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Inspection Report

Provider Name: Raceland Early Childhood Learning Center	Provider Information Provider Type: LICENSED TYPE I	CLR No: L357457
Provider Address: Campbell Elementary, 550 Ram Blvd., Raceland, KY, 41169		Capacity: 80
Owner(s): Raceland-worthington Independent School District		Director(s): Laber, Abby

Inspection Type: Renewal Application	Inspection Information	Inspection No: 307444
Date Initiated: 05/03/2021 9:37 AM	Date Concluded: 05/03/2021 11:40 AM	
	No. of Children Present: 51	

Inspection Report

Background Checks	Not In Compliance
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:

A staff member hired on 8/01/2020, did not have written evidence of proof of submission or the results of the Ohio Child Abuse and Neglect Check (CAN) or the Sexual Offender Registry Check. The staff member was not observed working alone with the children.

Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance

345 - Staff Evaluation	Not In Compliance
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922 KAR 2:090. Section 10. Director Requirements and Responsibilities.

(1) A director shall:

(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. Five staff did not have current staff evaluations on file.

385 - 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 observation and review of documentation, this regulatory requirement was not met. The following was found:

1. A staff member hired on 8/01/2017, did not have written documentation of a completed KARES background check in their personnel file.
2. A staff member hired on 12/20/2017, did not have written documentation of an out-of-state background check in the personnel file. The staff member has lived in Ohio within the last five years.
3. Several of the staff files did not have documented hire dates. The staff in charge verbally provided the surveyor the missing hire dates.

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 observation and review of documentation, this regulatory requirement was not met. Seven staff files did not contain proof of education. These staff were hired on 8/01/2017, 10/18/2018, 7/01/2020, 8/01/2020, 9/01/2020, 9/04/2020, and 3/08/2021.

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 completed within the first three (3) months of employment in a child care program;**
- (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment in a child care program, 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 completed between July 1 and the following June 30 of each subsequent year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**

(17) A staff person's compliance with training requirements of this section shall be verified through the cabinet-designated database maintained pursuant to 922 KAR 2:240.

Findings:

Based on record review, this regulatory requirement was not met. The following was found:

1. A staff member hired on 9/01/2020, did not complete the required Orientation I and II courses. This staff member has been employed for more than three months. The ECE-TRIS system was reviewed.
2. A staff member hired on 7/01/2020, did not complete the required Orientation I and II courses. This staff member has been employed for more than three months. The ECE-TRIS system was reviewed.
3. A staff member hired on 8/13/2019, did not complete the required Orientation I and II courses. This staff member has been employed for more than three months. The ECE-TRIS system and the staff file were reviewed.
4. A staff member hired on 9/04/2020, did not complete the required Orientation I and II courses. This staff member has been employed for more than three months. The ECE-TRIS system was reviewed.

Inspection Report

Premises

Not In Compliance

645 - Sink

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(3) A sink shall be:

- (a) Located in or immediately adjacent to toilet rooms;**
- (b) Equipped with hot and cold running water that allows for hand washing;**
- (c) Equipped with hot water at a minimum temperature of ninety (90) degrees Fahrenheit and a maximum of 120 degrees Fahrenheit;**
- (d) Equipped with liquid soap;**
- (e) Equipped with hand-drying blower or single use disposable hand drying material;**
- (f) Equipped with an easily cleanable waste receptacle; and**
- (g) Immediately adjacent to a changing area used for infants and toddlers.**

Findings:

General: Based on observation, this regulatory requirement was not met. The girls' bathroom located in the gym, did not have working hot water. The hot water faucet was turned on by the surveyor and no hot water came out. The cold water was working at the sink.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not In Compliance

860 - Transportation Notification/Full Coverage Insurance

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

- (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:**
- (d) Full insurance coverage for each vehicle;**

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. The facility did not have a copy of full-coverage insurance for the school buses that transport the children.

870 - Transportation Notification/Third Party Contracts

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

- (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:**
- (f) Contracts, agreements, or documents detailing arrangements with any third party for services;**

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. The facility did not have a contract agreement on file with the Raceland School District that provides transportation services for the children.

Food Service/Food Program

In Compliance

Food Service

In Compliance

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 observation and review of documentation, this regulatory requirement was not met. The following was found:

1. A child's enrollment paperwork was missing an immunization certificate. The child had been enrolled in excess of thirty days.
2. A child's enrollment paperwork contained an immunization certificate that was expired. The immunization was dated 4/01/2021. The child had been enrolled in excess of thirty days.

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 and review of documentation, this regulatory requirement was not met. The following was found:

1. Of the 10 children's files reviewed, none of the files contained a preferred hospital.
2. Of the ten children's files reviewed, seven were missing a physician's name and contact phone number.

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 observation and review of documentation, this regulatory requirement was not met. During the time of the survey, the staff in charge was unable to locate job descriptions for the staff members.

1170 - Professional Development

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:**
- (f) A written annual plan for child-care staff professional development;**

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. Six staff did not have current professional development plans on file.

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 states that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.**

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. The facility did not have an orientation policy stating that the staff will implement the procedures that were taught at the orientation training.

Posted Documentation

In Compliance

Inspection Report

Animals

Not In Compliance

1225 - Animals in the Presence of Children

Not In Compliance

922 KAR 2:120. Section 13. Animals.

(1) An animal shall not be allowed in the presence of a child in care:

(a) Unless:

- 1. The animal is under the supervision and control of an adult;**
- 2. Written parental consent has been obtained; and**
- 3. The animal is certified as vaccinated against rabies; or**

(b) Except in accordance with subsection (3) of this section.

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. Two classrooms contained fish and the facility did not have completed written parental consent forms indicating that the children can be in the presence of the fish.

Emergency Regulation

Not Applicable

Signature of Provider/Representative

Title

Date