



**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL**

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Inspection Report

Provider Name: Center Street Head Start	Provider Information	CLR No: L358591
Provider Address: 171 Center Street, Bowling Green, KY, 42101, 1216	Provider Type: LICENSED TYPE I	Capacity: 100
Owner(s): Community Action Of Southern Kentucky, Incorporated		Director(s): Brown, Carla Yvonne

Inspection Type: Renewal Application	Inspection Information	Inspection No: 220199
Date Initiated: 06/26/2017 10:55 AM	Date Concluded: 06/26/2017 2:20 PM	
	No. of Children Present: 63	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
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 a review of documentation, a volunteer, start date 6-6-16, did not have a criminal records check and a child abuse and neglect check on file. A volunteer, start date 4-14-16, did not have a child abuse and neglect check on file.

Inspection Report

345 - Driver Requirements

Not In Compliance

922 KAR 2:120. Section 12. Transportation.
(18) A driver of a vehicle transporting a child for a center shall:
(a) Be at least twenty-one (21) years old;
(b) Complete:
1. The background checks as described in 922 KAR 2:110; and
2. An annual check of the:
a. Kentucky driver history records in accordance with KRS 186.018; or
b. Driver history records through the state transportation agency that issued the driver's license;
(c) Hold a current driver's license which has not been suspended or revoked during the last five (5) years; and
(d) Not caused an accident which resulted in the death of a person.

Findings:

General: Based on a review of documentation and interview, a staff member/driver, hired 1-1-04, had no driver's history on file.

Programming

In Compliance

Premises

Not In Compliance

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 ceiling tile above the single sink was wet and had brown marks in classroom #1. The ceiling tile above the single sink was wet and sagged in classroom #5. Interview with staff determined they were unaware of what caused the wet tiles. Also, the wall had peeling paint and peeling drywall paper in the back left corner of classroom #4.

580 - Toilet Room

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.
(2) A toilet room shall:
(a) 1. Be provided for each gender; or
2. A plan shall be implemented to use the same toilet room at separate times;
(b) Have a supply of toilet paper; and
(c) Be cleaned and sanitized daily.

Findings:

General: Based on observation, the exhaust vent fan covers had an accumulation of dust in classroom #1's restroom, the restroom between classroom #2 and classroom #3, and the restroom between classroom #4 and classroom #5.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

Not In Compliance

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, vehicle HS46 did not have a functional emergency break and was used to transport children. A blue vinyl couch had a three (3) inch hole and foam exposed in the middle of the seat cushion in classroom #2.

Transportation

Not In Compliance

785 - Requirements for Transportation Services

Not In Compliance

922 KAR 2:120. Section 12. Transportation.
(2) A center providing or arranging transportation service shall:
(a) Be licensed and approved by the cabinet or its designee prior to transporting a child;
(b) Have a written plan that details the type of transportation, staff schedule, transportation schedule, and transportation route; and
(c) Have written policies and procedures, including emergency procedures practiced monthly by staff who transports children.

Findings:

General: Based on a review of documentation, the center only practices emergency evacuation of buses when the bus is used. The only documented evacuation practice in the last year was for 6-20-17. Interview with staff determined the evacuations drills are only conducted if a transport is used in that month.

Inspection Report

900 - Children's Transportation Records

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

(17) Transportation services provided shall:

(a) Be recorded in writing and include:

- 1. The first and last name of the child transported; and**
- 2. The time each child gets on and the time each child gets off;**

(b) Be completed by a staff member other than the driver; and

(c) Be kept for five (5) years.

Findings:

General: Based on a review of documentation and interview with staff, all transportation documentation was completed by the driver. A second person does not complete any of the documentation.

Food Service

In Compliance

Children's Records

In Compliance

Written Documentation

Not In Compliance

1090 - Policies and Procedures

Not In Compliance

922 KAR 2:110. Section 2. General.

(5) 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 2:090, Child-care center licensure;**
 - c. 922 KAR 2:120, Child-care center health and safety standards; and**
 - d. This administrative regulation.**

Findings:

General: Based on interview and review of documentation, the center had a verbal sick child protocol policy.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of
Provider/Representative

Title

Date