



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: St. Paul School	Provider Information	CLR No: L357639
Provider Address: 6901 Dixie Highway, Louisville, KY, 40258	Provider Type: LICENSED TYPE I	Capacity: 80
Owner(s): St. Paul School		Director(s): Thornhill, Pamela Frances

Inspection Type: Renewal Application	Inspection Information	Inspection No: 219451
Date Initiated: 04/18/2017 7:50 AM	Date Concluded: 04/18/2017 11:20 AM	
	No. of Children Present: 36	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
260 - Staff Evaluation	Not In Compliance
922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, 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 Review of Documentation and interview, the child care center failed to maintain employees' records in accordance with regulatory requirements. Upon request the child care director did not present verification of the evaluation's assessing the staff person's interaction with children in care and classroom performance for the employees with the hire dates of 11/27/2004 and 03/02/2015.	
Employee Records	Not In Compliance
340 - Training	Not In Compliance
922 KAR 2:110. Section 5. Staff Requirements. (14) 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 ½) hours of 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 ½) hours of pediatric abusive head trauma training completed once every five (5) years.	
Findings:	
General: Based on Review of Documentation and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request the child care director did not present verification that the staff members with the hire dates 08/19/2004, 11/27/2004, 11/12/2012, 08/06/2014 and 03/02/2015 had met the requirement of fifteen (15) hours of cabinet-approved early care and education training during the last year of employment. Review of documentation in the ECE-TRIS training system revealed the staff members listed above had not met the requirements.	
Programming	In Compliance

Inspection Report

Premises

Not In Compliance

460 - Inaccessible Items

Not In Compliance

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

(7) Except in accordance with subsection (8) of this section, the following shall be inaccessible to a child in care:

- (a) Toxic cleaning supplies, poisons, and insecticides;**
- (b) Knives and sharp objects;**
- (c) Matches, cigarettes, lighters, and flammable liquids;**
- (d) Plastic bags;**
- (e) Litter and rubbish;**
- (f) Bar soap; and**
- (g) Personal belongings and medications of staff.**

Findings:

General: Based on Observation the child care center failed to maintain the premises in accordance with regulatory requirements. Located in the red four-year-old classroom there was a bottle of "Germ-X" hand sanitizer sitting on top of a shelf, which was within reach of the children; therefore, making the items accessible to the children.

480 - Premises Requirements

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(1) The premises shall be:

- (a) Suitable for the purpose intended;**
- (b) Kept clean and in good repair;**

Findings:

General: Based on Observation the child care center failed to maintain the premises in accordance with regulatory requirements. Located in the girls' restroom there was a vertical plumbing pipe located next to the sink. The insulation had a large tear on the side, exposing the material located within the insulation; therefore, making the material accessible to children.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

Not Applicable

Equipment

Not In Compliance

750 - Individual Bedding Storage

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

(9) Individual bedding shall be stored in a sanitary manner.

Findings:

General: Based on Observation the child care center failed to maintain equipment in accordance with regulatory requirements. The mats utilized for napping in the gray and red four-year-old classrooms were stacked on top of each other with the bedding touching; therefore, the individual bedding was not stored in a sanitary manner.

Transportation

Not In Compliance

795 - Transportation Notification/Plan for Ensuring Staff Duties

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:

- (c) Plan for ensuring staff perform duties relating to transportation properly;**

Findings:

Based on Review of Documentation and interview, the child care center failed to comply with regulatory requirements regarding transportation. Upon request the child care director did not present verification that a policy was maintained ensuring staff duties.

805 - Transportation Notification/Policy & Procedures Regarding Emergency Plan for Evacuation

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:

- (e) Agency policy and procedures relating to an emergency plan for evacuating the vehicle;**

Findings:

Based on Review of Documentation and interview, the child care center failed to comply with regulatory requirements regarding transportation. Upon request the child care director did not present verification that the child care center maintained policies and procedures relating to an emergency plan for evacuating the vehicle.

Food Service

In Compliance

Inspection Report

Children's Records

Not In Compliance

1075 - Enrollment Information

Not In Compliance

922 KAR 2:110. Section 3. 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 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 situation 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:

Based on Review of Documentation and interview, the child care center failed to maintain children's records in accordance with regulatory requirements. Upon request the child care director did not present verification that the record for the child with the enrollment date of 08/01/2016 contained information listing a preferred hospital.

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date