



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. 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: 278137
Date Initiated: 01/14/2019 8:50 AM	Date Concluded: 01/14/2019 11:25 AM	
	No. of Children Present: 35	

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. 	
Findings:	
<p>General: Based on review of documentation, interview, and observation, the child care center failed to assure compliance with background checks. Upon request, the child care director did not provide verification that the information for an employee with the hire date of 01/14/2019 had been submitted to the KARES system for the initiation of obtaining a background check on the prospective child care staff member. The above-mentioned staff member was not observed working alone.</p>	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance

Inspection Report

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. Upon request, the child care director did not present verification that the records of the employees with the hire dates of 09/01/2018 and 01/14/2019 contained a copy of a High school diploma, a GED or qualifying documentation from a comparable educational entity, or a Commonwealth Child Care Credential.

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 of the employees with the hire dates of 06/01/2004, 08/16/2018, 09/01/2018 and 01/14/2019 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.

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. Upon request, the child care director did not present verification the employee with the hire date of 08/24/2017 had met the requirement of Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment. Continued review revealed that the employees with the hire dates of 06/01/2004, 08/01/2005, 01/02/2007, 08/01/2008, 08/01/2013, 08/23/2016, and 08/24/2017 had not updated their pediatric abusive head trauma training. Review of the TRIS training system indicated the above-mentioned employees had not met the requirement.

Programming

In Compliance

Premises

Not In Compliance

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 restroom located on the second floor, room number 201, revealed there was no ventilation system. The bathroom located across the hallway, room number 202, on the second floor revealed the ventilation appeared to not be working properly.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service/Food Program

In Compliance

Food Service

In Compliance

Inspection Report

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 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 of the three (3) children with the enrollment date of 08/16/2018 contained a current immunization record.

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 record for the child with the enrollment date of 08/16/2018 contained information listing the name of a preferred hospital.

Written Documentation

Not In Compliance

1160 - Daily Attendance Records

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;

Findings:

General: Based on review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request, the child care director did not provide verification that the daily attendance record for 01/14/2019, in room 201, reflected the times the children arrived at the program.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date