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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> G. C. Burkhead Elementary (S.A.C.C.) School Age Child Care	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L354518
<b>Provider Address:</b> 1323 Saint John Road, Elizabethtown, KY, 42701		<b>Capacity:</b> 200
<b>Owner(s):</b> Hardin County Schools		<b>Director(s):</b> Wood, Amy Danielle

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 242900
<b>Date Initiated:</b> 01/11/2018 2:00 PM	<b>Date Concluded:</b> 01/11/2018 4:07 PM	
	<b>No. of Children Present:</b> 39	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
<b>250 - Staff Management/Policy Development/Supervision</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b> <b>(1) Effective with the adoption of this administrative regulation, a director shall:</b> <b>(e) Manage the staff in their individual job descriptions;</b> <b>(f) Develop child-care center plans, policies, and procedures;</b> <b>(g) Supervise staff conduct to ensure implementation of program policies and procedures;</b>	
<b>Findings:</b> General: Based on review of documentation and observation, the child care center director failed to assure compliance with regulatory requirements. Review of documentation revealed that the program's staffing ratios are listed as 1 staff member for 12 kids. Observation of the cafeteria revealed one staff member working alone with 15 kids from 3:31pm-3:40pm. Therefore, the center's policies were not implemented.	
<b>275 - Caregiver Alone</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b> <b>(1) Effective with the adoption of this administrative regulation, a director shall:</b> <b>(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;</b>	
<b>Findings:</b> General: Based on review of documentation, interview and observation, the child care center director failed to assure compliance with regulatory requirements. Review of the presented employee records revealed a staff member's file with hire date 12/4/17 that did not contain a criminal record check. Upon request, the staff in charge did not present a criminal record check for the aforementioned staff member at the time of the survey. Observation of the cafeteria revealed the staff member working alone with 15 children ranging in age from 5-6 years of age from 3:31pm-3:40pm.	

**Inspection Report****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 review of documentation, interview and observation, the child care center failed to maintain employee records in accordance with regulatory requirements.

Review of the presented employee records revealed a staff member's file with hire date 12/4/17 that did not contain a criminal record check. Upon request, the staff in charge did not present a criminal record check for the aforementioned staff member at the time of the survey. Observation of the cafeteria revealed the staff member working alone with 15 children ranging in age from 5-6 years of age from 3:31pm-3:40pm.

**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 regulatory requirements. Review of the presented employee records revealed a staff member's file with hire date 12/4/17 that did not contain a high school diploma, GED or qualifying documentation from a comparable educational entity. Upon request, the staff in charge did not present educational documentation for the aforementioned staff member at the time of the survey.

**Programming****In Compliance****Premises****In Compliance****Hygienic Practices****In Compliance****First Aid/Medication****In Compliance****Outdoor Play Area****In Compliance****Equipment****In Compliance****Transportation****Not Applicable****Food Service****Not In Compliance****1050 - Menu****Not In Compliance****922 KAR 2:120. Section 9. Food and Meal Requirements.****(16) A weekly menu shall be:****(a) Prepared;****(b) Dated;****(c) Posted in advance in a conspicuous place;****(d) Kept on file for thirty (30) days; and****(e) Amended in writing with any substitutions on the day the meal is served.****Findings:**

General: Based on observation, the child care center failed to maintain food service in accordance with regulatory requirements. The menu posted on 1/11/18 was no longer current as it was dated 8/1-8/22.

Inspection Report		
Children's Records		Not In Compliance
1075 - Enrollment Information		Not In Compliance
<div>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;</div>		
<b>Findings:</b> General: Based on review of documentation and interview, the child care center failed to maintain children's records in accordance with regulatory requirements. Review of the presented children's records revealed a child's file with enrollment date 1/5/17 did not contain the name of the family physician. Upon request, the staff in charge did not present the documentation at the time of the survey.		
Written Documentation		In Compliance
Posted Documentation		In Compliance
Animals		Not Applicable