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Inspection Report

Provider Name: Notebook Learning Center	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: 278373
Date Initiated: 01/31/2019 9:00 AM	Date Concluded: 01/31/2019 11:30 AM	
	No. of Children Present: 33	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
340 - Staff Meeting	Not In Compliance
922 KAR 2:090. Section 10. Director Requirements and Responsibilities. (1) A director shall: (i) Conduct, manage, and document in writing recurring staff meetings;	
Findings:	
General: Based on review of documentation and interview, the child care center director failed to assure compliance with regulatory requirements. Review of documentation revealed written documentation of staff meetings was not presented for review at the time of survey. Interview with director revealed she could not locate this documentation at the time of survey.	
Employee Records	Not In Compliance
410 - 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 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 cabinet-approved 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 cabinet-approved 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 3/11/15 and 9/22/14. Interview with director revealed this documentation was not on file at the time of survey.	
Programming	In Compliance

Inspection Report

Premises

Not In Compliance

580 - 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 child care center failed to maintain the premises in accordance with regulatory requirements. Observation of Preschool classroom revealed a green, wooden door located in the back of the classroom that was cracked and splintered in several areas.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service/Food Program

In Compliance

Food Service

In Compliance

Children's Records

In Compliance

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date