



Andy Beshear
GOVERNOR

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

Eric Friedlander
SECRETARY

Melissa A. Moore, Director
Division of Regulated Child Care
Eastern Branch
455 Park Place, Suite 120A
Lexington, KY 40511

Adam Mather
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: First United Methodist Church Preschool Ministries	Provider Information Provider Type: LICENSED TYPE I	CLR No: L354520
Provider Address: 1280 Lexington Road, Georgetown, KY, 40324		Capacity: 64
Owner(s): First United Methodist Church		Director(s): Whittemore, Rebecca J

Inspection Type: Renewal Application	Inspection Information	Inspection No: 216556
Date Initiated: 09/02/2016 9:25 AM	Date Concluded: 09/02/2016 10:45 AM	
	No. of Children Present: 48	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
235 - Operation instruction/Regulation copy	Not In Compliance
922 KAR 2:110. Section 2. General. (2) Child-care center staff shall be: (a) Instructed by the child-care center's director regarding requirements for operation; and (b) Provided with a copy of this administrative regulation, 922 KAR 2:090, and 922 KAR 2:120.	
Findings:	
General: Based on Observation, the director stated that the only licensing regulations she has on file were the interpretive guidelines.	

310 - Personnel File

Not In Compliance

922 KAR 2:110. Section 3. 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. Written record of training participation to include:**
 - a. The training source;**
 - b. Location;**
 - c. Date; and**
 - d. Number of clock hours completed;**
- 5. Every two (2) years, a:**
 - a. Statement from a health professional that the individual is free of active tuberculosis; or**
 - b. Copy of negative tuberculin results; and**
- 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:**
 - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
 - b. Criminal records check required by KRS 199.896(19);**
 - c. Criminal records check from any previous state of residence completed once if:**
 - (i) The individual resided outside the state of Kentucky in the last five (5) years; and**
 - (ii) No criminal records check has been completed for the individual's previous state of residence; and**
 - d. An address check of the Sex Offender Registry;**

Findings:

General: Based on review of documentation, the results of the child abuse and neglect check was not on file for staff hired on 08/10/16. The director stated that the results were at the facility but should could not locate them at the time of the survey. The director ended up emailing the results several days later. The results showed that the child abuse and neglect check was completed on 07/30/16.

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, staff hired on 08/16 did not have education documentation on file.

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, staff hired on 08/01/10, 08/01/91, 09/02/14 and 08/05/14 did not have documentation on file from a health care professional that they were free of active tuberculosis.

325 - CPR/First Aid Coverage

Not In Compliance

922 KAR 2:110. Section 5. 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.**

Findings:

General: Based on Review of Documentation, no employee of the facility has a current CPR/First Aid certification. The director was aware of this.

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, staff hired on 08/05/14 had fourteen (14) hours of cabinet approved training on file. This was verified through ECE-TRIS.

Programming

In Compliance

Premises

Not In Compliance

460 - Inaccessible Items

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

- (7) Except in accordance with subsection (8) of this section, the following shall be inaccessible to a child in care:**
- (a) Toxic cleaning supplies, poisons, and insecticides;**
 - (b) Knives and sharp objects;**
 - (c) Matches, cigarettes, lighters, and flammable liquids;**
 - (d) Plastic bags;**
 - (e) Litter and rubbish;**
 - (f) Bar soap; and**
 - (g) Personal belongings and medications of staff.**

Findings:

General: Based on Observation, the sink cabinet in the four (4) year old classroom did not have a working safety lock on it. There was a bottle of Lysol and other disinfectants located in the cabinet. These items were accessible to the children.

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, there was no menu posted at the time of the survey. The director stated that she did not have a menu ready.

Children's Records

In Compliance

Written Documentation

Not In Compliance

1120 - Fire Drills

Not In Compliance

922 KAR 2:110. Section 3. Records.

- (1) A child-care center shall maintain:**
- (i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;**

Findings:

General: Based on Review of Documentation, some of the monthly fire drills do not have the names of the children who were in attendance the day the drill was conducted.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date