



**Andy Beshear**  
GOVERNOR

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

**Eric Friedlander**  
SECRETARY

**Melissa A. Moore, Director**  
**Division of Regulated Child Care**  
Northern Branch  
908 W. Broadway, 10-W  
Louisville, KY 40203  
Phone: (502) 595-5781 Fax: (502) 595-5773  
<https://chfs.ky.gov/agencies/os/oig>

**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> New Highland Elementary School Age Child Care	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L356534
<b>Provider Address:</b> 110 W. A. Jenkins Road, Elizabethtown, KY, 42701		<b>Capacity:</b> 80
<b>Owner(s):</b> Hardin County Board of Education		<b>Director(s):</b> Wood, Amy Danielle

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 246099
<b>Date Initiated:</b> 08/28/2018 2:00 PM	<b>Date Concluded:</b> 08/28/2018 3:32 PM	
	<b>No. of Children Present:</b> 38	

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>410 - Training</b>	<b>Not In Compliance</b>

**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, and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. A review of documentation, to include an ECE-TRIS report, failed to reveal 15 hours of cabinet approved child care training for a staff member with a hire date of 10/24/16. Further review failed to reveal 1 and 1/2 hours of pediatric head trauma training had been received by the staff member with a hire date of 10/24/16. Interview with the staff in charge revealed the documentation was not available for review.

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

Inspection Report		
	Children's Records	In Compliance
	Written Documentation	In Compliance
	Posted Documentation	In Compliance
	Animals	In Compliance

Signature of Provider/Representative

Title

Date