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**Inspection Report**

<b>Provider Name:</b> KCEOC Jackson County Child Development Center	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L358329
<b>Provider Address:</b> 324 Us Hwy 421 North, Mckee, KY, 40447		<b>Capacity:</b> 20
<b>Owner(s):</b> KCEOC Community Action Partnership, Inc.		<b>Director(s):</b> Saylor, Melissa Choi

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 293768
<b>Date Initiated:</b> 12/07/2020 10:25 AM	<b>Date Concluded:</b> 12/07/2020 12:25 PM	
	<b>No. of Children Present:</b> 6	

Inspection Report	
<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>Not In Compliance</b>
<b>345 - Staff Evaluation</b>	<b>Not In Compliance</b>

**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, the surveyor found the following:

1. A staff's (DOH: 02/29/2016) file contained an annual written performance evaluation dated for 05/02/19. Through interview with the staff-in-charge, the surveyor learned that a current performance evaluation was not available for review during the renewal survey.
2. A staff's (DOH: 03/26/2007) file contained an annual written performance evaluation dated for 04/18/19. Through interview with the staff-in-charge, the surveyor learned that the performance evaluation was not available for review during the renewal survey.
3. A staff's (DOH: 03/12/1997) file contained an annual written performance evaluation dated for 06/01/18. Through interview with the staff-in-charge, the surveyor learned that the performance evaluation was not available for review during the renewal survey.

**Inspection Report**

**Employee Records**

**Not In Compliance**

**385 - Personnel File**

**Not In Compliance**

**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, the surveyor found the following:

1. A staff's (DOH: 03/26/2007) file contained a professional development plan dated 07/30/18. Through interview with the staff-in-charge, the surveyor learned that an updated professional development plan was not available for review during the renewal survey.
2. A staff's (DOH: 03/12/1997) file contained a professional development plan dated 07/29/19. Through interview with the staff-in-charge, the surveyor learned that an updated professional development plan was not available for review during the renewal survey.

**405 - Adequate Substitute(s)**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

**(6) Child-care centers shall have available in case of need:**

- (a) One (1) qualified substitute staff person for a Type II child-care center; or**
- (b) Two (2) qualified substitute staff persons for a Type I child-care center.**

**(7) Each qualified substitute staff person shall:**

- (a) Meet the staff requirements of this administrative regulation; and**
- (b) Provide the required documentation to verify compliance with this administrative regulation.**

**Findings:**

General: Based on interview, the surveyor found that the Type I child care center has no substitute staff persons; therefore, the child care center did not have the required two (2) qualified substitute staff persons for a Type I child care center.

**Programming**

**In Compliance**

**Premises**

**Not In Compliance**

**540 - Premises Requirements**

**Not In Compliance**

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

**(1) The premises shall be:**

- (a) Suitable for the purpose intended;**
- (b) Kept clean and in good repair;**

**Findings:**

General: Based on observation, the surveyor found a large rug in the Early Head Start Classroom that contained debris; therefore, the rug was not clean.

**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**

**Not In Compliance**

**1135 - Immunization**

**Not In Compliance**

**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;**

**Findings:**

General: Based on review of documentation, the surveyor found the following:

1. The most recent immunization certificate presented for surveyor review for one (1) child (DOE: 07/24/19) was no longer current after 08/25/20.
2. The most recent immunization certificate presented for surveyor review for one (1) child (DOE: 06/05/20) was no longer current after 08/25/20.
3. The most recent immunization certificate presented for surveyor review for one (1) child (DOE: 06/26/20) was no longer current after 08/25/20.

**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, the surveyor found the following:

- (1) A child's (DOE: 02/14/20) file did not contain the preferred hospital name or contact information in case of an emergency.
- (2) A child's (DOE: 02/14/20) file did not contain contact information for the child's family physician in case of an emergency.
- (3) A child's (DOE: 02/14/20) file did not contain authorization by the parent for the child care center to seek emergency medical care for the child in the parent's absence.
- (4) A child's (DOE: 06/26/20) file did not contain the preferred hospital name or contact information in case of an emergency.
- (5) A child's (DOE: 06/26/20) file did not contain authorization by the parent for the child care center to seek emergency medical care for the child in the parent's absence.

<b>Written Documentation</b>	<b>In Compliance</b>
<b>Posted Documentation</b>	<b>In Compliance</b>
<b>Animals</b>	<b>Not Applicable</b>
<b>Emergency Regulation</b>	<b>In Compliance</b>

Signature of Provider/Representative \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_