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**Inspection Report**

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

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 293360
<b>Date Initiated:</b> 09/22/2020 9:00 AM	<b>Date Concluded:</b> 09/22/2020 3:20 PM	
	<b>No. of Children Present:</b> 32	

Inspection Report	
<b>Background Checks</b>	<b>Not In Compliance</b>
<b>10 - Submit background check</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280 - Section 4. Procedures and Payments.</b></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"> <li>1. DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and</li> <li>2. DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and</li> </ol> <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"> <li>1. Child abuse and neglect central registry pursuant to 922 KAR 1:470;</li> <li>2. National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and</li> <li>3. Sex Offender Registry established in accordance with KRS 17.500 through 17.580.</li> </ol>	
<b>Findings:</b>	
General: Interview and review of documentation of presented staff files revealed that the child care center has not initiated a CAN and Criminal background check on staff members with hire dates 08/21/2020 and 06/22/2020.	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>Not In Compliance</b>
<b>290 - Fire Marshal/Zoning Compliance</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:120. Section 4. Premises Requirements.</b></p> <p>(2) A child-care center shall be in compliance with the State Fire Marshal and the local zoning laws.</p>	
<b>Findings:</b>	
General: Based on review of documentation, the child care center failed to present a current fire marshal report. The document presented was dated 09/15/2015.	

**Inspection Report**

**Director Requirements**

**Not In Compliance**

**340 - Staff Meeting**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

**(1) A director shall:**

- (i) Conduct, manage, and document in writing recurring staff meetings;**

**Findings:**

General: Upon request, documentation of staff meetings was not presented for review. Interview with the staff member in charge revealed she could not verify that staff meetings had been conducted.

**350 - Health, Safety, Comfort**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

**(1) A director shall:**

- (i) Assure the health, safety, and comfort of each child;**

**Findings:**

General: Observation of the gym revealed four (4) electrical outlets that were not covered. Observation of the main hallway beside the water fountain revealed an electrical outlet that was not covered. Further observation of the main hallway revealed an electrical outlet beside the school office that was not covered. Observation of the preschool red room revealed an electrical outlet located under the bulletin board that was not covered. Further observation of the preschool red classroom revealed three (3) electrical outlets located in the library center that was not covered.

**Employee Records**

**In Compliance**

**Programming**

**Not In Compliance**

**420 - Program of Activities Followed**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

**(4) The child-care center shall provide a daily planned program:**

- (a) Posted in writing in a conspicuous location with each age group and followed;**
- (b) Of activities that are individualized and developmentally appropriate for each child served;**
- (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and**
- (d) Unless the child-care center is a before- or after-school program that operates part day or less, that offers a variety of creative activities**

**including:**

- 1. Art or music;**
- 2. Math or numbers;**
- 3. Dramatic play;**
- 4. Stories and books;**
- 5. Science or nature;**
- 6. Block building or stacking;**
- 7. Tactile or sensory activity;**
- 8. Multi-cultural exposure;**
- 9. Indoor or outdoor play in which a child makes use of both small and large muscles;**
- 10. A balance of active and quiet play, including group and individual activity;**
- 11. An opportunity for a child to:**
  - a. Have some free choice of activities;**
  - b. If desired, play apart from the group at times;**

**Findings:**

General: Observation of the pre-k white room revealed there was not an activity plan presented for review. Further observation of the classroom revealed there was no science materials available for the children at the time of the survey.

**Premises**

**Not In Compliance**

**540 - 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 of the main hallway that the children use, a wall contained chipping white concrete. Observation of the pre-k red room revealed the wall above the heating unit was chipping concrete in two (2) areas.

**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: Observation of the pre-k white room revealed a sink that had no running hot water. Interview with the staff member in charge revealed the sink has never dispensed hot water.

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**Not In Compliance**

**715 - First Aid Supplies**

**Not In Compliance**

**922 KAR 2:120. Section 7. First Aid and Medicine.**  
**(1) First aid supplies shall:**  
**(a) Be available to provide prompt and proper first aid treatment;**  
**(b) Be stored out of reach of a child;**  
**(c) Be periodically inventoried to ensure the supplies have not expired;**  
**(d) If reusable, be:**  
     **1. Sanitized; and**  
     **2. Maintained in a sanitary manner; and**  
**(e) Include:**  
     **1. Liquid soap;**  
     **2. Adhesive bandages;**  
     **3. Sterile gauze;**  
     **4. Medical tape;**  
     **5. Scissors;**  
     **6. A thermometer;**  
     **7. Flashlight;**  
     **8. Cold pack;**  
     **9. First aid book;**  
     **10. Disposable gloves; and**  
     **11. A cardiopulmonary resuscitation mouthpiece protector.**

**Findings:**

General: Upon request, the following first aid supplies were not presented for viewing: a working flashlight and a cardiopulmonary resuscitation mouth piece.

**Outdoor Play Area**

**In Compliance**

**Equipment**

**Not In Compliance**

**795 - Individual Bed/Mat/Cot and Bedding**

**Not In Compliance**

**922 KAR 2:120. Section 6. Sleeping and Napping Requirements.**  
**(3) Rest time shall include adequate space specified by the child's age as follows:**  
**(b) For a toddler or preschool-age child:**  
     **1. An individual bed, a two (2) inch thick waterproof mat, or cot in good repair; and**  
     **2. Bedding that is in good repair and is changed:**  
         **a. Weekly; or**  
         **b. Immediately if it is soiled or wet.**

**Findings:**

General: Observation of the pre-k white room revealed four (4) red and blue vinyl mats that were cracked and torn; the inside material was exposed. Interview with the staff in charge revealed those mats are not used.

**Transportation**

**In Compliance**

**Food Service/Food Program**

**In Compliance**

**Inspection Report**

**Food Service**

**Not In Compliance**

**1130 - Menu**

**Not In Compliance**

**922 KAR 2:120. Section 9. Food and Meal Requirements.**

**(16) A weekly menu shall be:**

- (a) Prepared;**
- (b) Dated;**
- (c) Posted in advance in a conspicuous place;**
- (d) Kept on file for thirty (30) days; and**
- (e) Amended in writing with any substitutions on the day the meal is served.**

**Findings:**

General: Upon request, the child care center did not present verification that a menu had been posted in a conspicuous place for review.

**Children's Records**

**In Compliance**

**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: Upon request, the child care center did not present a current chain of command and an organizational chart for review.

**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: Upon request, the child care center failed to present a current staff schedule for review.

**1175 - Earthquake/Tornado/Fire Drills**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

**(1) A child-care center shall maintain:**

- (h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;**
- (i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;**

**Findings:**

General: Review of emergency drill logs revealed there was not documentation that detailed the names of the children who participated in the fire drill for 08/2020.

**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: Review of presented documentation revealed a written policy that specifies that the procedures that were taught in the six hour (6) orientation training shall be implemented by each staff member was not presented for review.

**Inspection Report**

**Posted Documentation**

**Not In Compliance**

**1200 - Posting Requirements**

**Not In Compliance**

**922 KAR 2:090. Section 8. General.**

**(6) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:**

- (a) The provider's preliminary or regular license;**
- (b) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;**
- (c) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;**
- (d) Information on the Kentucky Consumer Product Safety Program and the program's Website as specified in KRS 199.897;**
- (e) A description of services provided by the child-care center, including:**
  - 1. Current rates for child care; and**
  - 2. Each service charged separately and in addition to the basic rate for child care;**
- (f) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and**
- (g) Daily planned program.**

**Findings:**

General: Review of posted documents revealed the information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897 was not posted.

**1210 - Disaster Course of Action**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

**(1) A child-care center shall maintain:**

- (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;**

**Findings:**

General: Review of the posted documents in the pre-k red room revealed there was not a diagram and a written plan outlining the course of action in the event of a natural disaster or manmade disaster. Observation of the posted documents in the pre-k white room revealed there was not a diagram outlining the course of action in the event of a natural disaster or a manmade disaster. Observation of the posted documents in the preschool white room revealed there was not a written plan outlining the course of action in the event of a natural disaster or a manmade disaster. Observation of the posted documents in the preschool red room revealed there was not a diagram and a written plan outlining the course of action in the event of a natural disaster or manmade disaster.

**Animals**

**In Compliance**

**Emergency Regulation**

**Not In Compliance**

**1250 - Emergency Regulation**

**Not In Compliance**

**922 KAR 2:400E. Emergency Regulation.**

**Due to the current declared public health emergency caused by the Novel Coronavirus Disease (COVID-19), licensed child care centers must operate under Centers for Disease Control and Prevention and public health guidelines, as mandated by 922 KAR 2:400E, to prevent the spread of COVID-19.**

**Findings:**

Observation of the preschool white room revealed there were foam blocks available for the children to use. Observation of the Pre-K red room revealed a material pop up tent that was available for the children to play in. 922 KAR 2:405E section six (6) states machine washable toys shall not be used.

Signature of Provider/Representative

Title

Date