



**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL**

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Inspection Report

Provider Name: Botts Head Start	Provider Information	CLR No: L357894
Provider Address: 7016 Us Highway 460, Denniston, KY, 40316	Provider Type: LICENSED TYPE I	Capacity: 40
Owner(s): Gateway Community Service Organization, Inc.		Director(s): Roe, Martina

Inspection Type: Renewal Application	Inspection Information	Inspection No: 246510
Date Initiated: 10/25/2018 11:25 AM	Date Concluded: 10/25/2018 1:30 PM	
	No. of Children Present: 28	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
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 and interview, the surveyor found that a staff file (DOH: 9/6/12) did not contain an annual evaluation. Upon interview, Staff-in-Charge was not aware that an evaluation was missing from the file and stated it is likely due to the staff member being a substitute.

Employee Records	Not In Compliance
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, review of ECE-TRIS, and interview, the surveyor found that a staff file (DOH: 8/17/16) contained documentation that Pediatric Abusive Head Trauma (PAHT) training was last completed on 8/20/13; therefore, PAHT had not been completed every five (5) years as required. Staff-in-charge was not aware that the staff member had not completed PAHT every five (5) years.

Inspection Report		
	Programming	Not In Compliance
420 - Program of Activities Followed		Not In Compliance
<p>922 KAR 2:120. Section 2. Child Care Services.</p> <p>(4) The child-care center shall provide a daily planned program:</p> <p>(a) Posted in writing in a conspicuous location with each age group and followed;</p> <p>(b) Of activities that are individualized and developmentally appropriate for each child served;</p> <p>(c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and</p> <p>(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:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Have some free choice of activities; b. If desired, play apart from the group at times; 		
<p>Findings:</p> <p>General: Based on observation and interview, the surveyor found that the weekly lesson plan posted in the Part Day classroom was not dated. Staff stated that the lesson plan posted was the current lesson plan for the week but they had failed to date it.</p>		
	Premises	Not In Compliance
640 - Toilet Room		Not In Compliance
<p>922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.</p> <p>(2) A toilet room shall:</p> <p>(a) 1. Be provided for each gender; or</p> <p>2. A plan shall be implemented to use the same toilet room at separate times;</p> <p>(b) Have a supply of toilet paper; and</p> <p>(c) Be cleaned and disinfected daily.</p>		
<p>Findings:</p> <p>General: Based on observation and interview, the surveyor found that the sink in the restroom located off of the Part Day classroom was soiled with dust, black smudges, and food. Staff stated that the restroom is cleaned daily after breakfast and after lunch.</p>		
650 - Toilet		Not In Compliance
<p>922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.</p> <p>(4) Each toilet shall:</p> <p>(a) Be kept in clean condition;</p> <p>(b) Be kept in good repair;</p> <p>(c) Be in a lighted room; and</p> <p>(d) Have ventilation to outside air.</p>		
<p>Findings:</p> <p>General: Based on observation and interview, the surveyor found that the toilet in the restroom located off of the Part Day classroom had dried urine on the base where it is bolted to the floor. Staff reported that the restroom is cleaned daily after breakfast and after lunch.</p>		
	Hygienic Practices	In Compliance
	First Aid/Medication	In Compliance
	Outdoor Play Area	In Compliance
	Equipment	In Compliance
	Transportation	In Compliance
	Food Service/Food Program	In Compliance
	Food Service	In Compliance
	Children's Records	In Compliance

Inspection Report**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 surveyor found that there were fourteen (14) children present in the Part Day classroom but only seven (7) were signed in on the daily sign in log located in the classroom. Staff-in-charge reported that the other children ride the bus and are signed on and off the bus by their parents on the on/off log for the bus; therefore, the children are not signed in or out on the daily sign in sheet in the classroom.

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 and interview, the surveyor found that a staff file (DOH: 9/6/12) did not contain an annual professional development plan. Staff-in-Charge was not aware that the professional development plan was missing from the file and stated it is likely due to the staff member being a substitute.

Posted Documentation**In Compliance****Animals****In Compliance**

Signature of
Provider/Representative

Title

Date