



**Andy Beshear**  
GOVERNOR

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

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**Eric Friedlander**  
SECRETARY

**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Methodist Little Learners Preschool	<b>Provider Information</b>	<b>CLR No:</b> L356470
<b>Provider Address:</b> 204 South Main, Winchester, KY, 40391	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 49
<b>Owner(s):</b> Winchester First United Methodist Church, Inc.		<b>Director(s):</b> Gillespie, Tracy

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 244612
<b>Date Initiated:</b> 04/11/2018 9:40 AM	<b>Date Concluded:</b> 04/11/2018 10:35 AM	
	<b>No. of Children Present:</b> 11	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance
<b>385 - Personnel File</b>	<b>Not In Compliance</b>

**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 and interview, this regulatory requirement was not met. One (1) staff file (hire date: 8/1/16) did not contain evidence or results of the criminal records check. The staff person in charge stated that this documentation must have been misplaced.

**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 and interview, this regulatory requirement was not met. One (1) staff person (hire date: 8/25/17) did not have educational documentation on file. The staff person in charge stated during interview, "This document has been ordered, but we haven't received it yet".

**Programming**

**In Compliance**

Inspection Report		
Premises	Not In Compliance	
525 - Items Accessible Only During Activity	Not In Compliance	
<p><b>922 KAR 2:120. Section 3. General Requirements.</b></p> <p><b>(8) The following shall be inaccessible to a child in care unless under direct supervision and part of planned program of instruction:</b></p> <p>(a) Knives and sharp objects;</p> <p>(b) Litter and rubbish;</p> <p>(c) Bar soap; and</p> <p>(d) Plastic bags not used for personal belongings.</p>		
<p><b>Findings:</b></p> <p>General: Based on Observation, this regulatory requirement was not met. During a tour of the three (3) year old classroom the surveyor observed two (2) pair of adult scissors, approximately twenty (20) push pins and a staple remover being stored in the top drawer of the teacher's desk. The drawer was unlocked; therefore, these items were accessible to the children.</p>		
	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	In Compliance
	Written Documentation	In Compliance
	Posted Documentation	In Compliance
	Animals	In Compliance

Signature of Provider/Representative

Title

Date