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**Inspection Report**

<b>Provider Name:</b> Totally Kids Learning Center	<b>Provider Information</b>	<b>CLR No:</b> L383821
<b>Provider Address:</b> 902 North Main St., Barbourville, KY, 40906	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 40
<b>Owner(s):</b> Totally Kids Learning Center LLC		<b>Director(s):</b> Trent, Delone Michelle

<b>Inspection Type:</b> Investigation	<b>Inspection Information</b>	<b>Inspection No:</b> 319860
<b>Date Initiated:</b> 01/03/2022 10:30 AM	<b>Date Concluded:</b> 02/17/2022 3:43 PM	
	<b>No. of Children Present:</b> 19	

Inspection Report	
Background Checks	Not In Compliance
<b>5 - Background check/left alone/dismissed/relocated</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 3. Implementation and Enforcement.</b></p> <p><b>(1) A person who is a child care staff member prior to January 1, 2018, shall submit to and complete background checks in accordance with this administrative regulation no later than September 30, 2018.</b></p> <p><b>(2) A child care staff member hired on or after April 1, 2018, shall:</b></p> <p><b>(a) Have completed the background checks required in accordance with this administrative regulation and been found to have no disqualifying offense prior to becoming a child care staff member; or</b></p> <p><b>(b) 1. Have submitted to the background checks required in accordance with this administrative regulation;</b></p> <p><b>2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and</b></p> <p><b>3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.</b></p>	
<b>Findings:</b>	
<p>General: Based on review of the Kentucky National Background Check Service, a staff member (DOH: Unknown, listed as 1/1/1900) did not have a completed background check; therefore, the staff person was hired prior to clearance for employment. During interview, staff-in-charge confirmed that a background check was not submitted through the Kentucky National Background Check Service and that no other type of background check was performed. Staff-in-charge stated that the staff person acted as the lead teacher in the Two-Year-Old Classroom for two (2) days in December 2021. Staff-in-charge stated that the child-care center is set up so that all of the rooms are visible to each other; however, the staff was responsible for a classroom.</p>	

**Inspection Report**

**Supervision**

**Not In Compliance**

**90 - Children Supervised**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

**(3)(a) Each center shall maintain a child-care program that assures each child shall be:**

- 1. Provided with adequate supervision at all times by a qualified staff person who ensures the child is:**
  - a. Within scope of vision and range of voice; or**
  - b. For a school-age child, within scope of vision or range of voice;**

**Findings:**

General: Based on observation during a walk-through of the child-care center, the surveyor found two (2) staff present providing care for children in four (4) classrooms: Toddler Classroom, Infant Classroom, Two-Year-Old Classroom and Preschool Classroom.

There were three (3) children present in the Toddler Classroom. Staff stated that each child was one-year old.  
 There were four (4) children present in the Infant Classroom. Staff stated that each child was one-year old.  
 There were five (5) children present in the Two-Year-Old Classroom. Staff stated that each child was two-years old.  
 There were seven (7) children present in the Preschool Classroom. Staff stated that the children ranged from four (4) to five (5) years old.

One (1) staff person was standing in the Two (2) Year-Old Room and one (1) staff person was standing in the Preschool Room during the surveyor's walk-through.

Therefore, the children in the Toddler Classroom and Infant Classroom were unsupervised for an undetermined amount of time.

In addition, the three (3), one-year-old children that were in the Toddler Classroom could not be seen until the surveyor walked into the classroom; therefore, the children were not within scope of vision during naptime.

**Staffing Requirements**

**Not In Compliance**

**125 - Ratios and Group Size**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

**(2) For an operating child-care center, minimum staff-to-child ratios and group size shall be maintained as established in the table established in this subsection.**

**Age of Children Ratio Maximum Group Size\***

- Infant**
- 1 staff for 5 children 10**
- Toddler 12 to 24 months**
- 1 staff for 6 children 12**
- Toddler 24 to 36 months**
- 1 staff for 10 children 20**
- Preschool-age 3 to 4 years**
- 1 staff for 12 children 24**
- Preschool-age 4 to 5 years**
- 1 staff for 14 children 28**
- School-age 5 to 7 years**
- 1 staff for 15 children 30**
- School-age 7 and older**
- 1 staff for 25 children**
- (for before and after school) 30**
- 1 staff for 20 children**
- (full day of care) 30**

**\*Maximum Group Size shall be applicable only to Type I child-care centers.**

**(b) The age of the youngest child in the group shall determine the:**

- 1. Staff-to-child ratio; and**
- 2. Maximum group size.**

**Findings:**

General: Based on observation during a walk-through of the childcare center, the surveyor found two (2) staff providing care for nineteen (19) children during naptime. When the surveyor arrived, staff-in-charge stated that two (2) staff were on lunch break and would be returning soon. Staff-in-charge reported the youngest child was one (1) year old and the oldest child was five (5) years old; therefore, the staff-to-child ratio was exceeded by seven (7) children.

395 - Personnel File

Not In Compliance

**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 interview, staff-in-charge stated that staff (DOH: Unknown, listed as 1/1/1900) only worked for a couple of days at the childcare center while she was on Christmas Break 2021. Staff-in-charge stated that a personnel file containing required documentation was not created for the staff member; therefore, the childcare center failed to maintain a personnel file for each childcare center staff person.

Signature of Provider/Representative

Title

Date