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Inspection Report

Provider Name: Notebook Learning Center, LLC	Provider Information	CLR No: L358742
Provider Address: 3397 Burkland Blvd, Shepherdsville, KY, 40165	Provider Type: LICENSED TYPE I	Capacity: 73
Owner(s): Notebook Learning Center, LLC		Director(s): Bixler, Amanda Nicole

Inspection Type: Renewal Application	Inspection Information	Inspection No: 219367
Date Initiated: 03/13/2017 12:00 PM	Date Concluded: 03/13/2017 2:45 PM	
	No. of Children Present: 46	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance

315 - Educational Requirements **Not In Compliance**

922 KAR 2:110. Section 5. 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 and Interview, the child care center failed to maintain employee records in accordance with regulations. Review of staff files revealed a high school diploma, GED, or Commonwealth Child Care Credential was not presented for review at the time of survey for one (1) staff member hired 3/13/17. Interview with director revealed she needed to obtain proof of education for this staff member.

320 - TB Verification **Not In Compliance**

922 KAR 2:110. Section 5. 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 and interview, the child care center failed to maintain employee records in accordance with regulations. Staff files for two (2) staff members hired 2/6/17 and 3/13/17 failed to have records of negative tuberculin result on file. Interview with director revealed this documentation was not on file at the time of survey.

Inspection Report

340 - Training

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

- (14) 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 within the first three (3) months of employment;
 - (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment, including one and one-half (1 ½) hours of pediatric abusive head trauma training; and
 - (c) Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment, including one and one-half (1 ½) hours of pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on Review of Documentation and Interview, the child care center failed to maintain employee records in accordance with regulations. Review of staff files and ECE-TRIS report revealed documentation of fifteen (15) hours of cabinet approved training was not presented for review at the time of survey for two (2) staff members hired 7/10/08 and 3/11/15. Interview with director revealed this documentation was not on file at the time of survey.

Programming

Not In Compliance

435 - Bedding/Toys in Crib

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

- (3) Rest time shall include adequate space specified by the child's age as follows:
 - (a) For an infant:
 - 3. No loose bedding; and
 - 4. No toys or other items except the infant's pacifier;

Findings:

General: Based on Observation, the child care center failed to comply with regulatory programming requirements. Observation of the Infant Room at 12:05pm revealed one (1) six-month-old infant sleeping in a bassinet with a stuffed animal till 1:25pm.

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

Not In Compliance

730 - Crib/Mattress/Sheet

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

- (3) Rest time shall include adequate space specified by the child's age as follows:
 - (a) For an infant:
 - 1. An individual non-tiered crib that meets Consumer Product Safety Commission standards established in 16 C.F.R. 1219-1220;
 - 2. A firm crib mattress in good repair with a clean tight-fitted sheet that shall be changed:
 - a. Weekly; or
 - b. Immediately if it is soiled or wet;

Findings:

General: Based on Observation and interview, the child care center failed to maintain equipment in accordance with regulations. Observation of the Infant room revealed at 12:05pm a six-month old infant sleeping in a bassinet till 1:25pm. Interview with the director acknowledged the child should have been sleeping in a crib.

Transportation

Not Applicable

Food Service

In Compliance

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 Review of Documentation and Interview, the child care center failed to maintain children's records in accordance with regulations. Review of ten (10) children's files revealed the written records for one (1) child with enrollment date 10/9/14 failed to contain preferred physician information. Interview with director revealed this documentation was not on file at the time of survey.

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date