



**Andy Beshear**  
GOVERNOR

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

**Inspection Report**

<b>Provider Name:</b> Saint Edward Preschool	<b>Provider Information</b>	<b>CLR No:</b> L358263
<b>Provider Address:</b> 107 North Walnut Street, Cynthiana, KY, 41031	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 20
<b>Owner(s):</b> Diocese Of Covington		<b>Director(s):</b> Noble, Gaye

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 278900
<b>Date Initiated:</b> 05/02/2019 10:00 AM	<b>Date Concluded:</b> 05/02/2019 10:50 AM	
	<b>No. of Children Present:</b> 14	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance
<b>385 - Personnel File</b>	<b>Not In Compliance</b>

**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, this regulatory requirement was not met. A review of staff files during the inspection found two (2) staff that did not have the date of employment listed in their file. At first the staff person in charge reviewed background check documents for the two (2) staff in question and stated that the hire date was the same as the date the background checks were submitted. However, the staff person in charge later checked with another administrative staff person and identified two (2) different dates (9/15/18 and 10/1/18).

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
Food Service/Food Program	In Compliance

Inspection Report		
	Food Service	In Compliance
	Children's Records	Not In Compliance
1135 - Immunization		Not In Compliance
<div>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;</div>		
<b>Findings:</b>  General: Based on review of documentation, this regulatory requirement was not met. One (1) child's file (enrollment date: 4/3/18) had an immunization certificate that did not have the required information (expiration date); therefore, it could not be determined whether or not the immunization certificate was current.		
1140 - Enrollment Information		Not In Compliance
<div>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;</div>		
<b>Findings:</b>  General: Based on review of documentation, this regulatory requirement was not met. None of the children's files/enrollment documentation contained information for the family's preferred hospital.		
	Written Documentation	In Compliance
	Posted Documentation	In Compliance
	Animals	In Compliance