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**Inspection Report**

<b>Provider Name:</b> Word of Life Christian Academy	<b>Provider Information</b>	<b>CLR No:</b> L383501
<b>Provider Address:</b> 2002 Greenup Street, Covington, KY, 41014	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 31
<b>Owner(s):</b> Word Of Life Christian Fellowship Of Northern Ky., Inc.		<b>Director(s):</b> Miller, Darin

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 244577
<b>Date Initiated:</b> 06/08/2018 9:40 AM	<b>Date Concluded:</b> 06/08/2018 12:50 PM	
	<b>No. of Children Present:</b> 14	

**Inspection Report**

**Background Checks**

**Not In Compliance**

**5 - Background check/left alone/dismissed/relocated**

**Not In Compliance**

**922 KAR 2:280. Section 3. Implementation and Enforcement.**

- (1) A person who is a child care staff member prior to January 1, 2018, shall submit to and complete background checks in accordance with this administrative regulation no later than September 30, 2018.**
- (2) A child care staff member hired on or after January 1, 2018, shall:**
  - (a) Have completed the background checks required in accordance with this administrative regulation and found to have no disqualifying offense prior to becoming a child care staff member; or**
  - (b) 1. Have submitted to the background checks required in accordance with this administrative regulation;**
    - 2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and**
    - 3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.**

**Findings:**

General: Based on Review of Documentation, it was found that the file for an employee hired on 3-5-18 did not contain evidence of submission for or the results of a completed criminal records check, central registry check or Ohio background check. The employee lived in Ohio in 2017. The file contained the original paperwork needed to request the required background checks, however, the documents were not fully completed and had not been submitted. During interview, this employee admitted that she works alone with two and three-year-old children Monday through Friday from 10:00 a.m. until the facility closes at 8:00 p.m. or whenever the last child leaves. Interview with a second staff person confirmed that this employee works alone with children on a regular basis.

**Supervision**

**Not In Compliance**

**90 - 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 ensures the child is:**
    - a. 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, it was found that upon entry to the facility at 9:40 a.m. the only adult present in the facility with the seven (7) children was a volunteer. This individual was alone with the children until a qualified staff person entered the building at 9:50 a.m. therefore the children were not supervised by a qualified staff person for ten (10) minutes. The children ranged in age from eleven months to six-years-old. Interview found that this same volunteer opened the facility by herself at 8:00 a.m. She brought two (2) children that were related to her with her at that time. Other children started arriving at 8:10 a.m. A qualified staff person did not arrive at the facility until 8:25 a.m. therefore the children were not supervised by a qualified staff person for twenty-five (25) minutes.

**120 - Adequate Adults/Qualified Staff**

**Not In Compliance**

**922 KAR 2:090. Section 11. 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.**

**Findings:**

General: Based on Observation, it was found that upon entry to the facility at 9:40 a.m. the only adult in the facility with the seven (7) children was a volunteer. The individual was adamant that she was not a staff person, but someone who just helps out now and then. A qualified staff person arrived at the facility at 9:50 a.m. Both individuals stated that the staff person had gone to the store for a short period of time. During interview, it was found that this volunteer opened the facility at 8:00 a.m. and brought two (2) related children with her. Other children started arriving at 8:10 a.m. The qualified staff person arrived at the facility at 8:25 a.m. Both individuals admitted that the volunteer has opened the facility by herself in the past and that there is another volunteer who sometimes opens the facility. In addition, on the day of the survey, the second qualified staff person did not arrive until 10:07 a.m. The number of qualified staff in the facility from 8:00 a.m. until 10:07 a.m. was not sufficient to ensure proper ratios were maintained.

**125 - Ratios and Group Size**

**Not In Compliance**

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

**(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:**

**Age of Children Ratio Maximum Group Size\***

- Infant**  
**1 staff for 5 children 10**
- Toddler 12 to 24 months**  
**1 staff for 6 children 12**
- Toddler 24 to 36 months**  
**1 staff for 10 children 20**
- Preschool-age 3 to 4 years**  
**1 staff for 12 children 24**
- Preschool-age 4 to 5 years**  
**1 staff for 14 children 28**
- School-age 5 to 7 years**  
**1 staff for 15 children 30**
- School-age 7 and older**  
**1 staff for 25 children**
- (for before and after school) 30**  
**1 staff for 20 children**
- (full day of care) 30**

\*Maximum Group Size shall be applicable only to Type I child-care centers.

**(b) The age of the youngest child in the group shall determine the:**

- 1. Staff-to-child ratio; and**
- 2. Maximum group size.**

**Findings:**

General: Based on Observation, it was found that 1) upon entry to the facility at 9:40 a.m. a volunteer was observed to be alone with seven (7) children ages eleven months to six-years-old until 9:50 a.m. Due to the absence of a qualified staff person, the ratio was zero (0) staff to seven (7) children; 2) this same volunteer was found to have been alone with several children from 8:00 a.m. until 8:25 a.m. the same day. The exact number of children present during this time period could not be determined due to attendance records not being completed; 3) during the survey, it was found that from 10:36 a.m. to 11:23 a.m. the group in the Indoor Gross Motor area consisted of fourteen (14) children ages one to six-years-old. This number is over the maximum group size of twelve (12) children when a one-year-old is present. Two (2) of the younger children were taken to another classroom at 11:23 a.m.

**General Administration**

**Not In Compliance**

**155 - Liability Insurance**

**Not In Compliance**

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

**(8) 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, it was found that a current liability insurance policy was unable to be located. The insurance documentation on file expired in October of 2017.

**160 - Comply with regulations**

**Not In Compliance**

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

**(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:**

- (e) Comply with provisions of this administrative regulation, 922 KAR 2:120, 922 KAR 2:280;**

**Findings:**

General: Based on Observation, interview and document review, it was found that the child care center failed to comply with provisions of 922 KAR 2:090, 922 KAR 2:120 and 922 KAR 2:280. During the relicensure inspection conducted on 6-8-18 numerous regulatory violations were found including, but not limited to, supervision, ratios, group size, first aid and CPR certification, staff working alone with children without background checks, liability insurance, programming, exceeding room capacity and transporting children without being licensed for the service.

**210 - Licensee Responsibility**

**Not In Compliance**

**922 KAR 2:090. Section 8. General.**

**(1) A licensee shall be responsible for the operation of the child-care center pursuant to this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280.**

**Findings:**

General: Based on Observation, interview and document review, it was found that the licensee failed to be responsible for the operation of the childcare center pursuant to 922 KAR 2:090, 922 KAR 2:120 and 922 KAR 2:280. During the relicensure inspection conducted on 6-8-18 numerous regulatory violations were found including, but not limited to, supervision, ratios, group size, first aid and CPR certification, staff working alone with children without background checks, liability insurance, programming, exceeding room capacity and transporting children without being licensed for the service.

**215 - Volunteer/Board Member Compliance**

**Not In Compliance**

**922 KAR 2:090. Section 8. General.**

**(3) A volunteer or board member shall comply with the policies and procedures of the child-care center.**

**Findings:**

General: Based on Observation, a volunteer was found to be alone with children in the facility from 9:40 a.m. until 9:50 a.m. on the day of the survey. Interview found that this volunteer also opened the facility that morning and worked alone with children from 8:00 a.m. until 8:25 a.m. Due to the absence of a qualified staff person, proper ratios and supervision could not be maintained as required by the facility's policies and procedures.

**255 - Notification of Changes**

**Not In Compliance**

**922 KAR 2:090. Section 12. Reports.**

**(4)(a) Written notification of the following shall be:**

**1. Made to the cabinet, in writing, to allow for approval before implementation:**

**a. Change of ownership;**

**b. Change of location;**

**c. Increase in capacity;**

**d. Change in hours of operation;**

**e. Change of services in the following categories:**

**(i) Infant;**

**(ii) Toddler;**

**(iii) Preschool-age;**

**(iv) School-age;**

**(v) Nontraditional hours; or**

**(vi) Transportation; or**

**f. Addition to the square footage of a child-care center's premises;**

**Findings:**

General: Based on Interview, it was found that a volunteer for the facility transports children from the facility to their homes in a maroon minivan. Invoices dated 6-4-18 charging parents for transportation services delivered in May 2018 were also found. This facility is not licensed for transportation services.

**Director Requirements**

**Not In Compliance**

**330 - Regulatory Compliance/Staff in Charge**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

**(1) A director shall:**

**(d) Ensure:**

**1. Compliance with 922 KAR 2:120, 922 KAR 2:280, and this administrative regulation; and**

**2. The designation of one (1) adult staff person in charge to carry out the director's duties if the director is not present in the child-care center during operating hours. The director shall be responsible for the actions of the designee during the director's absence;**

**Findings:**

General: Based on Observation, it was found that there was not an adult staff person designated to carry out the duties of the director present in the facility until 10:07 a.m. The volunteer that was present in the facility was adamant that she was not a person in charge.

**340 - Staff Meeting**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

**(1) A director shall:**

**(i) Conduct, manage, and document in writing recurring staff meetings;**

**Findings:**

General: Based on Review of Documentation, it was found that evidence of documented staff meetings was not able to be located, so therefore was unable to be reviewed.

**345 - Staff Evaluation**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

**(1) 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, it was found that the file for one (1) eligible employee did not contain evidence of an annual evaluation being completed.

**350 - Health, Safety, Comfort**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

**(1) A director shall:**

- (l) Assure the health, safety, and comfort of each child;**

**Findings:**

General: Based on Observation, it was found that 1) there were two (2) uncovered electrical outlets by the cubbies and one (1) uncovered electrical outlet by the color poster in the Four and Five Year Old classroom; 2) in the bathroom used by the older children, a toilet brush was found to be accessible to the children; 3) in the One Year Old classroom there were two (2) uncovered electrical outlets by the corner shelf and one (1) uncovered electrical outlet under the window; 4) a dirty mop was found to be stored on the floor in the hallway outside the Four and Five Year Old classroom; 5) an open storage closet in an area outside the Two and Three Year Old classroom was found to contain the circuit breaker box.

**360 - Caregiver Alone**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

**(1) 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 922 KAR 2:280;**

**Findings:**

General: Based on Interview, it was found that an employee hired on 3-5-18 works alone with two and three-year-old children on a daily basis. The employee reported that she works alone with the children Monday thru Friday from 10:00 a.m. until the facility closes at 8:00 p.m. or the last child is picked up. Interview with a second employee confirmed that this employee works alone with children on a regular basis. The employee hired on 3-5-18 did not have a completed central registry check, criminal records check or Ohio background check on file.

**Employee Records**

**Not In Compliance**

**385 - Personnel File**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and**
- 5. The results of background checks conducted in accordance with 922 KAR 2:280;**

**Findings:**

General: Based on Review of Documentation, it was found that one (1) personnel file did not contain a hire date. The employee's hire date was unable to be determined prior to the end of the inspection.

**390 - Educational Requirements**

**Not In Compliance**

**922 KAR 2:090. Section 11. 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, it was found that the files for employees hired on 3-5-18 and 3-23-18 did not contain evidence of a high school diploma, GED or Commonwealth Childcare Credential.

**395 - TB Verification**

**Not In Compliance**

**922 KAR 2:090. Section 11. 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, it was found that the files for employees hired on 8-22-16 and 3-5-18 did not contain evidence of a current TB skin test or screening. The file for an employee hired on 3-23-18 contained the results of a negative TB skin test that was read on 5-19-18. This date is not prior to date of hire as required by the regulation.

**400 - CPR/First Aid Coverage**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

- (3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**
- (a) Infant and child cardiopulmonary resuscitation; and**
  - (b) Infant and child first aid.**
- (4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**
- (a) Adult cardiopulmonary resuscitation; and**
  - (b) First aid.**

**Findings:**

General: Based on Review of Documentation, it was found that none of the employee files contained evidence of current first aid and cardiopulmonary resuscitation (CPR) certification. The most recent certification on file expired on 8-31-17. The facility is open and has children present Monday thru Friday from 8:00 a.m. until 8:00 p.m.

**405 - Adequate Substitute(s)**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

- (6) Child-care centers shall have available in case of need:**
- (a) One (1) qualified substitute staff person for a Type II child-care center; or**
  - (b) Two (2) qualified substitute staff persons for a Type I child-care center.**
- (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 Interview, it was found that volunteer workers are being utilized as substitutes to care for the children. Only one (1) employee is designated as a substitute.

**410 - Training**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

- (16) 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 cabinet-approved 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 cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**

**Findings:**

General: Based on Review of Documentation, it was found that the file and ECE-TRIS record for an employee hired on 8-22-16 contained evidence of only one and a half hours of additional training being completed during the first year of employment. The file and ECE-TRIS record for an employee hired on 3-5-18 did not contain evidence of the six (6) hour cabinet-approved orientation training being completed.

**Programming**

**Not In Compliance**

**420 - Program of Activities Followed**

**Not In Compliance**

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

- (4) The child-care center shall provide a daily planned program:**
- (a) Posted in writing in a conspicuous location with each age group and followed;**
  - (b) Of activities that are individualized and developmentally appropriate for each child served;**
  - (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and**
  - (d) Unless the child-care center is a before- or after-school program that operates part day or less, that offers a variety of creative activities including the following:**
    - 1. Art or music;**
    - 2. Math or numbers;**
    - 3. Dramatic play;**
    - 4. Stories and books;**
    - 5. Science or nature;**
    - 6. Block building or stacking;**
    - 7. Tactile or sensory activity;**
    - 8. Multi-cultural exposure;**
    - 9. Indoor or outdoor play in which a child makes use of both small and large muscles;**
    - 10. A balance of active and quiet play, including group and individual activity;**
    - 11. An opportunity for a child to:**
      - a. Have some free choice of activities;**
      - b. If desired, play apart from the group at times;**

**Findings:**

General: Based on Observation, it was found that from 8:00 a.m. until 11:23 a.m. there were no structured activities for the children in the Indoor Gross Motor area. The only toys available to the children were nine (9) cars and trucks, one (1) ball, two (2) stand-up walkers, three (3) infant shakers and a dramatic play kitchen with no accessories. The children ranged in age from eleven-months-old to six-years-old. The six-year-old was heard to say that she wanted something to do and that she was bored multiple times.

**430 - Electronic Viewing/Listening Devices**

**Not In Compliance**

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

**(4) The child-care center shall provide a daily planned program:**

**(d) Unless the child-care center is a before- or after-school program that operates part day or less, that offers a variety of creative activities including the following:**

**12. Use of electronic viewing and listening devices if the:**

- a. Material is appropriate to the child using the equipment;**
- b. Material does not include any violence, adult content viewing, or inappropriate language;**
- c. Viewing or individual listening is limited to two (2) hours per day;**
- d. Viewing or listening is discussed with parents prior to viewing or listening; and**
- e. Viewing or listening is designed as an educational tool.**

**(5) A child who does not wish to use the electronic devices during the planned program shall be offered other appropriate activities.**

**Findings:**

General: Based on Observation, it was found that at 10:45 a.m. the children were made to sit on the floor in the Indoor Gross Motor area to watch an educational program on television. Several of the children were not interested in the program, especially the one and two-year-old children. The children were laying down, rolling around on the floor and attempting to get up and leave the group. The children were repeatedly told to sit down and watch TV and were not given alternative activities.

**480 - Infant/Toddler Combined with Older Children**

**Not In Compliance**

**922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.**

**(2) Except in accordance with subsection (3) of this section or Section 2(2)(c) of this administrative regulation, an infant or toddler shall not participate in an activity with an older child for no more than one (1) hour per day.**

**(3) A toddler may participate in an activity with an older child for more than one (1) hour per day if:**

- (a) The toddler is in transition to the pre-school age group;**
- (b) The toddler is thirty-two (32) months or older;**
- (c) Space for the toddler is available in the preschool-age group;**
- (d) The staff-to-child ratios and group sizes are maintained based on the age of the youngest child;**
- (e) The center has a procedure for listing a transitioning toddler on attendance records, including a specific day and time the toddler is with either age group; and**
- (f) The child care center has obtained the signature and approval of the toddler's parent on the toddler's transition plan.**

**Findings:**

General: Based on Observation, it was found that at 9:40 a.m. on the day of the survey, the children in the Indoor Gross Motor area ranged in age from eleven months to six-years-old. Based on interview and a review of the attendance records, the children were combined together from 8:10 a.m. until the infant and one (1) toddler were taken to their classroom at 11:23 a.m. The remaining twelve (12) children ranged in age from one to six-years-old. These children remained combined throughout the remainder of the survey.

**Premises**

**Not In Compliance**

**520 - Inaccessible Items**

**Not In Compliance**

**922 KAR 2:120. Section 3. General Requirements.**

**(7) The following shall be inaccessible to a child in care:**

- (a) Toxic cleaning supplies, poisons, and insecticides;**
- (b) Matches, cigarettes, lighters, and flammable liquids; and**
- (c) Personal belongings and medications of staff.**

**Findings:**

General: Based on Observation, it was found that a bottle of window cleaner, a bottle of Snuggle air freshener and a bottle of Febreze air freshener was being stored on a low shelf in the School Age classroom. A storage room in the area outside the Two and Three Year Old classroom was found to be open. This room was found to contain two (2) cans of enamel paint and a five-gallon bucket of paint. An unlocked storage area just outside the Indoor Gross Motor area was found to contain a can of Raid. A can of paint and a bag of charcoal was found to be stored in a small closet in the Indoor Gross Motor area.

**540 - 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, it was found that the paint on the baseboards, door frames, walls and the center pole of the Indoor Gross Motor area was peeling in multiple places.

**565 - 35 Square Feet per Child**

**Not In Compliance**

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

**(6) Exclusive of the kitchen, bathroom, hallway, and storage area, there shall be a minimum of thirty-five (35) square feet of space per child.**

**Findings:**

General: Based on Observation, it was found that at 11:23 a.m. twelve (12) children ages one to six-years-old were taken to the Four and Five Year Old classroom. This classroom has enough square footage for six (6) children. The group stayed in the classroom until 11:44 a.m.



**580 - Floors, Walls, Ceilings**

**Not In Compliance**

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

**(9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.**

**Findings:**

General: Based on Observation, it was found that 1) the linoleum on the step facings of the steps leading down to the bathroom used by the older children was ripped and peeling; 2) in the bathroom used by the older children, the tile on the floor around both toilets was missing and torn, exposing the concrete subfloor. This area was collecting dirt and debris; 3) the paint and concrete wall behind the toilet in the right-hand stall of the bathroom used by the older children was found to be crumbling; 4) the tiles on the floor by the sink in the bathroom used by the older children were found to be broken; 5) in the Infant classroom, the plastic coating on the foam wall was found to be peeling. The foam wall was also found to be punctured in multiple places; 6) in the bathroom used by the younger children, it was found that the tiles around the toilet were not properly placed, thus exposing the subfloor.

**615 - Indoor Gross Motor Space Requirements**

**Not In Compliance**

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

**(22) If a child-care center does not have access to an outdoor play area, an indoor space shall:**

- (a) Be used as a play area;**
- (b) Have a minimum of sixty (60) square feet per child, separate from and in addition to the thirty-five (35) square feet minimum pursuant to subsection (6) of this section;**
- (c) Include equipment for gross motor skills; and**
- (d) Have a protective surface of at least two (2) inches thick around equipment intended for climbing.**

**Findings:**

General: Based on Observation, it was found that a Step 2 climber/slide combination unit was located on the carpet in the Indoor Gross Motor area. The facility does not have an outdoor play area.

**640 - Toilet Room**

**Not In Compliance**

**922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.**

**(2) A toilet room shall:**

- (a) 1. Be provided for each gender; or**
- 2. A plan shall be implemented to use the same toilet room at separate times;**
- (b) Have a supply of toilet paper; and**
- (c) Be cleaned and disinfected daily.**

**Findings:**

General: Based on Observation, it was found that the low window sill and shelf in the bathroom used by the older children were covered with an accumulation of dirt and crumbled concrete from the wall. During interview with the employees, they stated that they do not clean the bathrooms because it is the responsibility of the church personnel.

**650 - Toilet**

**Not In Compliance**

**922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.**

**(4) Each toilet shall:**

- (a) Be kept in clean condition;**
- (b) Be kept in good repair;**
- (c) Be in a lighted room; and**
- (d) Have ventilation to outside air.**

**Findings:**

General: Based on Observation, it was found that the bases of the toilets in the bathroom used by the older children were covered with debris, hair and a dried yellow substance. The areas under and behind the toilet seats were also covered with debris and a dried yellow substance.

**Hygienic Practices**

**Not In Compliance**

**655 - Child Personal Care/Handwashing**

**Not In Compliance**

**922 KAR 2:120. Section 3. General Requirements.**

**(4) A child shall:**

- (a) Be helped with personal care and cleanliness based upon their developmental skills; and**
- (b) Wash his or her hands with liquid soap and warm running water:**
  - 1. a. Upon arrival at the center; or**
  - b. Within thirty (30) minutes of arrival for school-age children;**
  - 2. Before and after eating or handling food;**
  - 3. After toileting or diaper change;**
  - 4. After handling animals;**
  - 5. After touching an item or an area of the body soiled with body fluids or wastes; and**
  - 6. After outdoor or indoor play time; and**
- (c) Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available in accordance with paragraph (b) of this subsection. The child shall wash the child's hands as soon as practicable once liquid soap and warm running water are available.**

**Findings:**

General: Based on Observation, it was found that at snack time, the children went from sitting on the floor while watching television straight to the tables to eat. Their hands were not washed prior to being served snack. In addition, when the children were finished eating, they were permitted to return to the floor to play. Their hands were not washed after eating snack.

**660 - Staff Hygiene/Handwashing**

**Not In Compliance**

**922 KAR 2:120. Section 3. General Requirements.**

**(5) Staff shall:**

- (a) Maintain personal cleanliness;**
- (b) Conform to hygienic practices while on duty;**
- (c) Wash their hands with liquid soap and running water:**

- 1. Upon arrival at the center;**
- 2. After toileting or assisting a child in toileting;**
- 3. Before and after diapering each child;**
- 4. After wiping or blowing a child's or own nose;**
- 5. After handling animals;**
- 6. After caring for a sick child;**
- 7. Before and after feeding a child or eating;**
- 8. Before dispensing medication;**
- 9. After smoking or vaping; and**
- 10. If possible, before administering first aid; and**

**(d) Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available in accordance with paragraph (c) of this subsection. The staff shall wash the staff's hands as soon as practicable once liquid soap and warm running water are available.**

**Findings:**

General: Based on Observation, it was found that the staff did not wash their hands prior to serving snack to the children. One (1) staff person wore gloves, but did not wash her hands prior to serving the children. It was also observed that a staff person did not wash her hands prior to feeding baby food to a child. In addition, it was found that a staff person did not wash her hands prior to changing a child's diaper.

**685 - Diaper Changing Area/Surface**

**Not In Compliance**

**922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.**

**(10) When a child is diapered, the child shall:**

**(b) Be placed on a surface that is:**

- 1. Clean;**
- 2. Padded;**
- 3. Free of holes, rips, tears, or other damage;**
- 4. Nonabsorbent;**
- 5. Easily cleaned; and**
- 6. Free of any items not used for diaper changing.**

**Findings:**

General: Based on Observation, it was found that there was an eleven (11) inch tear in the infant changing pad. The foam pad was exposed.

**710 - Toy Sanitation Procedure**

**Not In Compliance**

**922 KAR 2:120. Section 11. Toys and Furnishings.**

**(4) A toy or another item that is considered a mouth contact surface by a child not toilet trained shall be sanitized daily by:**

- (a)1. Scrubbing in warm, soapy water using a brush to reach into crevices;**
- 2. Rinsing in clean water;**
- 3. Submerging in a sanitizing solution for at least two (2) minutes; and**
- 4. Air dried; or**
- (b) Cleaning in a dishwasher if the toy or other item is dishwasher safe.**

**Findings:**

General: Based on Interview, it was found that the mouth contact toys in the Infant and Toddler classrooms are sprayed with bleach water at the end of each day. This procedure does not meet the requirements of the regulation.

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**Not Applicable**

**Equipment**

**Not In Compliance**

**775 - Sufficient Appropriate Equipment**

**Not In Compliance**

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

**(28) A child-care center shall have enough toys, play apparatus, and developmentally appropriate materials to provide each child with a variety of activities during the day, as specified in Section 2 of this administrative regulation.**

**Findings:**

General: Based on Observation, it was found that from 8:00 a.m. until 11:23 a.m., the fourteen (14) children in the Indoor Gross Motor area had only nine (9) cars and trucks, one (1) ball, two (2) stand-up walkers, three (3) infant shakers and a dramatic play kitchen with no accessories to play with. The children ranged in age from eleven-months-old to six-years-old. The six-year-old was heard to say that she wanted something to do and that she was bored multiple times.



Inspection Report

815 - Toys/Furniture

Not In Compliance

922 KAR 2:120. Section 11. Toys and Furnishings.

- (1) All toys and furniture contacted by a child shall be:
  - (a) Kept clean and in good repair; and
  - (b) Free of peeling, flaking, or chalking paint.

Findings:

General: Based on Observation, it was found that the paint on a bookcase in the Toddler classroom was peeling.

Transportation

Not Applicable

Food Service/Food Program

Not In Compliance

985 - Breakfast Requirements

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

- (17) Breakfast shall include:
  - (a) Milk;
  - (b) Bread; and
  - (c) 1. Fruit;
  - 2. Vegetable; or
  - 3. 100 percent juice.

Findings:

General: Based on Review of Documentation, it was found that the breakfast menu lists cereal and milk to be served daily. A fruit, vegetable or 100% juice is not listed.

Food Service

Not In Compliance

1000 - Bottle Feeding

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

- (11) While bottle feeding a child, the:
  - (a) Child shall be held; and
  - (b) Bottle or beverage container shall not be:
    - 1. Propped;
    - 2. Left in the mouth of a sleeping child; or
    - 3. Heated in a microwave.

Findings:

General: Based on Observation, it was found that upon entry to the facility, an eleven-month-old child was cruising around the indoor gross motor area in a walker while drinking from a bottle. Later during the survey, this same child was observed to be sitting in a bouncy seat while drinking a bottle.

1050 - Bottles

Not In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

- (9) Bottles shall be:
  - (a) Individually labeled;
  - (b) Promptly refrigerated;
  - (c) Covered when not in use; and
  - (d) Consumed within one (1) hour of being heated or removed from the refrigerator.

Findings:

General: Based on Observation, it was found that there were two (2) unlabeled bottles in the refrigerator.

1060 - Food From Approved Source

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

- (1) Food shall be:
  - (e) Obtained from a source that is in compliance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217;
  - (f) Acceptable if from an established commercial food store;

Findings:

General: Based on Review of Documentation, it was found that the facility gets most of the food for the children catered from Distinctive Dining Solutions. The facility did not have evidence of a current food service permit on file for this business.

1130 - 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 Observation, it was found that the posted menu was not dated.

**Inspection Report**

**Children's Records**

**Not In Compliance**

**1135 - Immunization**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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, it was found that two (2) children's files out of fourteen (14) children's files reviewed did not contain evidence of an immunization certificate. Five (5) children's files contained immunization certificates that did not have an expiration date noted on them. Five (5) children's files contained immunization certificates that were no longer current.

**1140 - Enrollment Information**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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 a 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 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, it was found that one (1) child's file out of fourteen (14) children's files reviewed did not contain a physician's name and telephone number. Three (3) children present at the facility during the relicensure inspection did not have enrollment packets, therefore no information was available.

**Written Documentation**

**Not In Compliance**

**1150 - 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 and 42 U.S.C. 9858c(c)(2)(U).**

**Findings:**

General: Based on Review of Documentation, it was found that during the survey, the emergency preparedness plan was unable to be located and therefore could not be reviewed.

**1155 - Policies and Procedures**

**Not In Compliance**

**922 KAR 2:090. Section 8. General.**

**(4) Program policies and procedures shall:**

**(a) Be in writing; and**

**(b) Include:**

**1. Staff policies;**

**2. Job descriptions;**

**3. An organization chart;**

**4. Chain of command; and**

**5. Other procedures necessary to ensure implementation of:**

**a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;**

**b. 922 KAR 2:120, Child-care center health and safety standards;**

**c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and**

**d. This administrative regulation.**

**Findings:**

General: Based on Review of Documentation, it was found that the facility did not have evidence of job descriptions available for review. In addition, the organizational chart/chain of command on file was not up to date. The document included individuals who were no longer employed by the facility.

**1160 - Daily Attendance Records**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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, it was found that on 6-7-18 there were twenty (20) children not signed out of the facility. On 6-8-18, only two (2) of the fourteen (14) children present were signed in.

**1165 - Staff Schedule**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**  
**(1) A child-care center shall maintain:**  
**(d) A written schedule of staff working hours;**

**Findings:**

General: Based on Review of Documentation, it was found that a staff schedule was not able to be located and therefore was unavailable for review.

**1170 - Professional Development**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**  
**(1) A child-care center shall maintain:**  
**(f) A written annual plan for child-care staff professional development;**

**Findings:**

General: Based on Review of Documentation, it was found that the files for two (2) eligible employees did not contain evidence of annual professional development plans being completed.

**1175 - Earthquake/Tornado/Fire Drills**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**  
**(1) A child-care center shall maintain:**  
**(h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;**  
**(i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;**

**Findings:**

General: Based on Review of Documentation, it was found that the fire, earthquake and tornado drill documentation did not include a roster of the names of the children who participated.

**1190 - 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, it was found that the facility did not have a policy or procedure stating that the procedures taught at the six (6) hour cabinet-approved orientation training will be implemented at the facility.

**1195 - Fire Drills**

**Not In Compliance**

**922 KAR 2:120. Section 3. General Requirements.**  
**(12) A fire drill shall be conducted during hours of operation:**  
**(a) At least monthly; and**  
**(b) Documented.**  
**(13) An earthquake drill and a tornado drill shall be:**  
**(a) Conducted during hours of operation at least quarterly; and**  
**(b) Documented.**

**Findings:**

General: Based on Review of Documentation, it was found that the fire drill documentation did not contain evidence of drills being conducted during the months of April and May of 2018. The earthquake drill documentation did not include evidence of a drill being conducted during the first quarter of 2018.

**Inspection Report**

**Posted Documentation**

**Not In Compliance**

**1200 - Posting Requirements**

**Not In Compliance**

**922 KAR 2:090. Section 8. General.**

**(6) 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) The provider's preliminary or regular license;**
- (b) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;**
- (c) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;**
- (d) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;**
- (e) 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;**
- (f) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and**
- (g) Daily planned program.**

**Findings:**

General: Based on Observation, it was found that a daily schedule was not posted in the Toddler classroom.

**1215 - Daily Activities**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

**(1) A director shall:**

- (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;**

**Findings:**

General: Based on Observation, it was found that a dated schedule of daily activities was not posted in any of the classrooms.

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date