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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Wilderness Trace Child Development Center	Provider Information Provider Type: LICENSED TYPE I	CLR No: L354928
Provider Address: 409 North Stewarts Lane, Danville, KY, 40422		Capacity: 36
Owner(s): Wilderness Trace Child Development Center Corporation		Director(s): Suttles, Libby Ellen

Inspection Type: Renewal Application	Inspection Information	Inspection No: 217448
Date Initiated: 10/17/2016 10:40 AM	Date Concluded: 10/17/2016 2:00 PM	
	No. of Children Present: 22	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
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 and interview, the following was found:

1. The file for a staff (DOH: 10/17/16) did not contain a criminal record check. Through interview, the surveyor was informed that the Child Abuse and Neglect check was being submitted on 10/17/16; however, the criminal record check results were maintained at the district level and would not be released directly to the center. The criminal record check would have to be obtained by the individual from the district file and provided to the center. The staff person has not been left alone with children.
2. The Director reported the center had three (3) volunteers. The surveyor was not presented with two (2) volunteer files for review (Start Date: unknown); therefore, verification of a criminal records check and Child Abuse and Neglect Check were not able to be confirmed. The Director stated the volunteers are not left alone with the children and the surveyor did not observe any volunteers alone with the children.

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 and interview, it was determined that the center failed to maintain personnel files as required as the following was reviewed:

1. The file for a staff (DOH: 10/17/16) did not contain a criminal record check. Through interview, the surveyor was informed that the Child Abuse and Neglect check was being submitted on 10/17/16; however, the criminal record check results were maintained at the district level and would not be released directly to the center. The criminal record check would have to be obtained by the individual from the district file and provided to the center. The staff person has not been left alone with children.
2. The Director reported the center had three (3) volunteers. The surveyor was not presented with two (2) volunteer files for review (Start Date: unknown); therefore, verification of a criminal records check and Child Abuse and Neglect Check were not able to be confirmed. The Director stated the volunteers are not left alone with the children and the surveyor did not observe any volunteers alone with the children.
3. One (1) staff file (DOH: 08/15/16) did not contain verification of a High School Diploma, DEB, or Commonwealth Child Care Credential. Upon interview, staff reported the employee is a hybrid employee, this information is maintained at the district level and for confidentiality reasons cannot be released directly to the center.
4. The file for one (1) staff (DOH: 08/04/14) contained a copy of a tuberculin skin test result that was no longer current as of 08/14/14. The Director stated she had thought the staff member had obtained an updated tuberculin skin test.
5. The files for two (2) staff (DOH: 08/15/16 and 08/15/16) did not contain a copy of a negative tuberculin result or a statement from a health professional that the individual is free of active tuberculosis. Staff reported that the tuberculin skin test results are maintained at the district level through the school system and the school system will only release the documentation to the individual.

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 surveyor found that one (1) staff file (DOH: 08/15/16) did not contain verification of a High School Diploma, GED, or Commonwealth Child Care Credential. Upon interview, staff reported the employee is a hybrid employee, this information is maintained at the district level and for confidentiality reasons cannot be released directly to the center.

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 and interview, the following was found:

1. The file for one (1) staff (DOH: 08/04/14) contained a copy of a tuberculin skin test result that was no longer current as of 08/14/14. The Director stated she had thought the staff member had obtained an updated tuberculin skin test.
2. The files for two (2) staff (DOH: 08/15/16 and 08/15/16) did not contain a copy of a negative tuberculin result or a statement from a health professional that the individual is free of active tuberculosis. Staff reported that the tuberculin skin test results are maintained at the district level through the school system and the school system will only release the documentation to the individual.

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, ECE-TRIS, and interview, the follow was found:

1. The surveyor found verification that one (1) staff (DOH: 08/18/14) had obtained only nine (9) hours of cabinet-approved early care and education annual training. Upon interview, staff reported that they thought some training counted for this current year, which counted for last year.
2. The surveyor found verification that one (1) staff (DOH: 08/12/14) had obtained only twelve (12) hours of cabinet-approved early care and education annual training. Upon interview, staff reported that they thought some training counted for this current year, which counted for last year.

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 and interview, a container of disinfecting wipes were located on the counter next to the sink in the Two's Classroom. The disinfecting wipes were accessible to the children. Staff reported that the disinfecting wipes are used for cleaning up but were inadvertently left out rather than being placed in the locked cabinet above the counter.

590 - Toilet

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

- (4) Each toilet shall:**
- (a) Be kept in clean condition;**
 - (b) Be kept in good repair;**
 - (c) Be in a lighted room; and**
 - (d) Have ventilation to outside air.**

Findings:

General: Based on observation and interview, the corner restroom located off of the Gross Motor Room was found to have a light and ventilation system that was not functioning. The Director stated that she was not aware of the issue; however, an administrative staff member reported that arrangements had been made with an electrician to have the fixture fixed.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

Not In Compliance

685 - Playground Clean

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (20) An outdoor play area shall be:**
- (c) Free from:**
 - 1. Litter;**
 - 2. Glass;**
 - 3. Rubbish; and**
 - 4. Flammable materials;**

Findings:

General: Based on observation and interview, the surveyor found the playground to not be clean as there were multiple soiled towels piled up on the ground by the building entry doors. Staff reported that the towels had been left on the playground after they had been used to wipe the playground equipment down.

Equipment

In Compliance

Transportation

Not Applicable

Food Service

In Compliance

Inspection Report

Children's Records

Not In Compliance

1070 - Immunization

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;

Findings:

General: Based on review of documentation and interview, the following was found:

1. The most recent immunization certificate presented for surveyor review for one (1) child (DOE: 08/20/16) was no longer current after 09/07/16.
2. The most recent immunization certificate presented for surveyor review for one (1) child (DOE: 08/11/16) was no longer current after 08/15/16.
3. The most recent immunization certificate presented for surveyor review for one (1) child (DOE: 08/15/16) was no longer current after 08/07/16.

Upon interview, the Director stated that the children's parents had been notified of the need to submit updated immunization certificates.

1075 - Enrollment Information

Not In Compliance

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;

Findings:

General: Based on review of documentation and interview, the surveyor found that nine (9) of the ten (10) children's files reviewed (DOE: 08/20/16, 08/17/16, 08/17/16, 08/03/16, 08/15/16, 09/05/16, 08/15/16, 08/15/16, & 08/20/16) did not contain the contact information of the family's preferred hospital. Staff reported that the hospital contact information had inadvertently been left off as the form did not specifically request the information.

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date