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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: New Highland Elementary School Age Child Care Provider Address: 110 W. A. Jenkins Road, Elizabethtown, KY, 42701 Owner(s): Hardin County Board Of Education	Provider Information Provider Type: LICENSED TYPE I	CLR No: L356534 Capacity: 80 Director(s): Wood, Amy Danielle
Inspection Type: Renewal Application Date Initiated: 11/14/2016 4:00 PM	Inspection Information Date Concluded: 11/14/2016 5:50 PM No. of Children Present: 43	Inspection No: 217271

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
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. Review of presented staff files revealed a staff member with the hire date 10/31/00 did not complete Fifteen (15) hours of cabinet-approved early care and education training. Review of the ECE TRIS report verified the training hours were not completed. Interview with the staff in charge revealed she was unable to locate the documents at the time of the survey.	

Inspection Report**Programming****Not In Compliance****350 - 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) That offers a variety of creative activities including the following:**
 - 1. Art;**
 - 2. Music;**
 - 3. Dramatic play;**
 - 4. Stories and books;**
 - 5. Science;**
 - 6. Block building;**
 - 7. Tactile activity;**
 - 8. Culture;**
 - 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 Review of Documentation, and interview, the child care center failed to comply with regulatory programming requirements. Review of documentation revealed the child care center did not present a daily planned program, posted in writing in a conspicuous location. Interview with a staff member revealed she was unable to locate the document at the time of the survey.

Premises**In Compliance****Hygienic Practices****In Compliance****First Aid/Medication****In Compliance****Outdoor Play Area****Not In Compliance****690 - Playground Conditions****Not In Compliance****922 KAR 2:120. Section 4. Premises Requirements.****(20) An outdoor play area shall be:**

- (d) Safe from foreseeable hazard;**
- (e) Well drained;**
- (f) Well maintained;**
- (g) In good repair; and**
- (h) Visible to staff at all times.**

Findings:

General: Based on Observation, the child care center failed to maintain an outdoor play area in accordance with regulatory requirements. Observation of the playground revealed a wooden play apparatus with a broken blue handle protruding in the area where children were playing. Continued observation of the playground revealed metal pegs in the black edging that were raised which created a tripping hazard for children.

Equipment**In Compliance****Transportation****Not Applicable****Food Service****In Compliance**

Inspection Report	
Children's Records	Not In Compliance
1075 - Enrollment Information	Not In Compliance
922 KAR 2:110. Section 3. 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 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 situation 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, and interview, the child care center failed to maintain children's records in accordance with regulatory requirements. Review of ten (10) children's files revealed the following: 1. Seven (7) files did not contain authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence, 2. One (1) file did not contain the child's family physician. Interview with the staff in charge revealed she was unable to locate the documentation at the time of the survey.	
Written Documentation	Not In Compliance
1085 - 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.	
Findings: General: Based on Review of Documentation, and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of presented documentation revealed the child care center had an evacuation plan dated October 2015. Interview with the staff in charge revealed she was unable to locate an updated evacuation plan.	
1105 - Professional Development	Not In Compliance
922 KAR 2:110. Section 3. 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, and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of presented staff files revealed a staff member with the hire date 10/31/00 did not have a written annual professional development plan. Interview with the staff in charge revealed she was unable to locate the document at the time of the survey.	
1115 - Earthquake/Tornado Drills	Not In Compliance
922 KAR 2:110. Section 3. 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;	
Findings: General: Based on Review of Documentation, and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of the earthquake drill form revealed the child care center did not present written documentation of the earthquake drill conducted for the second quarter of 2016. Interview with the staff in charge revealed the earthquake drill had been conducted for the second quarter of 2016, but was not documented with the date, time and the names of the children who participated.	
Posted Documentation	In Compliance
Animals	Not Applicable

Signature of Provider/Representative

Title

Date