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Inspection Report

Provider Name: North Washington BEST Extended Care	Provider Information Provider Type: LICENSED TYPE I	CLR No: L358359
Provider Address: 5658 Hwy 433, Willisburg, KY, 40078		Capacity: 120
Owner(s): Washington County Board Of Education		Director(s): Coslow, Mona Lisa

Inspection Type: Renewal Application	Inspection Information	Inspection No: 216538
Date Initiated: 09/09/2016 9:25 AM	Date Concluded: 09/09/2016 11:10 AM	
	No. of Children Present: 11	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance
335 - Qualified Substitute	Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.
(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 Review of Documentation, there were two (2) staff listed as substitutes. One (1) of the substitutes had a hire date of 1/16/16. The date of the signature of this staff person on the child abuse and neglect check was 2/17/16. The application for the results of a child abuse and neglect check is required to be submitted within five (5) days of hire. In addition this same staff person did not have the results of a criminal records check nor was there documentation available for review to verify that the application of the criminal records check had been submitted. A review of ECE-Tris records found that this staff person's information was not in the system and verification of the completion of orientation training could not be confirmed. An interview with the staff person in charge indicated that this staff person had been signed up twice to take the orientation training but did not complete the training.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	In Compliance
Equipment	In Compliance

Inspection Report

Transportation

Not In Compliance

810 - Transportation Notification/Third Party Contracts

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

- (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:**
 - (f) Contracts, agreements, or documents detailing arrangements with any third party for services;**

Findings:

General: Based on Review of Documentation, it was found that the third party agreement on file was dated 8/20/10. The agreement has not been updated since that date.

Food Service

In Compliance

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, there was one (1) child's enrollment information that did not have a preferred hospital listed. The parent listed a hospital they did not want their child taken to in case of an emergency.

Written Documentation

In Compliance

Posted Documentation

Not In Compliance

1160 - Disaster Course of Action

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

- (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;**

Findings:

General: Based on Observation, a diagram was posted by the door but there was no written plan posted with the diagram outlining the course of action in the event of a natural or manmade disaster.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date