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Inspection Report

Provider Name: Creative Minds K-Prep	Provider Information	CLR No: L383734
Provider Address: 1154 Bypass North, Lawrenceburg, KY, 40342	Provider Type: LICENSED TYPE I	Capacity: 22
Owner(s): Creative Minds Academy		Director(s): Hatfield, Emily

Inspection Type: Renewal Application	Inspection Information	Inspection No: 247086
Date Initiated: 11/05/2018 10:30 AM	Date Concluded: 11/05/2018 11:45 AM	
	No. of Children Present: 11	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance

255 - Notification of Changes **Not In Compliance**

922 KAR 2:090. Section 12. Reports.
(4)(a) Written notification of the following shall be:
1. Made to the cabinet, in writing, to allow for approval before implementation:
a. Change of ownership;
b. Change of location;
c. Increase in capacity;
d. Change in hours of operation;
e. Change of services in the following categories:
(i) Infant;
(ii) Toddler;
(iii) Preschool-age;
(iv) School-age;
(v) Nontraditional hours; or
(vi) Transportation; or
f. Addition to or reduction of the square footage of a child-care center's premises;

Findings:
 General: Based on interview, this regulatory requirement was not met. The facility's operating hours are listed in the DRCC database as 7:30AM - 2:35PM. An interview with the staff person in charge during the inspection revealed that the facility is open 7:30AM - 4:00PM (M - F). The director stated that they extended their hours of operation at the start of the new school year (August 2018). The facility did not submit written notification of this change to the cabinet prior to providing care past 2:35PM.

Inspection Report

Director Requirements

Not In Compliance

350 - Health, Safety, Comfort

Not In Compliance

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.

(1) A director shall:

- (l) Assure the health, safety, and comfort of each child;**

Findings:

General: Based on observation, this regulatory requirement was not met. During a tour of the K-Prep Classroom (Room #151), the surveyor observed a glass aquarium located on a window ledge. A filter being used to clean the water clean was observed plugged into a low electrical outlet in the children's play area. The cord was hanging loose (not secure) and accessible to the children.

Employee Records

Not In Compliance

395 - TB Verification

Not In Compliance

922 KAR 2:090. Section 11. 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, this regulatory requirement was not met. The following was found:

- 1. One (1) staff file (hire date: 8/28/10) contained results of a negative T.B. test that is no longer current. The test was dated 9/9/16 which exceeds the two (2) year time frame.
- 2. One (1) staff person (hire date: 9/11/17) did not have T.B. documentation on file. This staff person was identified as an administrative staff person that typically covers the main teacher's break each day.

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 and interview, this regulatory requirement was not met. The staff person in charge named two (2) substitute staff; however, one (1) named substitute (hire date: 8/28/10) was not qualified because she did not have the following documentation on file: current T.B. documentation and evidence of a fingerprint-based background check in KARES. The director stated during interview that this staff person had not been used as a substitute staff person so far this school year. The second named substitute (hire date: 9/11/17) was not qualified because she did not have a file on site for the surveyor to review, including but not limited to, T.B. documentation. The director stated that this staff person typically works in the classroom daily to cover the break for the main teacher.

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 and the Training Records Information System (TRIS), three (3) staff files (hire dates: 2/17/14, 2/17/14 and 8/28/10) contained pediatric abusive head trauma training class certificates that were dated 1/8/13, 1/8/13 and 3/4/13 respectively; therefore, this training is no longer valid.

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

Inspection Report

Food Service

Not In Compliance

1025 - Refrigerator

Not In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

- (4) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:**
 - (a) Have an indicating thermometer or other appropriate temperature measuring device;**
 - (b) Be in a safe environment for preservation; and**
 - (c) Be forty (40) degrees Fahrenheit or below.**

Findings:

General: Based on observation, this regulatory requirement was not met. During a tour of the K-Prep Classroom (Room #151), the surveyor found no indicating thermometer or other appropriate temperature measuring device in the refrigerator that contained food for the children.

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, this regulatory requirement was not met. The following was found:

1. A review of one (1) child's file (enrollment date: 6/14/18) found that it did not contain an immunization certificate.
2. One (1) child (enrollment date: 12/13/16) had an immunization certificate on file that was no longer current as of 3/10/18.

Written Documentation

Not In Compliance

1155 - Policies and Procedures

Not In Compliance

922 KAR 2:090. Section 8. General.

- (4) Program policies and procedures shall:**
 - (a) Be in writing; and**
 - (b) Include:**
 - 1. Staff policies;**
 - 2. Job descriptions;**
 - 3. An organization chart;**
 - 4. Chain of command; and**
 - 5. Other procedures necessary to ensure implementation of:**
 - a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;**
 - b. 922 KAR 2:120, Child-care center health and safety standards;**
 - c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and**
 - d. This administrative regulation.**

Findings:

General: Based on review of documentation, this regulatory requirement was not met. A review of records found that the facility did not have evidence of a job description for the director.

1160 - Daily Attendance Records

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:**
 - (c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;**

Findings:

General: Based on review of documentation and interview, it was found that the time of arrival and the time of departure is not being documented for each child on a daily basis. The staff person in charge stated during interview, "We do not keep a record of this because none of our children receive child care assistance money".

Posted Documentation

Not In Compliance

1210 - Disaster Course of Action

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:**
 - (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;**

Findings:

General: Based on review of documentation, this regulatory requirement was not met. The facility had a diagram posted; however, it did not include a written emergency plan.

Animals

In Compliance

Signature of Provider/Representative

Title

Date