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**Inspection Report**

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

|   |  |                              |
|---|--|------------------------------|
| <b>Inspection Type:</b> Investigation     | <b>Inspection Information</b>              | <b>Inspection No:</b> 247279 |
| <b>Date Initiated:</b> 10/18/2018 9:20 AM | <b>Date Concluded:</b> 10/18/2018 10:45 AM |                              |
|   | <b>No. of Children Present:</b> 43         |                              |

| <b>Inspection Report</b>  |                          |
|---|--------------------------|
| <b>Staffing Requirements</b>  | <b>Not In Compliance</b> |
| <b>135 - Related Children</b>   | <b>Not In Compliance</b> |
| <p><b>922 KAR 2:120. Section 2. Child Care Services.</b></p> <p><b>(2) For an operating child-care center, minimum staff-to-child ratios and group size shall be maintained as established in the table established in this subsection.</b></p> <p><b>(d) If a child related to the director, employee, or person under the supervision of the licensee is receiving care in the center, the child shall be included in the staff-to-child ratio.</b></p> <p><b>Findings:</b></p> <p>General: Based on interview, the child care center failed to maintain staffing requirements. Interview with the director revealed that three (3) related school-age children remain in the child care center from 03:45 p.m. to 06:00 p.m. The children are not enrolled and therefore are not included in the staff to child ratios as per regulation.</p>  |                          |
| <b>General Administration</b>   | <b>Not In Compliance</b> |
| <b>255 - Notification of Changes</b>  | <b>Not In Compliance</b> |
| <p><b>922 KAR 2:090. Section 12. Reports.</b></p> <p><b>(4)(a) Written notification of the following shall be:</b></p> <ol style="list-style-type: none"> <li><b>1. Made to the cabinet, in writing, to allow for approval before implementation:</b> <ol style="list-style-type: none"> <li><b>a. Change of ownership;</b></li> <li><b>b. Change of location;</b></li> <li><b>c. Increase in capacity;</b></li> <li><b>d. Change in hours of operation;</b></li> <li><b>e. Change of services in the following categories:</b> <ol style="list-style-type: none"> <li><b>(i) Infant;</b></li> <li><b>(ii) Toddler;</b></li> <li><b>(iii) Preschool-age;</b></li> <li><b>(iv) School-age;</b></li> <li><b>(v) Nontraditional hours; or</b></li> <li><b>(vi) Transportation; or</b></li> </ol> </li> <li><b>f. Addition to or reduction of the square footage of a child-care center's premises;</b></li> </ol> </li> </ol> <p><b>Findings:</b></p> <p>General: Based on review of documentation and interview, the child care center failed to comply with regulatory requirements. Upon request, the child care director did not present verification that the child care director had submitted to the cabinet a written notification for approval of school age services before implementation. Interview with the director revealed three (3) school age children are in the child care center from 03:45 p.m. to 06:00 p.m. Continued review of DRCC records revealed no notification, or request for approval, had been received by the center.</p> |                          |

**1140 - Enrollment Information**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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 a 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 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 regulatory requirements. Upon request, the child care director did not present verification that the three (3) related children with an unknown date of enrollment had an enrollment record to contain identifying information, contact information, preferred hospital, physician, the child's general health status and medical history, the name of a person designated to pick up child and authorization for medical emergency.

Signature of Provider/Representative

Title

Date