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Inspection Report

Provider Name: St. Matthews Baptist Preschool	Provider Information	CLR No: L357763
Provider Address: 3515 Grandview Avenue, Louisville, KY, 40207	Provider Type: LICENSED TYPE I	Capacity: 120
Owner(s): St. Matthews Baptist Church		Director(s): McMillan, Melissa Jan

Inspection Type: Renewal Application	Inspection Information	Inspection No: 243595
Date Initiated: 02/21/2018 8:45 AM	Date Concluded: 02/21/2018 12:20 PM	
	No. of Children Present: 93	

Inspection Report	
Background Checks	Discussed
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance

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 review of documentation, interview, and observation, 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 child abuse/neglect check (CAN) and criminal records check (CRC) or FBI check had been completed for the staff with the hire date 08/24/2017. The staff was not observed working alone.

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. Upon request, the child care director did not present verification that the records for the employees with the hire dates of 06/23/2013, 01/30/2015, 08/24/2017, 08/24/2017, 08/24/2017 and 01/31/2018 contained a current copy of a statement from a health professional that the individual is free of active tuberculosis; or a copy of negative tuberculin results.

Programming **In Compliance**

Inspection Report

Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	In Compliance
Equipment	In Compliance
Transportation	Not Applicable
Food Service/Food Program	Not Applicable
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. Upon request, the child care director did not present verification that the records for ten (10) of ten (10) children's records contained information listing a preferred hospital.

Written Documentation	In Compliance
Posted Documentation	In Compliance
Animals	Not Applicable

Signature of Provider/Representative

Title

Date