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Inspection Report

Provider Name: Little Eagles Preschool	Provider Information	CLR No: L358321
Provider Address: 6040 Frankfort Road, Shelbyville, KY, 40065	Provider Type: LICENSED TYPE I	Capacity: 49
Owner(s): Little Eagles Preschool, Llc		Director(s): Stiles, Aundrea Dione

Inspection Type: Renewal Application	Inspection Information	Inspection No: 219656
Date Initiated: 04/07/2017 10:25 AM	Date Concluded: 04/07/2017 2:15 PM	
	No. of Children Present: 4	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance

75 - Liability Insurance **Not In Compliance**

922 KAR 2:090. Section 6. License Issuance.
(11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:
(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;

Findings:

General: Based on Review of Documentation, the child care center failed to assure compliance with regulatory requirements. A current liability insurance policy failed to be presented for review when requested. The Kentucky Farm Bureau policy submitted for review expired on 11/17/16.

Director Requirements	Not In Compliance
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245 - Regulatory Compliance/Staff in Charge **Not In Compliance**

922 KAR 2:110. Section 4. Director Requirements and Responsibilities.
(1) Effective with the adoption of this administrative regulation, a director shall:
(d) Ensure:
1. Compliance with 922 KAR 2:090, 922 KAR 2:120, and this administrative regulation; and
2. The designation of one (1) adult staff person in charge to carry out the director's duties if the director is not present in the child-care center during operating hours;

Findings:

General: Based on Interview, the child care center director failed to assure compliance with regulatory requirements. Upon entry into the building on 04/07/17, an individual identified herself as the staff in charge. Approximately two (2) hours later, the aforementioned person stated she was not an employee at the center but was just helping out for the day as other staff members had quit prior to 04/07/17. In a phone interview with the director on 04/12/17, the director stated the aforementioned individual was an employee with a hire date of 04/07/17.

260 - Staff Evaluation	Not In Compliance
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922 KAR 2:110. Section 4. Director Requirements and Responsibilities.
(1) Effective with the adoption of this administrative regulation, 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, the child care center director failed to assure compliance with regulatory requirements. Upon request, staff files were not presented for review. In a phone interview with the owner, staff files were locked in a cabinet and no key was available at the time of the survey, to unlock the cabinet. The owner requested the surveyor to return another day. Evaluations for staff members with hire dates of 11/28/16, and 05/08/15 were unavailable for review at the time of the survey.

265 - Health, Safety, Comfort

Not In Compliance

922 KAR 2:110. Section 4. Director Requirements and Responsibilities.

(1) Effective with the adoption of this administrative regulation, a director shall:

(l) Provide for the health, safety, and comfort of each child;

Findings:

General: Based on Interview and observation, the child care center director failed to assure compliance with regulatory requirements. The location of a first aid kit was unknown to all four (4) staff members present at the time of the survey when requested for review. An individual identified as staff in charge, stated she "had no clue, I have no idea" when asked what she would do if a child was injured that day, continuing in stating she was not an employee, but was just there to "help out for the day". Observation in the infant room revealed the aforementioned staff member to remain on a cell phone while infants were crying without attention to their needs. Additionally, when asked for information regarding the child care program, the staff member did not discontinue her cell phone usage and stated she was not an employee, "just someone helping out for the day". A covered electrical outlet was approximately three (3) inches outside of the perimeter of an infants crib, allowing accessibility to the cover and the outlet. An additional electrical outlet was observed to be uncovered/unprotected in the entryway into the building.

275 - Caregiver Alone

Not In Compliance

922 KAR 2:110. Section 4. Director Requirements and Responsibilities.

(1) Effective with the adoption of this administrative regulation, a director shall:

(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;

Findings:

General: Based on Review of Documentation, the child care center director failed to assure compliance with regulatory requirements. All three (3) of the active classrooms surveyed were observed to be supervised by one (1) sole staff member from approximately 10:00 A.M. to 2:00 P.M. All staff files were unavailable for review as the present staff members failed to possess a key to unlock the file cabinet, where the staff files were stored.

Employee Records

Not In Compliance

300 - Background checks/left alone

Not In Compliance

922 KAR 2:090. Section 6. License Issuance.

(5) An individual described in subsection (4) of this section shall:

(a) Submit to background checks described in paragraph (b) of this subsection;

(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:

- 1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
- 2. Criminal records check required by KRS 199.896(19);**
- 3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and**
- 4. An address check of the Sex Offender Registry; and**

(c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.

Findings:

General: Based on Review of Documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. Staff files were unavailable for review when requested. In a phone interview with the owner during the survey, she (the owner) stated that the staff files were locked in a file cabinet inaccessible at the time of the survey. A phone interview revealed staff members with hire dates of: 11/14/16, 03/29/17, 03/31/17, 04/05/17, 03/31/17, 02/21/07, 01/30/17, 11/28/16, and 05/08/15. Background checks were unavailable on all staff members identified. Staff members observed working alone had hire dates of: 04/05/17, 11/14/16, 11/28/16, and 03/31/17.

310 - Personnel File

Not In Compliance

922 KAR 2:110. Section 3. 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. Written record of training participation to include:**
 - a. The training source;**
 - b. Location;**
 - c. Date; and**
 - d. Number of clock hours completed;**
- 5. Every two (2) years, a:**
 - a. Statement from a health professional that the individual is free of active tuberculosis; or**
 - b. Copy of negative tuberculin results; and**
- 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:**
 - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
 - b. Criminal records check required by KRS 199.896(19);**
 - c. Criminal records check from any previous state of residence completed once if:**
 - (i) The individual resided outside the state of Kentucky in the last five (5) years; and**
 - (ii) No criminal records check has been completed for the individual's previous state of residence; and**
 - d. An address check of the Sex Offender Registry;**

Findings:

General: Based on Review of Documentation and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Files for staff members with hire dates of: 11/14/16, 03/29/17, 03/31/17, 04/05/17, 03/31/17, 02/21/07, 01/30/17, 11/28/16, and 05/08/15 could not be accessed at the time of the survey as the cabinet that contained the files was locked and staff members did not have the key to access the files when requested. Interview with staff in charge revealed she did not have the key to unlock the file cabinet and the owner was out of town.

315 - Educational Requirements

Not In Compliance

922 KAR 2:110. Section 5. 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, the child care center failed to maintain employee files in accordance with regulatory requirements. Staff members with hire dates of: 11/14/16, 03/29/17, 03/31/17, 04/05/17, 03/31/17, 02/21/07, 01/30/17, 11/28/16 and 05/08/15 failed to have documentation of a high school diploma, GED, or other qualifying documentation from a comparable educational entity or a Commonwealth Child Care Credential provided upon request.

320 - TB Verification

Not In Compliance

922 KAR 2:110. Section 5. 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, the child care center failed to maintain employee records in accordance with regulatory requirements. The child care center failed to provide documentation upon request for staff members with hire dates of: 11/14/16, 03/29/17, 03/31/17, 04/05/17, 03/31/17, 02/21/07, 01/30/17, 11/28/16 and 05/08/15, of negative tuberculin test results or a written statement from a health care professional stating that the individual is free of tuberculosis.

340 - Training

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

(14) 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 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 pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on Review of Documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. The child care center failed to provide upon surveyor's request, documentation verifying 15 annual hours of cabinet approved training for each subsequent year of employment for staff members with hire dates of: 02/21/07, and 05/08/15.

Programming

Not In Compliance

350 - Program of Activities Followed

Not In Compliance

922 KAR 2:120. Section 2. Child Care Services.

(4) The child-care center shall provide a daily planned program:

(a) Posted in writing in a conspicuous location with each age group and followed;

(b) Of activities that are individualized and developmentally appropriate for each child served;

(c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and

(d) That offers a variety of creative activities including the following:

- 1. Art;**
- 2. Music;**
- 3. Dramatic play;**
- 4. Stories and books;**
- 5. Science;**
- 6. Block building;**
- 7. Tactile activity;**
- 8. Culture;**
- 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:**
 - a. Have some free choice of activities;**
 - b. If desired, play apart from the group at times;**

Findings:

General: Based on Review of Documentation, the child care center failed to comply with regulatory requirements. The child care center failed to provide a list of daily activities, posted in a conspicuous area, listing activities which are individualized and developmentally appropriate for each child served including activities in art, block building, music, dramatic play, stories and books, science, indoor and outdoor play, and a balance of quiet and active play, in the preschool and school age area.

435 - Bedding/Toys in Crib

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

- (3) Rest time shall include adequate space specified by the child's age as follows:**
- (a) For an infant:**
 - 3. No loose bedding; and**
 - 4. No toys or other items except the infant's pacifier;**

Findings:

General: Based on Observation, the child care center failed to maintain the premises in accordance with regulatory requirements. In the Infant room, an infant was in a bouncy seat contained within a crib when the surveyor entered into the room. Additionally, an infant was observed playing in a crib with a variety of toys, including a stuffed animal. A third infant was observed to be resting in a crib with a pacifier clip.

Premises

Not In Compliance

500 - Building Requirements

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (5) The building shall be constructed to ensure the:**
- (a) Building is:**
 - 1. Dry;**
 - 2. Adequately heated;**
 - 3. Ventilated; and**
 - 4. Well lit, including clean light fixtures that are:**
 - a. In good repair in all areas; and**
 - b. Shielded or have shattered proof bulbs installed; and**
 - (b) Following are protected:**
 - 1. Windows;**
 - 2. Doors;**
 - 3. Stoves;**
 - 4. Heaters;**
 - 5. Furnaces;**
 - 6. Pipes; and**
 - 7. Stairs.**

Findings:

General: Based on Observation, the child care center failed to maintain the premises in accordance with regulatory requirements. Observation in the Toddler room revealed twenty (20) sets of lights without protective coverings in an area with the children.

520 - Floors, Walls, Ceilings

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.**

Findings:

General: Based on Observation, the child care center failed to maintain the premises in accordance with regulatory requirements. The ventilation opening located in the restroom, contained a large amount of dirt and dust. Additionally, the window sill in the Preschool/School Age room revealed a large area of peeling paint.

565 - Infant/Toddler Indoor Space

Not In Compliance

922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.

- (1) Infant and toddler inside areas shall:**
- (a) Be separate from an area used by an older child;**
 - (b) Not be an exit or entrance; and**
 - (c) Have adequate crawling space for an infant or toddler away from general traffic patterns of the center.**

Findings:

General: Based on Observation, the child care center failed to maintain the premises in accordance with regulatory requirements. Observation revealed that the Toddler and Infant room is used as an exit and entrance into the Preschool/School Age classroom located at the far end of the building, requiring passage through the Infant and Toddler room to reach the school age room.

585 - 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 and interview, the child care center failed to maintain the premises in accordance with regulatory requirements. Observation of the bathroom revealed no liquid soap was available. Staff interview revealed the preschool and school age children use the aforementioned restroom.

Inspection Report

590 - 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 bathroom contained in the Toddler classroom failed to have ventilation to outside air.

Hygienic Practices

Not In Compliance

595 - Child Personal Care/Handwashing

Not In Compliance

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

- (4) A child shall:
 - (a) Be helped with personal care and cleanliness based upon their developmental skills; and
 - (b) Wash his or her hands with liquid soap and warm running water:
 - 1. a. Upon arrival at the center; or
 - b. Within thirty (30) minutes of arrival for school-age children;
 - 2. Before and after eating or handling food;
 - 3. After toileting or diaper change;
 - 4. After handling animals;
 - 5. After wiping or blowing nose;
 - 6. After touching items soiled with body fluids or wastes; and
 - 7. After outdoor or indoor play time.

Findings:

General: Based on Observation, the child care center failed to maintain hygienic practices in accordance with regulatory requirements. Observation conducted during the initial walk-through of the Toddler room revealed a small bucket of unclean water containing a washcloth. Later, after lunch, the same water and cloth were used repeatedly to wipe all children's faces and hands.

600 - Staff Hygiene/Handwashing

Not In Compliance

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

- (5) Staff shall:
 - (a) Maintain personal cleanliness;
 - (b) Conform to hygienic practices while on duty; and
 - (c) Wash their hands with liquid soap and running water:
 - 1. Upon arrival at the center;
 - 2. After toileting or assisting a child in toileting;
 - 3. Before and after diapering each child;
 - 4. After wiping or blowing a child's or own nose;
 - 5. After handling animals;
 - 6. After caring for a sick child;
 - 7. Before and after feeding a child or eating;
 - 8. Before dispensing medication; and
 - 9. If possible, before administering first aid.

Findings:

General: Based on Observation, the child care center failed to maintain hygienic practices in accordance with regulatory requirements. A staff member was observed tearing pizza into bite size pieces for two (2) children failing to wash her hands after handling each child's food, which had previously been handled by each child.

First Aid/Medication

Not In Compliance

670 - Medication

Not In Compliance

922 KAR 2:120. Section 7. First Aid and Medicine.

- (6) Medication, including refrigerated medication, shall be:
 - (a) Stored in a separate and locked place, out of the reach of a child;
 - (b) Kept in the original bottle; and
 - (c) Properly labeled.
- (7) Medication shall not be given to a child if the expiration date on the bottle has passed.

Findings:

General: Based on Observation, the child care center failed to maintain medication in accordance with regulatory requirements. The bathroom in the Toddler room contained a container of sunscreen which failed to be stored in a separate and locked space.

Inspection Report

Outdoor Play Area

Not In Compliance

690 - Playground Conditions

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (20) An outdoor play area shall be:**
- (d) Safe from foreseeable hazard;**
 - (e) Well drained;**
 - (f) Well maintained;**
 - (g) In good repair; and**
 - (h) Visible to staff at all times.**

Findings:

General: Based on Observation, the child care center failed to maintain the outdoor play area in accordance with regulatory requirements. The gate at the end of the play area contained unprotected wiring protruding out from the gate. Additionally, at approximately four (4) inches away from the base of the wooden climbing structure, a metal post protruding up from the ground created a tripping hazard. A large plastic boat contained several inches of rain water in the bottom of the boat creating a hazardous environment. A very large Sticker Weed was observed close to the equipment in the play area.

700 - Fences

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (23) Fences shall be:**
- (a) Constructed of safe material;**
 - (b) Stable; and**
 - (c) In good condition.**

Findings:

General: Based on Observation, the child care center failed to maintain the outdoor play area in accordance with regulatory requirements. A double gate at the end of the play area, as well as a single gate at the other end of the area, failed to close securely.

Equipment

Not In Compliance

715 - Sufficient Appropriate Equipment

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(28) A child-care center shall have enough toys, play apparatus, and developmentally appropriate materials to provide each child with a variety of activities during the day, as specified in Section 2 of this administrative regulation.

Findings:

General: Based on Observation and interview, the child care center failed to maintain equipment in accordance with regulatory requirements. An older toddler was observed to be restrained while standing in a circular walker that appeared to be developmentally inappropriate due to the size and physical ability of the child. Interview with the staff member revealed the toddler could walk, but liked sitting in it.

755 - Toys/Equipment/Furniture

Not In Compliance

922 KAR 2:120. Section 11. Toys and Furnishings.

- (1) All toys, equipment, and furniture contacted by a child shall be:**
- (a) Kept clean and in good repair; and**
 - (b) Free of peeling, flaking, or chalking paint.**

Findings:

General: Based on Observation, the child care center failed to maintain the equipment in accordance with regulatory requirements. Five (5) highchairs containing multiple opening slits for safety belts, were ill-equipped as none of the chairs had belts. Interview revealed that the staff member was unaware that the slits in the chairs were for belts to assist in securing the child in the chair. Observation in the Toddler room revealed a cabinet under the sink had a door in disrepair which allowed for a toddler to open the door and attempt to climb into the cabinet.

760 - Indoor/Outdoor Equipment

Not In Compliance

922 KAR 2:120. Section 11. Toys and Furnishings.

- (2) Indoor and outdoor equipment shall:**
- (a) Be clean, safe, and in good repair;**
 - (b) Meet the physical, developmental needs, and interests of children of different age groups;**
 - (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and**
 - (d) Be designed to guard against entrapment or situations that may cause strangulation.**

Findings:

General: Based on Observation, the child care center failed to maintain the equipment in accordance with regulatory requirements. Observation of the wood railing leading onto the play area revealed a large rusty nail protruding from the hand railing area. Additionally two (2) wooden slats were separated from the railing exposing rusty nails. The light fixture on the ceiling in the entryway area was unclean and revealed dead insects lying within the covering.

Transportation

Not Applicable

910 - Bottle Feeding

Not In Compliance

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

(11) While bottle feeding an infant, the:

- (a) Child shall be held; and**
- (b) Bottle shall not be:**
 - 1. Propped;**
 - 2. Left in the mouth of a sleeping infant; or**
 - 3. Heated in a microwave**

Findings:

General: Based on Observation, the child care center failed to maintain the food service in accordance with regulatory requirements. A crib in the Infant room was observed to contain a bottle. A large wet spot surrounded the bottle from leakage. Continued observation revealed the crib failed to contain an infant at the time of the observation. Additionally, an infant was observed in a bouncy seat eating from a propped bottle.

950 - Kitchen Equipment Clean and Sanitary

Not In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

(7) The following shall be clean and sanitary:

- (a) Eating and drinking utensils;**
- (b) Kitchenware;**
- (c) Food contact surfaces of equipment;**
- (d) Food storage utensils;**
- (e) Food storage containers;**
- (f) Cooking surfaces of equipment; and**
- (g) Nonfood contact surfaces of equipment.**

Findings:

General: Based on Observation, the child care center failed to maintain the food service in accordance with regulatory requirements. An infant sized spoon was observed with dark-colored food residue, lying on a shelf in the refrigerator, located in the Infant room.

980 - 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, the child care center failed to maintain the food service in accordance with regulatory requirements. Inspection of the kitchen area revealed dead Lady Bugs on the window ledge above the sink and also on the counter were numerous dead bugs located under the first aid kit.

985 - Milk Requirements

Not In Compliance

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

(3) A serving of milk shall consist of:

- (a) Breast milk or iron-fortified formula for a child age birth to twelve (12) months;**
- (b) Pasteurized whole milk for children ages twelve (12) months to twenty-four (24) months; or**
- (c) Pasteurized low fat one (1) percent or fat-free skim milk for children ages twenty-four (24) months to school-age.**

Findings:

General: Based on Observation, the child care center failed to maintain the food service in accordance with regulatory requirements. The three (3) gallons of milk observed in the refrigerator were whole milk. Nine (9) children in the Preschool/School age room and an undeterminable number of children in the Toddler room containing children ranging in age from one (1) year to two (2) years were served the whole milk for lunch.

990 - Bottle Preparation by Parent

Not In Compliance

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

(4) Formula or breast milk provided by the parent shall be prepared and labeled.

Findings:

General: Based on Observation and interview, the child care center failed to maintain food service in accordance with regulatory requirements. Observation revealed numerous types of canned formula. An interview with the attending staff member revealed that parents supply the formula, and staff members prepare the bottles.

1050 - 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 Review of Documentation, the child care center failed to maintain food service in accordance with regulatory requirements. A menu failed to be prepared, dated and posted in advance in a conspicuous place.

Children's Records

Not In Compliance

1075 - Enrollment Information

Not In Compliance

922 KAR 2:110. Section 3. 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 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 situation 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, the child care center failed to maintain children's records in accordance with regulatory requirements. Children's files failed to reveal a contact telephone number to enable a person in charge to contact the child's physician for children enrolled on:09/20/16, 02/26/15, 11/23/15, 04/11/16 and 04/11/16. Children with enrollment dates of:07/16/16, 01/27/17, 03/13/12, 09/20/16, and 02/26/15 failed to have a preferred hospital contained in the file.

Written Documentation

Not In Compliance

1095 - Daily Attendance Records

Not In Compliance

922 KAR 2:110. Section 3. 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, the child care center failed to maintain written documentation in accordance with regulatory requirements. Observation revealed nineteen (19) children in attendance with only five (5) children signed in on the daily attendance form.

1100 - Staff Schedule

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

- (d) A written schedule of staff working hours;**

Findings:

General: Based on Review of Documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. An accurate staff schedule with current employees arrival and departure times was unavailable for review.

Inspection Report

Posted Documentation

Not In Compliance

1155 - Posting Requirements

Not In Compliance

922 KAR 2:110. Section 2. General.

(7) 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) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;**
- (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;**
- (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;**
- (d) 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;**
- (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and**
- (f) Daily schedule.**

Findings:

General: Based on Review of Documentation, the child care center failed to post documentation in accordance with regulatory requirements. The most current Statement of Deficiency and Plan of Correction for the current year failed to be posted in a conspicuous area and made available for public inspection.

1165 - Daily Activities

Not In Compliance

922 KAR 2:110. Section 4. Director Requirements and Responsibilities.

(1) Effective with the adoption of this administrative regulation, a director shall:

- (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;**

Findings:

General: Based on Review of Documentation, the child care center failed to post documentation in accordance with regulatory requirements. A posting of daily activities including dates and times of activities to be conducted with children was not posted in each classroom.

Animals

In Compliance

Signature of Provider/Representative

Title

Date