



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

Andy Beshear
Governor

Melissa A. Moore, Director
Division of Regulated Child Care
Eastern Branch
1055 Wellington Way
Lexington, KY 40513
Phone: (859) 246-2301 Fax: (859) 246-2307
<https://chfs.ky.gov/agencies/os/oig>

Eric C. Friedlander
Secretary

Adam Mather
Inspector General

Inspection Report

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| Provider Name: Learning Tree House Development Center | Provider Information Provider Type: LICENSED TYPE I | CLR No: L384044 |
| Provider Address: 3401 Baker Street, Erlanger, KY, 41018 | | Capacity: 49 |
| Owner(s): Starkey, Sascha & Starkey, Shanice | | Director(s): Starkey, Shanice |

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| Inspection Type: Initial Application | Inspection Information | Inspection No: 292924 |
| Date Initiated: 01/30/2020 12:30 PM | Date Concluded: 01/30/2020 1:50 PM | |
| | No. of Children Present: | |

| Inspection Report | | |
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| | Background Checks | In Compliance |
| | Supervision | In Compliance |
| | Staffing Requirements | Discussed |
| | General Administration | Not In Compliance |
| 155 - Liability Insurance | | Not In Compliance |
| 922 KAR 2:090. Section 6. License Issuance. (8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence; | | |
| Findings: General: Based on observation and interview, the staff person in charge had the name of the insurance agency the facility liability insurance would be going through, but did not have documentation available for review. | | |
| | Director Requirements | Not In Compliance |
| 320 - Operation instruction/Regulation copy | | Not In Compliance |
| 922 KAR 2:090. Section 8. General. (2) Child-care center staff shall be: (a) Instructed by the child-care center's director regarding requirements for operation; and (b) Provided with a copy of this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280. | | |
| Findings: General: Based on interview, the staff person in charge stated that she did not have a copy of the current licensing regulations on file at the time of the inspection. | | |

| Inspection Report | |
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| Employee Records | Not In Compliance |
| 390 - Educational Requirements | Not In Compliance |
| <p>922 KAR 2:090. Section 11. Staff Requirements.</p> <p>(1) Child-care center staff:</p> <p>(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:</p> <ol style="list-style-type: none"> 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; <p>Findings:</p> <p>General: Based on interview, the staff person in charge stated that she did not have education documentation for any of her staff members at the time of the inspection.</p> | |
| 395 - TB Verification | Not In Compliance |
| <p>922 KAR 2:090. Section 11. Staff Requirements.</p> <p>(1) Child-care center staff:</p> <p>(b) Shall provide, prior to employment and every two (2) years thereafter:</p> <ol style="list-style-type: none"> 1. A statement from a health professional that the individual is free of active tuberculosis; or 2. A copy of negative tuberculin results. <p>Findings:</p> <p>General: Based on observation and interview, the staff person in charge stated that she did not have a written statement from a health care professional stating that her staff were free from active Tuberculosis at the time of the inspection.</p> | |
| 400 - CPR/First Aid Coverage | Not In Compliance |
| <p>922 KAR 2:090. Section 11. Staff Requirements.</p> <p>(3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:</p> <p>(a) Infant and child cardiopulmonary resuscitation; and</p> <p>(b) Infant and child first aid.</p> <p>(4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:</p> <p>(a) Adult cardiopulmonary resuscitation; and</p> <p>(b) First aid.</p> <p>Findings:</p> <p>General: Based on review of documentation, there was no staff person listed who was certified in Pediatric CPR and First Aid at the time of the inspection.</p> | |
| 405 - Adequate Substitute(s) | Not In Compliance |
| <p>922 KAR 2:090. Section 11. Staff Requirements.</p> <p>(6) Child-care centers shall have available in case of need:</p> <p>(a) One (1) qualified substitute staff person for a Type II child-care center; or</p> <p>(b) Two (2) qualified substitute staff persons for a Type I child-care center.</p> <p>(7) Each qualified substitute staff person shall:</p> <p>(a) Meet the staff requirements of this administrative regulation; and</p> <p>(b) Provide the required documentation to verify compliance with this administrative regulation.</p> <p>Findings:</p> <p>General: Based on observation and interview, the staff person in charge did not have any staff files present at the time of the inspection. It could not be determined if the facility had two qualified substitutes for the facility.</p> | |
| Programming | In Compliance |
| Premises | Not In Compliance |
| 545 - Phone Requirement | Not In Compliance |
| <p>922 KAR 2:120. Section 4. Premises Requirements.</p> <p>(1) The premises shall be:</p> <p>(c) Equipped with:</p> <ol style="list-style-type: none"> 1. A working telephone accessible to a room used by a child; and 2. A list of emergency numbers posted by the telephone or maintained in the telephone's contact, including numbers for the: <ol style="list-style-type: none"> a. Police; b. Fire station; c. Emergency medical care and rescue squad; and d. Poison control center. <p>Findings:</p> <p>Based on interview, the facility was not equipped with a working telephone that meets the regulatory requirement. The staff person in charge stated that the business phone and alternate phone numbers listed on file were numbers to their personal cell phones.</p> | |
| Hygienic Practices | In Compliance |
| First Aid/Medication | In Compliance |

| Inspection Report | |
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| Outdoor Play Area | Not In Compliance |
| 760 - Fences | Not In Compliance |
| 922 KAR 2:120. Section 4. Premises Requirements. (23) Fences shall be: (a) Constructed of safe material; (b) Stable; and (c) In good condition. | |
| Findings: General: Based on observation, a section of the chain linked fence was bent and not secured properly to the other sections of fencing. Also, the gate to the chain link fence was missing and a large opening was present at the time of the inspection. | |
| Equipment | In Compliance |
| Transportation | Not Applicable |
| Food Service/Food Program | In Compliance |
| Food Service | Not In Compliance |
| 1015 - Food Service Permit | Not In Compliance |
| 922 KAR 2:120. Section 8. Kitchen Requirements. (2) A child-care center required to have a food service permit shall be in compliance with 902 KAR 45:005 and this administrative regulation. | |
| Findings: General: Based on interview, the staff person in charge stated that the facility would be utilizing a caterer for all meals, but she was unable to provide any written documentation showing proof of a permit from the caterer. | |
| Children's Records | Discussed |
| Written Documentation | Not In Compliance |
| 1150 - Evacuation Plan | Not In Compliance |
| 922 KAR 2:090. Section 5. Evacuation Plan. (1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U). | |
| Findings: General: Based on interview, the staff person in charge did not have an emergency preparedness plan on file. She stated that she was unaware anything had to be turned in to the Kentucky Emergency Management office. | |
| 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 observation, interview and review of documentation, the facility did not have a collection of written policies and procedures to be followed by staff. The written staff policies that were not available for review were job descriptions, an organization chart, a chain of command and the child abuse and neglect policy. | |
| 1165 - Staff Schedule | Not In Compliance |
| 922 KAR 2:090. Section 9. Records. (1) A child-care center shall maintain: (d) A written schedule of staff working hours; | |
| Findings: General: Based on interview, the staff person in charge stated that she did not have a staff schedule available for review at the time of the inspection. | |
| 1190 - Orientation Procedure | Not In Compliance |
| 922 KAR 2:120. Section 2. Child Care Services. (3)(b) The program shall include: 2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member. | |
| Findings: General: Based on interview, the staff person in charge stated that she did not have a written orientation procedure available for review. | |

| Inspection Report | | |
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| Posted Documentation | | Not In Compliance |
| 1215 - Daily Activities | | Not In Compliance |
| <div> <div>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</div> <div> <div>(1) A director shall:</div> <div>(h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;</div> </div> </div> | | |
| Findings: General: Based on observation, there were no daily activities including dates and times posted in any of the classrooms. | | |
| Animals | | Not Applicable |

Signature of
Provider/Representative

Title

Date