



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

Adam Mather  
INSPECTOR GENERAL

Phone: (502) 595-5781 Fax: (502) 595-5773  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Carriage House Preschool	<b>Provider Information</b>	<b>CLR No:</b> L356674
<b>Provider Address:</b> 13101 Eastpoint Park Blvd, Louisville, KY, 40223	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 90
<b>Owner(s):</b> Kentucky Center For Special Children Services, Inc.		<b>Director(s):</b> O'Quinn, Jacquelyn Dawn

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 278703
<b>Date Initiated:</b> 04/16/2019 10:15 AM	<b>Date Concluded:</b> 04/16/2019 3:00 PM	
	<b>No. of Children Present:</b> 56	

Inspection Report	
Background Checks	Not In Compliance
<b>10 - Submit background check</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280 - Section 4. Procedures and Payments.</b></p> <p><b>(1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:</b></p> <p><b>(a) Request that the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;</b></p> <p><b>(b) Request that the prospective child care staff member complete and sign the:</b></p> <ol style="list-style-type: none"> <li><b>DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and</b></li> <li><b>DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and</b></li> </ol> <p><b>(c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:</b></p> <ol style="list-style-type: none"> <li><b>Child abuse and neglect central registry pursuant to 922 KAR 1:470;</b></li> <li><b>National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and</b></li> <li><b>Sex Offender Registry established in accordance with KRS 17.500 through 17.580.</b></li> </ol>	
<p><b>Findings:</b></p> <p>General: Based on interview and review of documentation, the child care center failed to assure compliance with regulatory background check requirements. Upon request, the child care center director failed to provide documented evidence of completed background checks for staff with a hire date of 08/30/18. Review of written documentation revealed the staff resided in the states of Arizona and Washington within five (5) years of the inspection. There was no documented evidence that the child care center requested or submitted a request of the state's sex offender registry and/or child abuse and neglect registry. Review of the KARES system also indicated the request had not been made.</p>	

20 - Out of state background checks

Not In Compliance

922 KAR 2:280. Section 5. Checks of Other States.

- (1) In accordance with 45 C.F.R. 98.43(b)(3), a prospective child care staff member who resides in or has resided in another state within the last five (5) years shall:
  - (a) Request from each state of current or prior residency, in accordance with the state's laws, policies, and procedures, with a courtesy notice to the cabinet:
    - 1. An in-state criminal records check by:
      - a. Means of fingerprints for the state of residence; or
      - b. Any means accepted by a state of prior residency;
    - 2. A check of the state's sex offender registry or repository; and
    - 3. A check of the state-based child abuse and neglect registry and database; and
  - (b) Direct results of the checks required in paragraph (a) of this subsection to the Department for Community Based Services, Division of Child Care, 275 East Main Street, 3C-F, Frankfort, Kentucky 40601.

Findings:

General: Based on interview and review of documentation, the child care center failed to assure compliance with regulatory background check requirements. Upon request, the child care center director failed to provide documented evidence of completed background checks for staff with a hire date of 08/30/18. Review of written documentation revealed the staff resided in the states of Arizona and Washington within five (5) years of hire. Further review revealed staff with a hire date of 01/07/19 resided in the state of Indiana within the last five (5) years. There was no documented evidence that the child care center requested or submitted a request of the each state's sex offender registry and/or child abuse and neglect registry. Review of the KARES system also indicated the request had not been made.

85 - Employment Status

Not In Compliance

922 KAR 2:280. Section 11. Status of Employment.

- (1) A child care provider shall maintain the employment or residential status of each child care staff member who has submitted to a fingerprint-based criminal background check by reporting the status using the NBCP Web-based system.

Findings:

General: Based on interview and review of documentation, the child care center failed to assure compliance with regulatory background check requirements. Review of the child care center's staff schedule revealed four (4) staff identified on the KARES System Surveyor report as "Current Employees" were no longer employed with the child care center. The status of each employee was discussed with the director who agreed that the status should indicate "Separated Employees."

Supervision

In Compliance

Staffing Requirements

In Compliance

General Administration

In Compliance

Director Requirements

In Compliance

Employee Records

Not In Compliance

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 interview and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the child care center director failed to provide documented evidence of a high school diploma, GED or qualifying comparable educational entity for staff with hire dates 08/08/18 and 08/30/18.

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 1/2) 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 1/2) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on interview and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the director failed to provide documented evidence that staff with a hire date of 10/12/18 completed six (6) hours of cabinet-approved orientation within the first three (3) months of employment.

**Inspection Report**

**Programming**

**Not In Compliance**

**455 - Discipline**

**Not In Compliance**

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

**(10) A child shall not be subjected to:**

- (a) Corporal physical discipline pursuant to KRS 199.896(18);**
- (b) Loud, profane, threatening, frightening, humiliating, or abusive language; or**
- (c) Discipline that is associated with:**
  - 1. Rest;**
  - 2. Toileting; or**
  - 3. Food.**

**Findings:**

General: Based on observation and interview, the child care center failed to comply with regulatory programming requirements. Observation of the Butterflies classroom revealed two (2) teachers in the classroom with children. Interview with the director revealed the children in the classroom ranged in age from four (4) to five (5) years old. In passing the classroom, the surveyor observed staff to yell at the children as he/she requested for them to "Go get a book or you are not going outside today!"

**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**

**Children's Records**

**Not In Compliance**

**1140 - Enrollment Information**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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 a 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 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 observation, interview and review of documentation, the child care center failed to maintain children's records in accordance with regulatory requirements. Observation revealed two (2) individuals, who were stated to be employed by a third party agency called Associates in Pediatric Therapy (APT), along with a child, whose date of enrollment is 08/17/18. Upon request, the director failed to provide documented evidence of permission from the parent of the child, for third party professional services in the child care center. In addition, there was no documented evidence of a preferred hospital for the child.

**Written Documentation**

**In Compliance**

**Posted Documentation**

**In Compliance**

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date