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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Kiddie Kollege LLC	Provider Information	License No: L383388
Provider Address: 1194 East Armory Road, Brandenburg, KY, 40108	Provider Type: LICENSED TYPE I	Capacity: 40(Bldg 1: 48)
Owner(s): KIDDIE KOLLEGE LLC		Director(s): Winkler, Melissa LeAnn

Inspection Type: Investigation	Inspection Information	Inspection No: 203187
Visit Start Date: 11/12/2015 1:06 PM	Visit End Date: 11/12/2015 2:30 PM	
	No. of Children Present: 17	

Inspection Report

Supervision

5 - Children Supervised

Not In Compliance

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

- (3)(a) Each center shall maintain a child-care program that assures each child will be:
1. Provided with adequate supervision at all times by a qualified staff person who:
 - a. Ensures the child is within scope of vision and range of voice; or
 - b. For a school-age child, within scope of vision or range of voice;

Findings:

General: Based on Observation, and interview, the child care center failed to maintain adequate supervision in accordance with regulatory requirements. Observation revealed four (4) staff members in the lobby/ office of the child care center upon arrival. Observations of the classrooms revealed two (2) of the staff members that had been observed in the lobby/ office area only moments before supervising children. Interview with staff members revealed that twelve (12) children, ages two (2) through four-years-old, were left unsupervised while resting, for an undetermined amount of time until approximately 1:06 p.m. when the surveyor entered the premises.

Staffing Requirements

35 - Adequate Adults/Qualified Staff

In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

- (10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:
- (a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;
 - (b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and
 - (c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.

Inspection Report

Director Requirements

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 Observation, interview and review of records, the child care center director failed to assure compliance with regulatory requirements. Observation revealed two (2) staff members supervising five (5) infants and toddlers at the time of the inspection. Interview with the staff revealed the first staff member, with a hire date of 11/6/15, had just returned from lunch while the second staff member worked alone. Continued interview with the staff revealed the first individual with a hire date of 11/6/15 worked alone with infants and toddlers each morning until a sixth child arrived and then another staff member would assist to maintain ratio. Review of records failed to reveal an employee file for either of the two (2) individuals observed working in the Infant/ Toddler Room. Interview with staff revealed the second individual observed in the Infant/ Toddler Room had an unknown hire date; however, it was determined that the hire date would have been in late August or early September, 2015. An estimated hire date of August 26, 2015 was assigned to the second individual. Interview with the director revealed that the required background checks had been sent, but the completed results had not been returned for either of the individuals that work alone in the Infant/ Toddler Room.

Employee Records

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 Observation, interview and review of records, the child care center failed to maintain employee records in accordance with regulatory requirements. Observation revealed two (2) individuals working with five (5) infants and toddlers at the time of the inspection. Interview with the staff revealed hire dates of 11/6/15 and an unknown hire date which was approximated as late August or early September, 2015. A hire date of 8/26/15 was assigned to the second individual. Review of records failed to reveal employee records for either of the employees observed supervising the infants and toddlers to verify that the individuals had submitted to background checks that had been completed. Interview with the director revealed that the background checks had been submitted; however no documentation was presented to verify submission. Continued interview with the director revealed that the completed background checks had not been returned, but that the employees were scheduled to work without supervision on a daily basis.

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 Observation, interview and review of records, the child care center failed to maintain employee records in accordance with regulatory requirements. Observation in the Infant/ Toddler Room revealed two (2) employees supervising five (5) infants and toddlers at the time of the inspection. Interview with staff revealed hire dates of 11/6/15 and an unknown hire date that was estimated as the end of August or early September. An estimated hire date of August 26, 2015 was assigned to the second employee. Review of employee files failed to reveal personnel files for either individual observed supervising the infants and toddlers. Interview with the director revealed that documentation was not available, including the date of birth, date of employment, proof of educational qualifications, training, negative tuberculin results, results of a criminal records check, a child abuse or neglect check using the central registry and an address check of the Sex Offender Registry.

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, and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Review of employee files failed to reveal documentation to verify that individuals with hire dates of 11/6/15 and an unknown hire date estimated to be around 8/26/15 had completed a GED, High School Diploma or Commonwealth Child Care Credential. Interview with the director revealed that the information was not available for review at the time of the inspection.

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, and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Review of employee files failed to reveal documentation from a health care professional to verify that individuals with hire dates of 11/6/15 and an unknown hire date that was estimated at approximately 8/26/15, were free from active TB at the time of the inspection. Interview with the director revealed that the information had not been obtained and was not available for review.

Premises

515 - Protected Openings

Not In Compliance

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

(8) An opening to the outside shall be effectively protected against the entrance of vermin by:

- (a) Self-closing doors;**
- (b) Closed windows;**
- (c) Screening;**
- (d) Controlled air current; or**
- (e) Other effective means.**

Findings:

General: Based on Observation, and interview, the child care center failed to maintain the premises in accordance with regulatory requirements. Observation of the exterior door in the School Age Room revealed a hole in the lower section of the door that appeared to be the approximate size of a golf ball. Interview with the director revealed that the hole had been reported for repair; however, the repair had not yet taken place.

Written Documentation

1100 - Staff Schedule

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

- (d) A written schedule of staff working hours;**

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 records failed to reveal a staff schedule. Interview with the director revealed a current staff schedule was not available for review as it did not exist. Continued interview with the director revealed a daily schedule was not presented to staff until the evening before the work day as it was based on the number of children that were planning to attend the following day.

Signature of
Provider/Representative

Title

Date