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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Emmanuel DayCare/Preschool	<b>Provider Information</b>	<b>CLR No:</b> L350741
<b>Provider Address:</b> 923 Main Street Road, Bowling Green, KY, 42101	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 65
<b>Owner(s):</b> First Baptist Church, Inc.		<b>Director(s):</b> Smith, Linda Sue

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 217654
<b>Date Initiated:</b> 12/16/2016 9:00 AM	<b>Date Concluded:</b> 12/16/2016 12:35 PM	
	<b>No. of Children Present:</b> 28	

Inspection Report	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>In Compliance</b>
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>300 - Background checks/left alone</b>	<b>Not In Compliance</b>

**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 Observation, a staff, hired on 01/11/16, did not have a criminal records check on file from Kentucky, and did not have a criminal records check from Arkansas, which was a previous state of residence. This staff surpassed the ninety (90) day probationary period.

**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, a staff, hired on 01/11/16, did not have TB documentation on file.

# 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, a staff, hired on 05/27/13, completed eight (8) hours of cabinet approved training during the subsequent year of employment. A staff, hired on 08/16/10, completed twelve (12) hours of cabinet approved training during the subsequent year of employment. A staff, hired on 12/07/17, and a staff, hired on 06/14/08, each completed thirteen (13) hours of cabinet approved training during the subsequent year of employment.

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, two (2) plastic bags were on the top of a two (2) drawer file cabinet in the school-age room. A wadded up plastic bag was inside an unlocked top drawer of a two (2) drawer file cabinet in the school-age room. A wadded up plastic bag was in an unlocked cabinet above the sink in the school-age room. A small plastic bag full of wadded up plastic bags was stored in an unlocked cabinet under the sink in the two year olds' room. An adult pair of scissors with pointy ends was stored in a three (3) drawer chest of drawer on the counter in the two year olds' room. A large empty plastic bag hung on a coat hook in the two year olds' room. A small roll of plastic bags was stored in an unlocked compartment under the sink in the four year olds' room. A small plastic bag full of wadded up plastic bags was stored an unlocked cabinet under the sink in the three year olds' room. All of these items were accessible to children.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not In Compliance

## 900 - Children's Transportation Records

Not In Compliance

### 922 KAR 2:120. Section 12. Transportation.

(17) Transportation services provided shall:

- (a) Be recorded in writing and include:
  - 1. The first and last name of the child transported; and
  - 2. The time each child gets on and the time each child gets off;
- (b) Be completed by a staff member other than the driver; and
- (c) Be kept for five (5) years.

#### Findings:

General: Based on Review of Documentation, the children's transportation records dated 06/09/16, 06/30/16, and 10/04/16 were completed by the driver.

Food Service

In Compliance

Inspection Report		
Children's Records	Not In Compliance	
<b>1075 - Enrollment Information</b>	<b>Not In Compliance</b>	
<div style="border: 1px solid black; padding: 5px;"> <p><b>922 KAR 2:110. Section 3. Records.</b></p> <p><b>(1) A child-care center shall maintain:</b></p> <p><b>(b) A written record for each child:</b></p> <ol style="list-style-type: none"> <li><b>1. Completed and signed by the child's parent;</b></li> <li><b>2. Retained on file on the first day the child attends the child-care center; and</b></li> <li><b>3. To contain:</b> <ol style="list-style-type: none"> <li><b>a. Identifying information about the child, which includes, at minimum, the child's name, address, and date of birth;</b></li> <li><b>b. Contact information to enable a person in charge to contact the child's:</b> <ol style="list-style-type: none"> <li><b>(i) Parent at the parent's home or place of employment;</b></li> <li><b>(ii) Family physician; and</b></li> <li><b>(iii) Preferred hospital;</b></li> </ol> </li> <li><b>c. The name of each person who is designated in writing to pick-up the child;</b></li> <li><b>d. The child's general health status and medical history including, if applicable:</b> <ol style="list-style-type: none"> <li><b>(i) Allergies;</b></li> <li><b>(ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and</b></li> <li><b>(iii) Permission from the parent for third-party professional services in the child-care center;</b></li> </ol> </li> <li><b>e. The name and phone number of each person to be contacted in an emergency situation involving or impacting the child;</b></li> <li><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></li> </ol> </li> </ol> </div>		
<p><b>Findings:</b></p> <p>General: Based on Review of Documentation, a child, first date of attendance on 08/03/15, did not have the written name of each person designated to pick-up the child.</p>		
Written Documentation	Not In Compliance	
<b>1095 - Daily Attendance Records</b>	<b>Not In Compliance</b>	
<div style="border: 1px solid black; padding: 5px;"> <p><b>922 KAR 2:110. Section 3. Records.</b></p> <p><b>(1) A child-care center shall maintain:</b></p> <p><b>(c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;</b></p> </div>		
<p><b>Findings:</b></p> <p>General: Based on Review of Documentation, three (3) children did not have a documented arrival time on 12/16/16.</p>		
Posted Documentation	Not In Compliance	
<b>1105 - Professional Development</b>	<b>Not In Compliance</b>	
<div style="border: 1px solid black; padding: 5px;"> <p><b>922 KAR 2:110. Section 3. Records.</b></p> <p><b>(1) A child-care center shall maintain:</b></p> <p><b>(f) A written annual plan for child-care staff professional development;</b></p> </div>		
<p><b>Findings:</b></p> <p>General: Based on Review of Documentation, a staff, hired on 08/04/94, had an annual professional development plan on file that was dated 10/05/15. A staff, hired on 08/16/10, and a staff, hired on 06/14/08, each had an annual professional development plan on file that was not dated. A staff, hired on 01/01/90, did not have an annual professional development plan on file.</p>		
Posted Documentation	Not In Compliance	
<b>1170 - Diapering/Handwashing</b>	<b>Not In Compliance</b>	
<div style="border: 1px solid black; padding: 5px;"> <p><b>922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.</b></p> <p><b>(9) The proper methods of diapering and hand-washing shall be posted at each diaper changing area.</b></p> </div>		
<p><b>Findings:</b></p> <p>General: Based on Review of Documentation, the proper methods of hand washing was not posted at the diapering station in the two year olds' room.</p>		
Animals	Not Applicable	