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**Inspection Report**

<b>Provider Name:</b> Burkesville Head Start	<b>Provider Information</b>	<b>CLR No:</b> L352249
<b>Provider Address:</b> 46 David L Williams St., Burkesville, KY, 42717	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 60
<b>Owner(s):</b> Lake Cumberland Community Action Agency, Inc.		<b>Director(s):</b> Brown, Elizabeth Ellen

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 242286
<b>Date Initiated:</b> 11/28/2017 10:38 AM	<b>Date Concluded:</b> 11/28/2017 12:16 PM	
	<b>No. of Children Present:</b> 47	

<b>Inspection Report</b>	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>In Compliance</b>

Inspection Report

Employee Records

Not In Compliance

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 of the Division of Regulated Child Care's (DRCC) records from the previous year's inspection, it was found that a staff member's (DOH: 1/7/16) file contained appropriate educational documentation. However, based on review of documentation of staff files during the surveyor's visit on 11/28/17, the same staff member's file did not contain proof of a high school diploma, GED or qualifying documentation from a comparable educational entity, or Commonwealth Child Care Credential as described in 922 KAR 2:250. Therefore, the staff member's personnel file was not maintained as required by the regulations.

315 - Educational Requirements

Not In Compliance

922 KAR 2:110. Section 5. 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 of staff files, a staff's (DOH: 9/21/17) file did not contain proof of a high school diploma, GED or qualifying documentation from a comparable educational entity, or Commonwealth Child Care Credential as described in 922 KAR 2:250. Based on interview, the staff in charge stated they have not yet received educational documentation from the staff member.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	In Compliance
Equipment	In Compliance
Transportation	In Compliance
Food Service	In Compliance
Children's Records	In Compliance
Written Documentation	In Compliance
Posted Documentation	In Compliance
Animals	In Compliance

Signature of Provider/Representative

Title

Date