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Inspection Report

Provider Name: Southern Preschool & Childcare	Provider Information	CLR No: L358307
Provider Address: 109 Steele Street, Frankfort, KY, 40601	Provider Type: LICENSED TYPE I	Capacity: 112
Owner(s): Southern Preschool & Childcare, Inc.		Director(s): Anderson, Jessica Ann

Inspection Type: Investigation	Inspection Information	Inspection No: 319772
Date Initiated: 12/21/2021 12:18 PM	Date Concluded: 12/21/2021 1:35 PM	
	No. of Children Present: 51	

Inspection Report	
Background Checks	Not In Compliance
15 - Submit fingerprints	Not In Compliance
<p>922 KAR 2:280. Section 4. Procedures and Payments.</p> <p>(4)(a) Upon submission of payment in accordance with subsections (2) and (3) of this section, the child care provider shall print a copy of the DCC-504, Applicant Child Care Staff Member Live Scan Fingerprinting Form, from the NBCP portal and provide the form to the child care staff member.</p> <p>(b) The child care staff member shall:</p> <ol style="list-style-type: none"> 1. Have no more than ninety (90) calendar days from the date of payment pursuant to subsections (2) and (3) of this section to submit the child care staff member's fingerprints at an authorized collection site for NBCP; and 2. Present the DCC-504 and driver's license or other government-issued photo identification to the designated agent at an authorized collection site prior to fingerprint submission. 	
Findings:	
<p>General: Based on review of documentation, observation and interview, this regulatory requirement was not met. One staff person (hire date: 6/7/21) who was observed working in the infant classroom with another staff person during the inspection, did not have evidence of submitting fingerprints at an authorized collection site for NBCP. A review of KARES records found the staff person listed as "Pending" with a determination status of "Not Yet Requested". The staff person in charge stated during interview that this staff person is a college student that has not worked for a few months; however, is scheduled to work at the facility "a couple of weeks" through the holidays before she returns to school. The staff person in charge acknowledged that the staff person has not yet submitted her fingerprints for background check processing.</p>	
Supervision	In Compliance
Staffing Requirements	In Compliance

395 - 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 and interview, this regulatory requirement was not met. A review of staff files during the inspection found two staff that did not have the date of employment listed in their file. The staff person in charge stated that she did not have their hire dates documented anywhere. She contacted another administrative staff person via phone call during the visit and then verbally identified the dates - 12/14/21 and 11/4/21 as the hire dates. However, the dates of hire were not maintained in the personnel files.

400 - 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, one staff person (hire date: 12/14/21) did not have educational documentation on file.

405 - 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, one staff person (hire date: 12/14/21) did not have T.B. documentation on file.

Signature of Provider/Representative

Title

Date