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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: 321826
Date Initiated: 08/25/2022 2:45 PM	Date Concluded: 08/25/2022 5:25 PM	
	No. of Children Present: 37	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
360 - 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, a caregiver hired on 9/11/08, had an evaluation dated 2/22/19. Also, a caregiver hired on 10/25/18, had an evaluation dated 1/4/21.	
Employee Records	Not In Compliance
435 - 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 completed within the first three (3) months of employment in a child-care program; (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment in a child care program, 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 completed between July 1 and the following June 30 of each subsequent year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years. (17) A staff person's compliance with training requirements of this section shall be verified through the cabinet-designated database maintained pursuant to 922 KAR 2:240.	
Findings: General: Based on review of documentation, a caregiver hired on 10/25/18, had twelve (12) hours of training during the subsequent year of employment. A caregiver hired on 9/16/14, had three (3) hours of training during the subsequent year of employment. A caregiver hired on 8/29/07, had nine (9) hours of training during the subsequent year of employment.	
Programming	In Compliance

Inspection Report

Premises

Not In Compliance

565 - Inaccessible Items

Not In Compliance

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

- (7) The following shall be inaccessible to a child in care:**
 - (a) Toxic cleaning supplies, poisons, and insecticides;**
 - (b) Matches, cigarettes, lighters, and flammable liquids; and**
 - (c) Personal belongings and medications of staff.**

Findings:

General: Based on observation, a caregiver's cell phone and white tumbler cup were on a table located in the gym. A caregiver's maroon purse, cellphone, a bag of chips, and a cup were on a table located in the cafeteria. These items were accessible to the children in care.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Kitchen Requirements

In Compliance

Food Service

In Compliance

Meal Planning/Center Provides Meals

Not In Compliance

1220 - Menu

Not In Compliance

922 KAR 2:120. Section 10. Meal Planning Requirements for a Center that Provides Meals.

- (9) 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 observation, the posted snack menu was dated 2021 – 2022 in the cafeteria.

Meal Planning/Center Does Not Provide Meals

Not Applicable

Children's Records

Not In Compliance

1250 - 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, a child enrolled on 8/10/22, did not have the physician's name and phone number in the enrollment information. A child enrolled on 8/10/22, did not include a preferred hospital in the enrollment information. A child enrolled on 8/10/22, did not have the name of a person who was designated, in writing, to pick up the child. Also, the child did not have the name of a person and phone number to be contacted in an emergency involving the child.

Inspection Report

Written Documentation

Not In Compliance

1280 - 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, a caregiver hired on 8/29/07, had a professional development plan on file dated 3/22/18.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date