



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

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**Inspection Report**

<b>Provider Name:</b> Oak Tree Academy	<b>Provider Information</b>	<b>CLR No:</b> L383619
<b>Provider Address:</b> 59 Main Street, Whitesburg, KY, 41858	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 28
<b>Owner(s):</b> Oak Tree Academy Incorporated		<b>Director(s):</b> Ratliff, Terri Lynn

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 244509
<b>Date Initiated:</b> 08/27/2018 11:14 AM	<b>Date Concluded:</b> 08/27/2018 1:44 PM	
	<b>No. of Children Present:</b> 14	

<b>Inspection Report</b>	
<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>In Compliance</b>
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>390 - Educational Requirements</b>	<b>Not In Compliance</b>

**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, a staff file (DOH: 10/09/17) did not contain documentation of education.

**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 review of documentation, the surveyor found that the two (2) persons identified as substitutes do not meet the staff requirements of this administrative regulation for a Type 1 center based on lack of cabinet-approved early care and education annual training hours.

**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 of staff files and ECE-TRIS, the surveyor found the following:

1. A staff member (DOH: 02/27/17) last completed the one and one-half (1 ½) hours of pediatric abusive head trauma training on 02/21/13. A review of the staff member's file and a review of ECE-TRIS found no additional PAHT training; therefore, the PAHT training is not being completed every five (5) years.
2. A staff member (DOH: 02/06/17) last completed the one and one-half (1 ½) hours of pediatric abusive head trauma training on 02/21/13. A review of the staff member's file and a review of ECE-TRIS found no additional PAHT training; therefore, the PAHT training is not being completed every five (5) years.
3. A staff member (DOH: 02/22/17) last completed the one and one-half (1 ½) hours of pediatric abusive head trauma training on 02/21/13. A review of the staff member's file and a review of ECE-TRIS found no additional PAHT training; therefore, the PAHT training is not being completed every five (5) years.
4. A staff member (DOH: 01/27/17) had obtained only nine (9) hours of cabinet-approved early care and education training.
5. A staff member (DOH: 02/06/17) had obtained only four (4) hours of cabinet-approved early care and education training.
6. A staff member (DOH: 02/22/17) had obtained only eight (8) hours of cabinet-approved early care and education training.

**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/Food Program**

**In Compliance**

**Food Service**

**In Compliance**

**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, the most recent immunization certificate presented for surveyor review for one (1) child (DOE: 08/31/17) was no longer current after 07/15/18.

**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, the following issues were found:

1. A child's (DOE: 07/12/18) record presented for review did not contain complete preferred hospital contact information required in the event of an emergency.
2. A child's (DOE: 08/11/17) record presented for review did not contain complete preferred hospital contact information required in the event of an emergency.
3. A child's (DOE: 08/11/17) record presented for review did not contain complete preferred hospital contact information required in the event of an emergency.
4. A child's (DOE: 01/05/18) record presented for review did not contain complete preferred hospital contact information required in the event of an emergency.
5. A child's (DOE: 08/31/17) record presented for review did not contain complete preferred hospital contact information required in the event of an emergency.
6. A child's (DOE: 07/09/17) record presented for review did not contain complete preferred hospital contact information required in the event of an emergency.

**Written Documentation**

**In Compliance**

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

Signature of  
Provider/Representative

Title

Date