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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: 278754
Date Initiated: 03/11/2019 9:45 AM	Date Concluded: 03/11/2019 12:30 PM	
	No. of Children Present: 48	

Inspection Report	
Background Checks	Not In Compliance
10 - Submit background check	Not In Compliance
<p>922 KAR 2:280 - Section 4. Procedures and Payments.</p> <p>(1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:</p> <p>(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;</p> <p>(b) Request that the prospective child care staff member complete and sign the:</p> <ol style="list-style-type: none"> DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and <p>(c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:</p> <ol style="list-style-type: none"> Child abuse and neglect central registry pursuant to 922 KAR 1:470; National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and Sex Offender Registry established in accordance with KRS 17.500 through 17.580. <p>Findings:</p> <p>General: Based on observation, review of documentation and interview, the child care center failed to comply with background checks in accordance with regulatory requirements. Observation of the PSW Room revealed a staff member with hire date 2/1/19 working with another staff member and supervising eight (8) children ranging in age from three-years-old through four-years-old. Review of the presented employee records revealed a staff member with hire date 2/1/19 whose file did not contain documentation to verify that she had initiated the background checks. Review of the KARES system verified that the staff member had not initiated the background checks. Upon request, the director did not present documentation to verify that a background check had been initiated for the aforementioned staff member at the time of the survey. Interview with the director revealed that the staff member had not worked alone.</p>	
85 - Employment Status	Not In Compliance
<p>922 KAR 2:280. Section 11. Status of Employment.</p> <p>(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.</p> <p>Findings:</p> <p>General: Based on review of documentation and interview, the child care center failed to comply with background checks in accordance with regulatory requirements. Review of the KARES system on the Kentucky Online Gateway (KOG) revealed an individual listed as a current employee who was determined eligible to work on 10/12/18. Interview with the director revealed that the aforementioned individual was no longer employed with the Preschool Program.</p>	
Supervision	In Compliance
Staffing Requirements	In Compliance

Inspection Report

General Administration

Not In Compliance

290 - Fire Marshal/Zoning Compliance

Not In Compliance

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

(2) A child-care center shall be in compliance with the State Fire Marshal and the local zoning laws.

Findings:

General: Based on review of documentation and interview, the child care center failed to comply with regulatory requirements in regards to maintaining compliance with the State Fire Marshal. Review of the presented documentation revealed that a current inspection from the State Fire Marshal, verifying continued compliance with the State Fire Marshal Office was not presented. The last inspection conducted by the State Fire Marshal was 9/15/15. Upon request, the director did not present a current inspection from the State Fire Marshal verifying continued compliance at the time of the survey.

Director Requirements

Not In Compliance

345 - Staff Evaluation

Not In Compliance

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 review of documentation and interview, the child care center director failed to assure compliance with regulatory requirements. Review of the presented employee records revealed three (3) staff members with hire dates 11/27/04, 7/12/04 and 1/7/15 whose file did not contain a current annual evaluation. Upon request, the director did not present a current evaluation for the aforementioned staff members at the time of the survey.

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 review of documentation and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Review of the presented employee records revealed two (2) staff members with hire dates 8/1/18 and 2/1/19 whose file did not contain a high school diploma, GED or other qualifying documentation from a comparable educational entity. Upon request, the director did not present educational documentation for the aforementioned staff members at the time of the survey.

395 - TB Verification

Not In Compliance

922 KAR 2:090. Section 11. Staff Requirements.

(1) Child-care center staff:

(b) Shall provide, prior to employment and every two (2) years thereafter:

- 1. A statement from a health professional that the individual is free of active tuberculosis; or**
- 2. A copy of negative tuberculin results.**

Findings:

General: Based on review of documentation and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Review of the presented employee records revealed a staff member with hire date 8/1/18 whose file did not contain a current statement from a health professional that she was free from active tuberculosis. Upon request, the director did not present educational documentation for the aforementioned staff member at the time of the survey.

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 ½) 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 ½) hours of cabinet-approved 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. Review of the presented employee records revealed a staff member with hire date 8/1/18 whose file did not contain documentation to verify completion of the six (6) hours of cabinet approved orientation. Continued review of the presented employee records revealed four (4) staff members with hire dates 8/19/14, 7/12/04, 1/7/15 and 11/27/04 whose file did not contain documentation to verify completion of the fifteen (15) hours of cabinet approved training. Review of ECE-TRIS verified that the staff members had not completed fifteen (15) hours of cabinet approved training. Upon request, the director did not present training documentation for the aforementioned staff members at the time of the survey.

Programming

In Compliance

Inspection Report

Premises

Not In Compliance

580 - Floors, Walls, Ceilings

Not In Compliance

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

(9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

Findings:

General: Based on observation, the child care center failed to maintain the premises in accordance with regulatory requirements. There was a hole in the wall tile located between the second set of sinks, inside the Boy's Bathroom, at the time of the survey.

650 - Toilet

Not In Compliance

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

(4) Each toilet shall:

- (a) Be kept in clean condition;**
- (b) Be kept in good repair;**
- (c) Be in a lighted room; and**
- (d) Have ventilation to outside air.**

Findings:

General: Based on observation, the child care center failed to maintain the premises in accordance with regulatory requirements. The toilet located in the first stall inside the Boy's Bathroom was not secured to the floor at the time of the survey. The third urinal located inside the Boy's Bathroom was not working at the time of the survey. The toilet located in the fifth stall inside the Girl's Bathroom was not secured to the floor.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

In Compliance

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 review of documentation and interview, the child care center failed to maintain children's records in accordance with regulatory requirements. Review of the presented children's records revealed a child with enrollment date 8/12/18 whose file did not contain the name of the family's preferred hospital. Continued review of the presented children's records revealed a child with enrollment date 6/18/18 whose file did not contain authorization by the parent for the child care center to seek emergency medical care for the child in the parent's absence. Upon request, the director did not present the documentation at the time of the survey.

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 review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of the presented documentation revealed that 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 was not presented. Upon request, the director did not present a written evacuation plan at the time of the survey.

Inspection Report

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 review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of the presented documentation revealed that a written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child care center staff member was not presented. Upon request, the director did not present an orientation policy at the time of the survey.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date