



Andy Beshear  
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES  
OFFICE OF INSPECTOR GENERAL

Eric Friedlander  
SECRETARY

Melissa A. Moore, Director  
Division of Regulated Child Care  
Western Branch  
901 B South Main Street  
Hopkinsville, KY 42240  
Phone: (270) 889-6052 Fax: (270) 889-6089  
<https://chfs.ky.gov/agencies/os/oig>

Adam Mather  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> South Christian Elementary Childcare Services	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L383450
<b>Provider Address:</b> 12340 Herndon-oak Grove Road, Herndon, KY, 42236		<b>Capacity:</b> 99
<b>Owner(s):</b> Christian County Board Of Education		<b>Director(s):</b> Litteral, Terri M

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 216905
<b>Date Initiated:</b> 09/19/2016 2:15 PM	<b>Date Concluded:</b> 09/19/2016 4:00 PM	
	<b>No. of Children Present:</b> 20	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
<b>260 - Staff Evaluation</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b> <b>(1) Effective with the adoption of this administrative regulation, a director shall:</b> <b>(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</b>	
<b>Findings:</b>	
General: Based on Review of Documentation, a staff, hired on 08/07/15, did not have an annual written performance evaluation on file.	
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>315 - Educational Requirements</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 5. Staff Requirements.</b> <b>(1) Child-care center staff:</b> <b>(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:</b> <b>1. High school diploma;</b> <b>2. GED or qualifying documentation from a comparable educational entity; or</b> <b>3. Commonwealth Child Care Credential as described in 922 KAR 2:250;</b>	
<b>Findings:</b>	
General: Based on Review of Documentation, a staff, hired on 09/16/16, did not have education verification on file.	

**Inspection Report**

**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, a staff, hired on 11/13/15, did not complete six (6) hours of cabinet approved orientation.

**Programming**

**In Compliance**

**Premises**

**Not In Compliance**

**480 - Premises Requirements**

**Not In Compliance**

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

- (1) The premises shall be:**
- (a) Suitable for the purpose intended;**
  - (b) Kept clean and in good repair;**

**Findings:**

General: Based on Observation, an accumulation of dust was on the air vent in the boys' and girls' restrooms.

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Food Service**

**In Compliance**

**Children's Records**

**Not In Compliance**

**1075 - Enrollment Information**

**Not In Compliance**

**922 KAR 2:110. Section 3. 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 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 situation 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, first date of attendance on 08/09/16, did not have information on file to enable the person in charge to contact the child's physician. Three (3) children, first date of attendance on 08/09/16, each did not have information on file to enable the person in charge to contact the child's preferred hospital. A child, first date of attendance on 08/09/16, did not have the name of each person who was designated in writing to pick up the child. Two (2) children, first date of attendance on 08/09/16, each did not have authorization by the parent for the child care center to seek emergency medical care for the child in the parent's absence.

**Written Documentation**

**In Compliance**

**Posted Documentation**

**In Compliance**

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date