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**Inspection Report**

<b>Provider Name:</b> Western Kentucky University Campus Child Care	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L353112
<b>Provider Address:</b> 325 University Boulevard- Jones-, Jagers, Bowling Green, KY, 42101		<b>Capacity:</b> 122
<b>Owner(s):</b> Western Kentucky University Child Care Centers		<b>Director(s):</b> Hood, Amy

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 322071
<b>Date Initiated:</b> 09/06/2022 10:30 AM	<b>Date Concluded:</b> 09/06/2022 3:10 PM	
	<b>No. of Children Present:</b> 49	

**Inspection Report**

<b>Background Checks</b>	<b>Not In Compliance</b>
<b>20 - Out of state background checks</b>	<b>Not In Compliance</b>

**922 KAR 2:280. Section 5. Checks of Other States.**

(1) In accordance with 45 C.F.R. 98.43(b)(3), a prospective child care staff member who resides in or has resided in another state within the last five (5) years shall:

(a) Request from each state of current or prior residency, in accordance with the state's laws, policies, and procedures, with a courtesy notice to the cabinet:

1. An in-state criminal records check by:
  - a. Means of fingerprints for the state of residence; or
  - b. Any means accepted by a state of prior residency;
2. A check of the state's sex offender registry or repository; and
3. A check of the state-based child abuse and neglect registry and database; and

(b) Direct results of the checks required in paragraph (a) of this subsection to the Department for Community Based Services, Division of Child Care, 275 East Main Street, 3C-F, Frankfort, Kentucky 40621, or securely send results to [CHFSDCCNBCP@ky.gov](mailto:CHFSDCCNBCP@ky.gov).

**Findings:**

General: Based on observation, interview and review of documentation, a staff member, hired 08/22/22, did not have documentation to verify that an out-of-state criminal records check from Illinois, which was a previous state of residence, was submitted. An interview determined the out-of-state request was never submitted to Illinois and the staff member lived in the state of Illinois within the last five (5) years.

<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>195 - Plan of Correction/15 days</b>	<b>Not In Compliance</b>
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**922 KAR 2:090. Section 15. Statement of Deficiency and Corrective Action Plans.**

(2) Except for a violation posing an immediate threat as handled in accordance with KRS 199.896(5)(c), a child-care center shall submit a written corrective action plan to the cabinet or its designee within fifteen (15) calendar days of the date of the statement of deficiency to eliminate or correct the regulatory violation.

**Findings:**

A PLAN OF CORRECTION WAS DUE ON 09/23/2022 AND AS OF 09/26/2022, THE PLAN OF CORRECTION HAS NOT BEEN RECEIVED.

<b>Director Requirements</b>	<b>In Compliance</b>
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**Inspection Report**

**Employee Records**

**Not In Compliance**

**400 - 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 interview and review of documentation, a staff member hired 01/12/22, four (4) staff members hired 09/06/22 and two (2) staff members hired 08/22/22, did not have education verification on file.

**405 - 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 interview and review of documentation, a staff member hired 01/31/22, two (2) staff members hired 08/22/22, and two (2) staff members hired 09/06/22, and did not have TB documentation on file. A staff member hired 06/06/11, had TB documentation on file that was dated 08/26/20.

**Programming**

**In Compliance**

**Premises**

**In Compliance**

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Kitchen Requirements**

**In Compliance**

**Food Service**

**In Compliance**

**Meal Planning/Center Provides Meals**

**In Compliance**

**Meal Planning/Center Does Not Provide Meals**

**In Compliance**

**Children's Records**

**Not In Compliance**

**1250 - 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 interview and review of documentation, two (2) children, enrolled on 08/22/22, did not have allergy information listed on the enrollment form.

**Written Documentation**

**In Compliance**

**Posted Documentation**

**In Compliance**

**Animals**

**Not Applicable**

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Signature of Provider/Representative

Title

Date