



**Andy Beshear**  
GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES**  
**OFFICE OF INSPECTOR GENERAL**

**Melissa A. Moore, Director**  
**Division of Regulated Child Care**  
Northern Branch  
908 W. Broadway, 10-W  
Louisville, KY 40203  
Phone: (502) 595-5781 Fax: (502) 595-5773  
<https://chfs.ky.gov/agencies/os/oig>

**Eric Friedlander**  
SECRETARY

**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> G. C. Burkhead Elementary 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 Board of Education		<b>Director(s):</b> Wood, Amy Danielle

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 306318
<b>Date Initiated:</b> 02/24/2021 1:30 PM	<b>Date Concluded:</b> 02/24/2021 3:05 PM	
	<b>No. of Children Present:</b> 11	

Inspection Report	
<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>Not In Compliance</b>
<b>145 - Fire Marshal</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 6. License Issuance.</b> <b>(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:</b> <b>(b) Be approved by the Office of the State Fire Marshal or designee;</b>	
<b>Findings:</b> General: Based on interview and review of documentation, the staff in charge did not provide verification that the center had maintained written documentation that the center had been approved by the Office of the State Fire Marshal or designee.	
<b>155 - Liability Insurance</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 6. License Issuance.</b> <b>(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:</b> <b>(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;</b>	
<b>Findings:</b> General: Based on interview and review of documentation, the staff in charge did not present verification that the child care center maintained a current copy of liability insurance coverage. The document presented expired in July of 2020.	
<b>Director Requirements</b>	<b>Not In Compliance</b>
<b>340 - Staff Meeting</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b> <b>(1) A director shall:</b> <b>(i) Conduct, manage, and document in writing recurring staff meetings;</b>	
<b>Findings:</b> General: Based on interview and review of documentation, the staff in charge did not present verification that more than one (1) staff meeting had been conducted and documented in writing within the last year.	

**Inspection Report****Employee Records****Not In Compliance****385 - Personnel File****Not In Compliance****922 KAR 2:090. Section 9. Records.****(1) A child-care center shall maintain:****(e) A current personnel file for each child-care center staff person to include:**

- 1. Name, address, date of birth, and date of employment;**
- 2. Proof of educational qualifications;**
- 3. Record of annual performance evaluation;**
- 4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and**
- 5. The results of background checks conducted in accordance with 922 KAR 2:280;**

**Findings:**

General: Based on interview and review of documentation, the staff in charge did not provide verification that the employee with a hire date of 01/25/2021 had a personnel file to include: Name, address, date of birth, and date of employment, proof of educational qualifications, child abuse and neglect check, criminal records check.

**390 - Educational Requirements****Not In Compliance****922 KAR 2:090. Section 11. 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 interview and review of documentation, the staff in charge did not present verification that the record for the employee with the hire date of 01/25/2021 contained a copy of a High school diploma, GED or qualifying documentation from a comparable educational entity or Commonwealth Child Care Credential.

**400 - CPR/First Aid Coverage****Not In Compliance****922 KAR 2:090. Section 11. Staff Requirements.**

**(3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**

- (a) Infant and child cardiopulmonary resuscitation; and**
- (b) Infant and child first aid.**

**(4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**

- (a) Adult cardiopulmonary resuscitation; and**
- (b) First aid.**

**(5) Cardiopulmonary resuscitation (CPR) and first aid training shall be in addition to the fifteen (15) clock hours requirement in subsection (16) of this section.**

**Findings:**

General: Based on observation, interview and review of documentation. On 02/23/2021, observation revealed there were three (3) staff members present. The staff in charge did not provide verification verifying that at least one (1) staff member was certified in CPR and First-Aid.

**Programming****Not In Compliance****420 - Program of Activities Followed****Not In Compliance****922 KAR 2:120. Section 2. Child Care Services.****(4) The child-care center shall provide a daily planned program:**

- (a) Posted in writing in a conspicuous location with each age group and followed;**
- (b) Of activities that are individualized and developmentally appropriate for each child served;**
- (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and**
- (d) Unless the child-care center is a before- or after-school program that operates part day or less, that offers a variety of creative activities**

**including:**

- 1. Art or music;**
- 2. Math or numbers;**
- 3. Dramatic play;**
- 4. Stories and books;**
- 5. Science or nature;**
- 6. Block building or stacking;**
- 7. Tactile or sensory activity;**
- 8. Multi-cultural exposure;**
- 9. Indoor or outdoor play in which a child makes use of both small and large muscles;**
- 10. A balance of active and quiet play, including group and individual activity;**
- 11. An opportunity for a child to:**
  - a. Have some free choice of activities;**
  - b. If desired, play apart from the group at times;**

**Findings:**

General: Based on interview and review of documentation, the staff in charge not present for review that the daily activity of programming was posted in writing that had been updated to reflect the current week that included the activities that are individualized and developmentally appropriate for each child served in School Age classroom.

Inspection Report		
	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/Food Program	In Compliance
	Food Service	Not In Compliance
1130 - Menu		Not In Compliance
<p><b>922 KAR 2:120. Section 9. Food and Meal Requirements.</b>  <b>(16) A weekly menu shall be:</b>  <b>(a) Prepared;</b>  <b>(b) Dated;</b>  <b>(c) Posted in advance in a conspicuous place;</b>  <b>(d) Kept on file for thirty (30) days; and</b>  <b>(e) Amended in writing with any substitutions on the day the meal is served.</b></p>		
<p><b>Findings:</b>  General: Based on interview and review of documentation, the staff in charge did not provide verification that the snack menu had been updated to reflect the current week.</p>		
	Children's Records	Not In Compliance
1140 - Enrollment Information		Not In Compliance
<p><b>922 KAR 2:090. Section 9. Records.</b>  <b>(1) A child-care center shall maintain:</b>  <b>(b) A written record for each child:</b>  <b>1. Completed and signed by the child's parent;</b>  <b>2. Retained on file on the first day the child attends the child-care center; and</b>  <b>3. To contain:</b>  <b>a. Identifying information about the child, which includes, at a minimum, the child's name, address, and date of birth;</b>  <b>b. Contact information to enable a person in charge to contact the child's:</b>  <b>(i) Parent at the parent's home or place of employment;</b>  <b>(ii) Family physician; and</b>  <b>(iii) Preferred hospital;</b>  <b>c. The name of each person who is designated in writing to pick-up the child;</b>  <b>d. The child's general health status and medical history including, if applicable:</b>  <b>(i) Allergies;</b>  <b>(ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and</b>  <b>(iii) Permission from the parent for third-party professional services in the child-care center;</b>  <b>e. The name and phone number of each person to be contacted in an emergency involving or impacting the child;</b>  <b>f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;</b></p>		
<p><b>Findings:</b>  General: Based on interview and review of documentation, the staff in charge did not present verification that the child care center had maintained enrollment records to include a name of a physician for the four (4) children enrolled on 08/26/2020. Continued review revealed a preferred hospital was not listed for three (3) of the children, who were enrolled on 08/26/2020.</p>		
	Written Documentation	Not In Compliance
1165 - Staff Schedule		Not In Compliance
<p><b>922 KAR 2:090. Section 9. Records.</b>  <b>(1) A child-care center shall maintain:</b>  <b>(d) A written schedule of staff working hours;</b></p>		
<p><b>Findings:</b>  General: Based on interview and review of documentation, the staff in charge did not provide verification that the child care center had maintained a current staff schedule.</p>		
	Posted Documentation	In Compliance
	Animals	Not Applicable

**Inspection Report****Emergency Regulation****Not In Compliance****1260 - Emergency Regulation****Not In Compliance****922 KAR 2:410E. Emergency Regulation.**

**Due to the current declared public health emergency caused by the Novel Coronavirus Disease (COVID-19), licensed child care centers must operate under Centers for Disease Control and Prevention and public health guidelines, as mandated by 922 KAR 2:410E, to prevent the spread of COVID-19.**

**Findings:**

General: Based on observation, interview and review of documentation, as established in 922 KAR 2:410e, the background section requirements, the staff in charge did not provide verification that the background check CAN (Child Abuse Registry) and CRC (Criminal Record Check) had been submitted for the employee with the hire date of 01/25/2021. The employee was not observed working.

Signature of Provider/Representative

Title

Date