



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

Provider Name: Bardstown Child Care Program	Provider Information	CLR No: L384019
Provider Address: 410-420 North Fifth Street, Bardstown, KY, 40004	Provider Type: LICENSED TYPE I	Capacity: 300
Owner(s): Bardstown City Schools		Director(s): VanDeventer, Christy Jo

Inspection Type: Renewal Application	Inspection Information	Inspection No: 320443
Date Initiated: 04/29/2022 2:54 PM	Date Concluded: 04/29/2022 5:06 PM	
	No. of Children Present: 23	

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

380 - Parental/Family Involvement Activity **Not In Compliance**

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.
(1) A director shall:
(o) Coordinate at least one (1) annual activity involving parental or family participation;

Findings:

General: Upon request, verification that the director coordinated at least one (1) annual activity involving parental or family participation was not presented for review on the day of the inspection.

Employee Records	In Compliance
Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	Not In Compliance

790 - Playground Clean **Not In Compliance**

922 KAR 2:120. Section 4. Premises Requirements.
(20) An outdoor play area shall be:
(c) Free from:
1. Litter;
2. Glass;
3. Rubbish; and
4. Flammable materials;

Findings:

General: Observation of the outdoor play area revealed there was litter, clothing, and a black bag that were scattered throughout the play area.

Inspection Report

Equipment	In Compliance
Transportation	In Compliance
Kitchen Requirements	In Compliance
Food Service	In Compliance
Meal Planning/Center Provides Meals	In Compliance
Meal Planning/Center Does Not Provide Meals	Not Applicable
Children's Records	Not In Compliance

1250 - 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: Review of a presented child's file with the enrollment date 08/16/2021 revealed a non-existent hospital was listed as the preferred hospital. Therefore, a preferred hospital was not listed.

Written Documentation **Not In Compliance**

1265 - 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: Upon request, a current organizational chart was not presented for review on the day of the inspection.

1300 - Orientation Procedure **Not In Compliance**

922 KAR 2:120. Section 2. Child Care Services.
(3)(b) The program shall include:
2. Written policy that states that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.

Findings:

General: Upon request, a written orientation procedure stating that the procedures that were taught at the orientation training shall be implemented by each of the child care staff members was not presented for review on the day of the inspection.

Inspection Report

1305 - Fire Drills

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(12) A fire drill shall be:

- (a) Conducted during hours of operation at least monthly; and
- (b) Documented.

(13) An earthquake drill, shelter-in-place or lockdown drill, and tornado drill shall be:

- (a) Conducted during hours of operation at least quarterly; and
- (b) Documented.

Findings:

General: Review of the presented lockdown drill logs revealed that a lockdown drill was conducted for the first (1st) quarter of 2022. However, written documentation detailing the children's names who participated in the drill was not presented for review on the day of the inspection. Interview with the staff in-charge revealed that he/she could not locate the documentation.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date