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Inspection Report

Provider Name: Dunville Childcare adn Early Learning Center	Provider Information Provider Type: LICENSED TYPE I	CLR No: L383545
Provider Address: 11000 S. Hwy 127, Dunnville, KY, 42528		Capacity: 81(Bldg 1: 81;Bldg 2: 81) 59
Owner(s): Dunnville Christian Church, Inc.		Director(s): Loper, Heather A

Inspection Type: Initial Application	Inspection Information	Inspection No: 216713
Date Initiated: 09/01/2016 9:45 AM	Date Concluded: 09/01/2016 1:00 PM	
	No. of Children Present:	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	Discussed
General Administration	In Compliance
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 following was found:

1. There were five (5) employee files (DOH: 8/25/16 for all) presented for review that did not contain criminal records back ground check results. The director reported the background checks had been submitted and provided documentation for the surveyor to review which confirmed that the criminal records background checks were submitted by mail on 8/31/16. The criminal records background check for all five (5) employees were; therefore, not submitted on or before the employees date of hire as required by regulations.
2. There was one (1) volunteer file (Start Date: 8/25/16) presented for review that did not contain criminal records back ground check results. The director reported that the background check had been submitted and provided documentation for the surveyor to review which confirmed that the criminal records background check was submitted by mail on 8/31/16. The criminal records background check for the volunteer was; therefore, not submitted on or before the employees date of hire as required by regulations.

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 surveyor found that five (5) employee files (DOH: 8/25/16 for all) presented for review did not contain any documentation which provided the employees dates of birth. The director stated that she was still in the process of compiling all of the documentation needed for the employee files.

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 surveyor found that five (5) employee files (DOH: 8/25/16 for all) presented for review did not contain verification of a High School Diploma, GED, or Commonwealth Child Care Credential. The director stated that she was still in the process of compiling all of the needed information for the employee files including proof of education.

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 surveyor found that five (5) employee files (DOH: 8/25/16 for all) presented for review did not contain a copy of a negative tuberculin result or a statement from a health professional that the individuals are free of active tuberculosis. Upon interview, the director stated that the five (5) employees had been informed to obtain a tuberculin test.

330 - Adequate Substitute(s)

Not In Compliance

922 KAR 2:110. Section 5. 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.**

Findings:

General: Based on review of documentation and interview, the surveyor found that the Type 1 child care center does not have two (2) qualified substitute staff persons available in the case of need. The surveyor found that the two (2) persons identified as substitutes (DOH: 8/25/16) do not meet the staff requirements of this administrative regulation for a Type 1 center based on a lack of proof of education and negative tuberculin skin test results.

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

(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 review of documentation and interview, the surveyor found that the Type 1 child care center does not have two (2) qualified substitute staff persons available in the case of need. The surveyor found that the two (2) persons identified as substitutes (DOH: 8/25/16) do not meet the staff requirements of this administrative regulation for a Type 1 center based on a lack of proof of education and negative tuberculin skin test 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

Not Applicable

Food Service

In Compliance

Children's Records

Discussed

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date