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Inspection Report

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|--|---------------------------------------|-----------------------------------|
| Provider Name: Good Shepherd Preschool | Provider Information | CLR No: L358302 |
| Provider Address: 75 Shepherd Way, Frankfort, KY, 40601 | Provider Type: LICENSED TYPE I | Capacity: 95 |
| Owner(s): Sts. Peter & Paul Regional Catholic School | | Director(s): Parker, Jenny |

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| Inspection Type: Renewal Application | Inspection Information | Inspection No: 319198 |
| Date Initiated: 11/30/2021 8:50 AM | Date Concluded: 11/30/2021 10:25 AM | |
| | No. of Children Present: 20 | |

Inspection Report

Background Checks

Not In Compliance

5 - Background check/left alone/dismissed/relocated

Not In Compliance

922 KAR 2:280. Section 3. Implementation and Enforcement.

- (1) A person who is a child care staff member prior to January 1, 2018, shall submit to and complete background checks in accordance with this administrative regulation no later than September 30, 2018.
- (2) A child care staff member hired on or after April 1, 2018, shall:
 - (a) Have completed the background checks required in accordance with this administrative regulation and been found to have no disqualifying offense prior to becoming a child care staff member; or
 - (b) 1. Have submitted to the background checks required in accordance with this administrative regulation;
 - 2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and
 - 3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.

Findings:

General: Based on review of documentation, staff hired on 09/13/2021, did not have a background check on file. This information was also verified through KARES. The staff person was not working alone at the time of the inspection.

10 - Submit background check

Not In Compliance

922 KAR 2:280 - Section 4. Procedures and Payments.

- (1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:
 - (a) Request that the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;
 - (b) Request that the prospective child care staff member complete and sign the:
 - 1. DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and
 - 2. DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and
 - (c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:
 - 1. Child abuse and neglect central registry pursuant to 922 KAR 1:470;
 - 2. National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and
 - 3. Sex Offender Registry established in accordance with KRS 17.500 through 17.580.

Findings:

General: Based on review of documentation, staff hired on 09/13/2021, did not have evidence of fingerprints being taken to initiate the KARES background check progress. This information was also verified through KARES. The staff person was not working alone at the time of the inspection. It should be noted that no staff member should be present in the facility, working with children until a fingerprint is submitted.

Supervision

In Compliance

Inspection Report

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| Staffing Requirements | In Compliance |
| General Administration | In Compliance |
| Director Requirements | In Compliance |
| Employee Records | Not In Compliance |

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, staff hired on 09/13/2021, did not have documentation on file from a health care professional stating she was free of active tuberculosis.

435 - Training **Not In Compliance**

922 KAR 2:090. Section 11. Staff Requirements.
(16) 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 completed within the first three (3) months of employment in a child-care program;
(b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training; and
(c) Fifteen (15) hours of cabinet-approved early care and education training completed between July 1 and the following June 30 of each subsequent year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.
(17) A staff person's compliance with training requirements of this section shall be verified through the cabinet-designated database maintained pursuant to 922 KAR 2:240.

Findings:

General: Based on review of documentation, staff hired on 08/15/2020, had only fourteen (14) hours of cabinet approved training on file. This information was verified through ECE-TRIS.

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| 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 |
| Kitchen Requirements | In Compliance |
| Food Service | In Compliance |
| Meal Planning/Center Provides Meals | In Compliance |
| Meal Planning/Center Does Not Provide Meals | In Compliance |
| Children's Records | In Compliance |
| Written Documentation | Not In Compliance |

1265 - Policies and Procedures **Not In Compliance**

922 KAR 2:090. Section 8. General.
(4) Program policies and procedures shall:
(a) Be in writing; and
(b) Include:
1. Staff policies;
2. Job descriptions;
3. An organization chart;
4. Chain of command; and
5. Other procedures necessary to ensure implementation of:
a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;
b. 922 KAR 2:120, Child-care center health and safety standards;
c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and
d. This administrative regulation.

Findings:

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

- 1) There was no current chain of command on file.
- 2) There were no staff job descriptions on file.

Inspection Report

1275 - Staff Schedule

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:**
- (d) A written schedule of staff working hours;**

Findings:

General: Based on interview, the staff person in charge stated that she did not have a current staff schedule at the time of the inspection.

1280 - Professional Development

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:**
- (f) A written annual plan for child-care staff professional development;**

Findings:

General: Based on review of documentation, a staff hired on 08/01/2021, did not have a current professional development plan on file.

1285 - Earthquake/Tornado/Fire Drills

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:**
- (h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;**
- (i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;**

Findings:

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

- 1) There was no monthly fire drill documented for October 2021.
- 2) There were no children's names listed who were in attendance with each drill that was on file.
- 3) There were no documented quarterly tornado and earthquake drills on file.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date