



**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 Early Head Start		Director(s): Berry, Mary Allyson

Inspection Type: Renewal Application	Inspection Information	Inspection No: 242875
Date Initiated: 11/29/2017 9:05 AM	Date Concluded: 11/29/2017 11:00 AM	
	No. of Children Present: 9	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
260 - Staff Evaluation	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:

(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;

Findings:

General: Based on review of documentation and interview, the child care center director failed to assure compliance with regulatory requirements. Upon request, the child care director did not present verification of the evaluation assessing the staff persons' interaction with children in care and classroom performance for the employees with the hire dates of 08/01/2016 and 09/12/2016.

Employee Records	Not In Compliance
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 and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the child care director did not present verification that the record of the employee with the hire date of 09/12/2016 had completed new orientation training within the first ninety (90) days of employment. Continued review revealed the above-mentioned staff had not completed Pediatric Head Trauma within the first year of employment. Review of documentation in the ECE-TRIS training system revealed the staff member listed above had not met the requirements.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance

Inspection Report	
Outdoor Play Area	In Compliance
Equipment	In Compliance
Transportation	In Compliance
Food Service	Not In Compliance
1050 - Menu	Not In Compliance
922 KAR 2:120. Section 9. Food and Meal Requirements. (16) A weekly menu shall be: (a) Prepared; (b) Dated; (c) Posted in advance in a conspicuous place; (d) Kept on file for thirty (30) days; and (e) Amended in writing with any substitutions on the day the meal is served.	
Findings: General: Based on review of documentation and interview, the child care center failed to maintain food service in accordance with regulatory requirements. Upon request, the child care director did not present verification that a menu had been completed and posted in a conspicuous place for review.	
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 child care center failed to maintain children's records in accordance with regulatory requirements. Upon request, the child care director did not present verification that the records of the children with the enrollment dates of 02/17/2017, 07/31/2017(2) and 10/17/2017 contained a current immunization record.	
Written Documentation	Not In Compliance
1095 - Daily Attendance Records	Not In Compliance
922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;	
Findings: General: Based on review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. The daily attendance record for the week of 11/27/2017 was verified in advance as evidenced by the signature of the parent or designated person for eight (8) children listed on the DCC -94E form.	
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 review of documentation and interview, the child care center failed to post documentation in accordance with regulatory requirements. Upon request, the child care director did not present verification that the requirement that each statement of deficiency issued by the cabinet during the current licensure year and each plan of correction submitted by the child-care center to the cabinet during the current licensure year was readily accessible for public inspection. Continued review revealed there was no daily schedule posted.	
Animals	Not Applicable

Signature of
Provider/Representative

Title

Date