



**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL**

Andy Beshear
Governor

Melissa A. Moore, Director
Division of Regulated Child Care
Eastern Branch
1055 Wellington Way
Lexington, KY 40513
Phone: (859) 246-2301 Fax: (859) 246-2307
<https://chfs.ky.gov/agencies/os/oig>

Eric C. Friedlander
Secretary

Adam Mather
Inspector General

Inspection Report

Provider Name: Edelweiss Academy	Provider Information	CLR No: L383380
Provider Address: 960 Highland Avenue, Fort Thomas, KY, 41075	Provider Type: LICENSED TYPE I	Capacity: 32
Owner(s): Queen B Mini Me LLC		Director(s): Stephens, Kaitlin Nicole

Inspection Type: Renewal Application	Inspection Information	Inspection No: 219573
Date Initiated: 05/04/2017 9:30 AM	Date Concluded: 05/04/2017 11:30 AM	
	No. of Children Present: 24	

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

275 - Caregiver Alone **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:
(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;

Findings:

General: Based on Review of Documentation, a staff person hired 3/14/16 had listed an address in Virginia as a previous residence in the past five (5) years. There was no evidence of a background check from Virginia for the staff person on file in the facility. The staff person was observed alone while supervising three (3) one-year-old children.

Employee Records	Not In Compliance
-------------------------	--------------------------

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, the following was found: 1. A staff person hired 3/14/16 had listed an address in Virginia as a previous residence in the past five (5) years. There was no evidence of a background check from Virginia for the staff person on file in the facility. The staff person was observed alone while supervising three (3) one-year-old children. 2. There was a volunteer present in the Fours & Fives classroom that did not have the results or evidence of the application for a criminal background check or a CA/N check on file in the facility. In an interview with staff it was found that the volunteer had been volunteering at the facility since late 11/1/16.

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, the hire dates for two (2) staff were not indicated in the personnel files presented for review.

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, staff person hired 3/14/15 did not have documentation of negative T.B. results on file in the facility that had been obtained within the past two (2) years.

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 interview, there was documentation for only one (1) substitute on file in the facility. In an interview with the Director it was stated that she was the only substitute on staff at the time of the survey.

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, staff person hired on 3/14/16 did not have documentation of any hours of annual training during the last full year of employment. A review of ECE-TRIS records supports the information found during the survey.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

Inspection Report

First Aid/Medication

Not In Compliance

670 - Medication

Not In Compliance

922 KAR 2:120. Section 7. First Aid and Medicine.

(6) Medication, including refrigerated medication, shall be:

- (a) Stored in a separate and locked place, out of the reach of a child;**
- (b) Kept in the original bottle; and**
- (c) Properly labeled.**

(7) Medication shall not be given to a child if the expiration date on the bottle has passed.

Findings:

General: Based on Observation, there were several bottles of sunscreen being stored in an unlocked filing cabinet in the Director's office.

Outdoor Play Area

Not In Compliance

695 - Protective Surface

Not In Compliance

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

(21) A protective surface shall:

(a) Be provided for outdoor play equipment used to:

- 1. Climb;**
- 2. Swing; and**
- 3. Slide; and**

(b) Have a fall zone equal to the height of the equipment.

Findings:

General: Based on Observation, the following was found: 1. There was a small plastic slide sitting directly on the grass. There was no protective surfacing under the slide. 2. The mulch under the dome-shaped climber was very sparse and non-existent in some areas.

Equipment

In Compliance

Transportation

Not Applicable

Food Service

In Compliance

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, child enrolled 4/1/16 did not have a current immunization certificate on file in the facility.

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, there was no evidence that the facility's Emergency Preparedness Plan had been updated or submitted to the proper authority for review since 2015.

1135 - Orientation Procedure

Not In Compliance

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

(3)(b) The program shall include:

2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.

Findings:

General: Based on Review of Documentation, there was no evidence of an Orientation procedure for staff on file in the facility.

Inspection Report

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 Observation, the statement of deficiencies and plan of correction from the previous re-licensure survey was not posted in the facility.

Animals

Not Applicable

Signature of
Provider/Representative

Title

Date