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**Inspection Report**

<b>Provider Name:</b> Cornerstone Christian Academy	<b>Provider Information</b>	<b>CLR No:</b> L358522
<b>Provider Address:</b> 3850 Frankfort Road, Shelbyville, KY, 40065	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 42
<b>Owner(s):</b> Cornerstone Christian Academy, Inc.		<b>Director(s):</b> Holloway, Renae Beth

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 242181
<b>Date Initiated:</b> 10/11/2017 12:40 PM	<b>Date Concluded:</b> 10/11/2017 2:40 PM	
	<b>No. of Children Present:</b> 16	

<b>Inspection Report</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>In Compliance</b>
<b>Employee Records</b>	<b>In Compliance</b>
<b>Programming</b>	<b>In Compliance</b>
<b>Premises</b>	<b>In Compliance</b>
<b>Hygienic Practices</b>	<b>In Compliance</b>
<b>First Aid/Medication</b>	<b>In Compliance</b>
<b>Outdoor Play Area</b>	<b>In Compliance</b>
<b>Equipment</b>	<b>In Compliance</b>
<b>Transportation</b>	<b>Not Applicable</b>
<b>Food Service</b>	<b>In Compliance</b>

Inspection Report

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 observation, review of documentation and interview, the child care center failed to maintain children's records according to regulatory requirements. Files containing enrollment information for 10 (ten) children with the enrollment dates of 8/1/17, 10/1/16 and 10/1/17 failed to include emergency medical information and preferred hospital and physician. Interview with the director revealed that there is no information on the enrollment form to list emergency medical and preferred hospital and family physician information. Further discussion with the director revealed that a revision of the enrollment form and packet will be initiated immediately.

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date