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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 Board Of Education		Director(s): Wood, Amy Danielle

Inspection Type: Renewal Application	Inspection Information	Inspection No: 278693
Date Initiated: 04/09/2019 2:35 PM	Date Concluded: 04/09/2019 4:45 PM	
	No. of Children Present: 47	

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

340 - Staff Meeting **Not In Compliance**

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.
(1) A director shall:
(i) Conduct, manage, and document in writing recurring staff meetings;

Findings:

General: Based on interview and review of documentation, the child care center director failed to assure compliance with regulatory requirements. A review of documentation failed to reveal documentation of recurring staff meetings. Documentation also failed to reveal a staff meeting conducted after 01/07/18. Interview with the staff in charge revealed the documentation was not available at the time of the survey.

Employee Records	Not In Compliance
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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 interview and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. A review of staff files failed to reveal negative results from a tuberculin test, or a statement from a health care professional stating the individual is free of tuberculosis, for employees with hire dates of 08/22/18 and 08/28/14. Interview with the staff in charge revealed the documentation was not available at the time of the survey.

400 - CPR/First Aid Coverage

Not In Compliance

922 KAR 2:090. Section 11. Staff Requirements.

- (3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**
- (a) Infant and child cardiopulmonary resuscitation; and**
 - (b) Infant and child first aid.**
- (4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**
- (a) Adult cardiopulmonary resuscitation; and**
 - (b) First aid.**

Findings:

General: Based on interview and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. A review of staff files failed to reveal any staff member with a current First Aid/CPR training. Interview with the staff in charge revealed the documentation was not available at the time of the survey.

405 - Adequate Substitute(s)

Not In Compliance

922 KAR 2:090. Section 11. Staff Requirements.

- (6) Child-care centers shall have available in case of need:**
- (a) One (1) qualified substitute staff person for a Type II child-care center; or**
 - (b) Two (2) qualified substitute staff persons for a Type I child-care center.**
- (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 interview and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. A review of staff records failed to reveal two (2) qualified substitutes meeting the staff requirements. Interview with the staff in charge revealed she did not have available substitutes 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 interview and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. A review of staff files failed to reveal 15 hours of cabinet-approved child care training for staff members with hire dates of: 07/09/10, 08/29/07, and 08/28/14. Interview with the staff in charge revealed the documentation was not available 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 interview and review of documentation, the child care center failed to maintain children's records in accordance with regulatory requirements. A review of children's records revealed a child with an enrollment date of 08/09/18 failed to have a current immunization certificate on file. Interview with the staff in charge revealed the documentation was not available 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 interview and review of documentation, the child care center failed to maintain children's records in accordance with regulatory requirements. A review of children's files revealed children enrolled on 08/09/18, 08/09/18, and 08/09/18 failed to have a written record including the child's physician. Children enrolled on 08/09/18, 08/09/18, 08/09/18, 08/09/18 failed to have information to contact the child's physician. A child enrolled on 08/09/18 failed to have identified contact information regarding the child's preferred hospital. Interview with the staff in charge revealed the documentation was not available at the time of the survey.

Written Documentation

Not In Compliance

1165 - Staff Schedule

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(d) A written schedule of staff working hours;

Findings:

General: Based on interview and review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. A review of documentation failed to reveal an accurate, current staff schedule. Interview with the staff in charge revealed the documentation was not available at the time of the survey.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date