



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

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Inspection Report

Provider Name: Spencer County Early Head Start	Provider Information	CLR No: L383473
Provider Address: 520 Taylorsville Road, Taylorsville, KY, 40071	Provider Type: LICENSED TYPE I	Capacity: 24(Bldg 1: 24)
Owner(s): Spencer County Board Of Education		Director(s): Berry, Mary Allyson

Inspection Type: Renewal Application	Inspection Information	Inspection No: 218376
Date Initiated: 01/23/2017 8:25 AM	Date Concluded: 01/23/2017 10:05 AM	
	No. of Children Present: 5	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
75 - Liability Insurance	Not In Compliance

922 KAR 2:090. Section 6. License Issuance.

- (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:**
(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;

Findings:

General: Based on Review of Documentation the childcare center failed to maintain written documentation in accordance with regulatory requirements. Upon request the staff in charge did not present for review at the time of the survey that the childcare center maintained a current copy of liability insurance coverage of at least \$100,000 per occurrence. Review of the documentation revealed the insurance had expired in 2016.

Director Requirements	In Compliance
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 and Interview the childcare center failed to maintain employee records in accordance with regulatory requirements. Upon request the staff in charge did not present verification that the child abuse/neglect check (CAN) and criminal records check (CRC) had been completed for the employee with the hire date of 01/03/2017. The employee was not observed working alone.

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 and interview the childcare center failed to maintain employee's records in accordance with regulatory requirements. Upon request the staff in charge did not present verification that the childcare center had maintained a personnel file for the employee with the hire date of 01/03/2017, to include the following: name, address, date of birth, and date of employment, proof of educational qualifications, statement from a health professional that the individual is free of active tuberculosis; or a copy of negative tuberculin results, child abuse or neglect check and a criminal records check. Continued review revealed three (3) additional personnel files were not maintained on-site. Upon request the personnel files were delivered by the central office.

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 childcare center failed to maintain employee records in accordance with regulatory requirements. Upon request the staff in charge did not present verification that the personnel file for the employee with the hire date of 01/03/2017 contained a copy of a High school diploma: or a GED or qualifying documentation from a comparable educational entity; or Commonwealth Child Care Credential as described in 922 KAR 2:250 of educational qualifications.

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. Upon request the staff in charge did not present verification that the employee with the hire date of 01/03/2017 record contained a current copy of a statement from a health professional that the individual is free of active tuberculosis; or a copy of negative tuberculin results.

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

Inspection Report**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 and interview the childcare center failed to maintain children's records in accordance with regulatory requirements. Upon request the staff in charge did not present verification that the following child with the enrollment date of 03/04/2016 had a current Kentucky immunization record. The immunization recorded presented expired on 08/30/2016.

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 and interview, the childcare center failed to maintain children's records in accordance with regulatory requirements. Upon request the staff in charge did not present verification that the records for four (4) of the five (5) files presented contained information listing the preferred hospital. Upon request the staff in charge did not present verification that one (1) child enrolled on 10/31/2016 had maintained an enrollment record.

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 and interview the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request the staff in charge did not present verification that the 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 had been updated and submitted to the local emergency management team within the last year.

Posted Documentation**In Compliance****Animals****Not Applicable**

Signature of
Provider/Representative

Title

Date