of the presented children's records revealed children's files with enrollment dates 8/1/17 and 8/10/17 that did not contain a current immunization certificate. Upon request, the staff member in charge did not present a current immunization certificate for the children at the time of the survey.

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 and interview, the child care center failed to maintain children's records in accordance with regulatory requirements. Review of the presented children's records revealed children's files with enrollment dates 5/25/17, 8/10/17 and 8/1/17 that did not contain the contact information for the family physician. Continued review of the presented children's records revealed children's files with enrollment dates 2/27/18 and two with the same enrollment date of 8/10/17 that did not contain the name of the family's preferred hospital. Upon request, the staff member in charge did not present the documentation for the aforementioned children at the time of the survey.

Written Documentation

Not In Compliance

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 and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of the presented employee records revealed a staff member's file with hire date 9/11/08 that did not contain a current written signed annual professional development plan. Upon request, the staff member in charge did not present a current written signed professional development plan for the staff member at the time of the survey.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date