



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
Western Branch
901 B South Main Street
Hopkinsville, KY 42240

Adam Mather
INSPECTOR GENERAL

Phone: (270) 889-6052 Fax: (270) 889-6089
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: University Heights Academy Preschool	Provider Information	CLR No: L353482
Provider Address: 1300 Academy Drive, Hopkinsville, KY, 42240	Provider Type: LICENSED TYPE I	Capacity: 60
Owner(s): Hopkinsville Independent School, Inc.		Director(s): Staley, Tamara Leigh

Inspection Type: Renewal Application	Inspection Information	Inspection No: 290658
Date Initiated: 09/30/2019 9:15 AM	Date Concluded: 09/30/2019 12:10 PM	
	No. of Children Present: 38	

Inspection Report		
Background Checks		In Compliance
Supervision		In Compliance
Staffing Requirements		In Compliance
General Administration		In Compliance
Director Requirements		Not In Compliance
320 - Operation instruction/Regulation copy		Not In Compliance
922 KAR 2:090. Section 8. General. (2) Child-care center staff shall be: (a) Instructed by the child-care center’s director regarding requirements for operation; and (b) Provided with a copy of this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280.		
Findings:		
General: Based on interview, the center did not have available a copy of this administrative regulation.		
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, a caregiver hired on 8/1/17, did not have an evaluation on file.		
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, a caregiver hired on 1/3/19, did not have documentation of education on file.		

Inspection Report

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, a caregiver hired on 1/3/19, did not have TB documentation on file. A caregiver hired on 8/15/18, had a TB documentation on file dated 1/16/17.

Programming
Premises

In Compliance
Not In Compliance

520 - Inaccessible Items

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

- (7) The following shall be inaccessible to a child in care:
 - (a) Toxic cleaning supplies, poisons, and insecticides;
 - (b) Matches, cigarettes, lighters, and flammable liquids; and
 - (c) Personal belongings and medications of staff.

Findings:

General: Based on observation, a caregiver's iPhone was placed on a stack of mats and accessible to the children in care in the three-year-olds' room.

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: Based on observation, the hot water faucet did not turn on at the restroom sink in the three-year-olds' room. Water dripped from the base of the cold water faucet at the restroom sink in the three-year-olds' room. Also, the hot water faucet did not turn on at the restroom sink in the four-year-olds' room.

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 In Compliance

990 - Snack Requirements

Not In Compliance

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

- (18) A snack shall include two (2) of the following:
 - (a) Milk;
 - (b) Protein;
 - (c) Bread; or
 - (d) 1. Fruit;
 - 2. Vegetable; or
 - 3. 100 percent juice.

Findings:

General: Based on observation, the posted snack menu indicated fruit snack and water was served on Wednesdays. Also, chips and water was served on Thursdays. The snack components were not met.

Inspection Report

Food Service

Not In Compliance

1070 - Food Protected From Contamination

Not In Compliance

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

(1) Food shall be:

(h) Protected against contamination from:

- 1. Dust;**
- 2. Flies;**
- 3. Rodents and other vermin;**
- 4. Unclean utensils and work surfaces;**
- 5. Unnecessary handling;**
- 6. Coughs and sneezes;**
- 7. Cuts in skin;**
- 8. Communicable disease;**
- 9. Flooding;**
- 10. Drainage; and**
- 11. Overhead leakage.**

Findings:

General: Based on observation, pop tarts and cups of milk were on a table uncovered for approximately fifteen (15) minutes prior to the children eating the snack in the three-year-olds' room.

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: Based on observation, the posted snack menu located in the kitchenette was not dated.

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, two (2) children enrolled on 7/15/19 and 4/16/19, did not include the name of their physician and the physician's contact number in the enrollment information. Two (2) children enrolled on 8/12/19 and 7/9/19, did not include their physician's contact number in the enrollment information. Also, a child enrolled on 9/13/19, did not list the preferred hospital in the enrollment information.

Written Documentation

Not In Compliance

1170 - Professional Development

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(f) A written annual plan for child-care staff professional development;

Findings:

General: Based on review of documentation, a caregiver hired on 1/3/19, did not have a professional development plan on file.

Inspection Report

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: Based on review of documentation, review of documentation, the center did not conduct an earthquake and tornado drill for the third and fourth quarters of 2018. In addition, there was no earthquake drill conducted during the first quarter of 2019.

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: Based on observation, the center posted the statement of deficiency and plan of correction dated 9/8/17. The center did not post the statement of deficiency, plan of correction and civil monetary penalty, in a conspicuous place, from the current licensure year.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date