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GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES
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Adam Mather
INSPECTOR GENERAL

Inspection Report

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| 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: 52 |
| Owner(s): Wilderness Trace Child Development Center Corporation | | Director(s): Suttles, Libby Ellen |

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| Inspection Type: Renewal Application | Inspection Information | Inspection No: 319114 |
| Date Initiated: 02/18/2022 12:23 PM | Date Concluded: 02/18/2022 3:32 PM | |
| | No. of Children Present: 15 | |

| Inspection Report | | |
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| Background Checks | | Not In Compliance |
| 5 - Background check/left alone/dismissed/relocated | | Not In Compliance |
| <p>922 KAR 2:280. Section 3. Implementation and Enforcement.</p> <p>(1) A person who is a child care staff member prior to January 1, 2018, shall submit to and complete background checks in accordance with this administrative regulation no later than September 30, 2018.</p> <p>(2) A child care staff member hired on or after April 1, 2018, shall:</p> <p>(a) Have completed the background checks required in accordance with this administrative regulation and been found to have no disqualifying offense prior to becoming a child care staff member; or</p> <p>(b) 1. Have submitted to the background checks required in accordance with this administrative regulation;</p> <p>2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and</p> <p>3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.</p> | | |
| Findings: | | |
| <p>General: Based on review of documentation, the surveyor found that the personnel files for four (4) staff (DOH: 1/4/22, 8/9/21, 7/26/21, & 10/12/20) did not contain documentation of background checks submitted through the Kentucky National Background Check Program. Based on review of the Kentucky National Background Check Program for the child-care center, the staff did not have a completed background check. Staff-in-charge stated that she is sure that the main office has copies of the background checks. Staff-in-charge attempted a call to the human resource department to obtain the copies during the surveyor's visit and requested a return call; however, staff did not receive a call back from the human resource department while the surveyor was present.</p> | | |
| Supervision | | In Compliance |
| Staffing Requirements | | In Compliance |
| General Administration | | In Compliance |

Inspection Report**Director Requirements****Not In Compliance****360 - Staff Evaluation****Not In Compliance****922 KAR 2:090. Section 10. Director Requirements and Responsibilities.****(1) A director shall:****(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;****Findings:**

General: Based on review of documentation, the surveyor found the following:

1. A staff's (DOH: 1/4/11) file contained a written performance evaluation dated June, 2019.
2. Three (3) staff (DOH: 7/1/98, 9/9/19 & 10/12/20) files did not contain a written performance evaluation.

Therefore, the surveyor was unable to determine if the written performance evaluations were completed annually. Staff-in-charge stated that the child-care center switched to Bluegrass Community Action and that Bluegrass Community Action completes evaluations every three (3) years. Staff-in-charge also stated that the child-care center would look into completing evaluations for the child-care staff annually.

370 - Caregiver Alone**Not In Compliance****922 KAR 2:090. Section 10. Director Requirements and Responsibilities.****(1) A director shall:****(m) Assume 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 922 KAR 2:280;****Findings:**

General: Based on review of documentation, the surveyor found that a staff's (DOH: 1/4/22) personnel file did not contain documentation of background checks submitted through the Kentucky National Background Check Program. Based on review of the Kentucky National Background Check Program for the child-care center, the staff member did not have a completed background check. Staff was observed working alone with children in the Preschool Classroom Room 1. Therefore, the director failed to ensure that the employee's background check was completed and that the results were received/reviewed prior to leaving the employee alone with children in care. Staff-in-charge stated that she is certain that the main office has a copy of the employee's completed background check; however, staff-in-charge did not provide a copy to the surveyor for review during the visit.

Employee Records**Not In Compliance****400 - 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 review of documentation, the personnel files for three (3) staff (DOH: 7/26/21, 1/4/22 & 10/12/20) did not contain documentation of education in the form of a high school diploma, GED, or Commonwealth Child Care Credential. Staff-in-charge stated that the main office should have copies of proof of education for each employee; however, staff-in-charge was unable to provide proof during the surveyor's visit.

405 - TB Verification**Not In Compliance****922 KAR 2:090. Section 11. 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, the surveyor discovered the following:

1. A staff's personnel file (DOH: 1/4/11) contained a negative tuberculin result that was no longer current after 1/14/21.
2. The personnel file for three (3) staff (DOH: 1/4/22, 8/9/21 & 7/26/21) did not contain a statement from a health professional that the individual is free of active tuberculosis or a copy of negative tuberculin results.

Therefore, the child-care center failed to provide documentation that the staff were free of active tuberculosis.

435 - Training**Not In Compliance****922 KAR 2:090. Section 11. Staff Requirements.****(16) 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 completed within the first three (3) months of employment in a child-care program;
 - (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training; and
 - (c) Fifteen (15) hours of cabinet-approved early care and education training completed between July 1 and the following June 30 of each subsequent year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.
- (17) A staff person's compliance with training requirements of this section shall be verified through the cabinet-designated database maintained pursuant to 922 KAR 2:240.**

Findings:

General: Based on review of ECE-TRIS, the surveyor found that one (1) staff (DOH: 1/4/11) complete zero (0) hours of the required fifteen (15) hours of cabinet-approved early care and education training. During interview, staff-in-charge confirmed that the training had not been completed.

Inspection Report

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| Programming | In Compliance |
| Premises | In Compliance |
| Hygienic Practices | In Compliance |
| First Aid/Medication | In Compliance |
| Outdoor Play Area | In Compliance |
| Equipment | In Compliance |
| Transportation | In Compliance |
| Kitchen Requirements | In Compliance |
| Food Service | In Compliance |
| Meal Planning/Center Provides Meals | In Compliance |
| Meal Planning/Center Does Not Provide Meals | In Compliance |
| Children's Records | Not In Compliance |
| 1245 - Immunization | Not In Compliance |

922 KAR 2:090. Section 9. 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, the surveyor found the following:

1. A child's (DOE: 10/6/20) immunization certificate was no longer current as of 6/2/21.
2. A child's (DOE: 10/31/20) immunization certificate was no longer current as of 9/19/21.
3. A child's (DOE: 10/28/20) immunization certificate was no longer current as of 11/10/21.
4. Three (3) children's (DOE: 7/28/20, 8/25/21, & 8/25/21) files did not contain an immunization certificate.

Therefore, the child-care center failed to maintain a current immunization certificate for each child.

1250 - Enrollment Information

Not In Compliance

922 KAR 2:090. Section 9. 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 a 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 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, the surveyor found that the files for three (3) children were incomplete. The children's files did not contain a written record for the children that was completed and signed by the child's parent containing identifying information about the child: contact information; family physician; preferred hospital; the name of each person who is designated in writing to pick-up the child; the child's general health status and medical history including, if applicable, allergies; restriction on the child's participation in activities with specific instructions from the child's parent or health professional; permission from the parent for third-party professional services in the child-care center; the name and phone number of each person to be contacted in an emergency involving or impacting the child; and authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence.

| Inspection Report | |
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| Written Documentation | Not In Compliance |
| 1260 - Evacuation Plan | Not In Compliance |
| 922 KAR 2:090. Section 5. Evacuation Plan. (1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U). | |
| Findings: General: Based on review of documentation, the surveyor was unable to locate the Emergency Preparedness Plan for the child-care center. Staff-in-charge stated that she was certain that they had a written plan; however, the staff was unable to provide the plan to the surveyor for review. Staff-in-charge also stated that the staff that previously maintained the Emergency Preparedness Plan was no longer employed at the child-care center, and she was unsure where the whereabouts of the document. Therefore, the surveyor was unable to determine if the child-care center had a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care. | |
| 1280 - Professional Development | Not In Compliance |
| 922 KAR 2:090. Section 9. Records. (1) A child-care center shall maintain: (f) A written annual plan for child-care staff professional development; | |
| Findings: General: Based on review of documentation, the surveyor discovered the following: 1. The personnel file for staff (DOH: 10/12/20) did not contain a written annual professional development plan. 2. The personnel file for staff (DOH: 1/4/11) contained a professional development plan dated 8/30/19. Therefore, the surveyor was unable to determine if annual professional development plans were completed annually, as required. | |
| 1285 - Earthquake/Tornado/Fire Drills | Not In Compliance |
| 922 KAR 2:090. Section 9. Records. (1) A child-care center shall maintain: (h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3; (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, the surveyor found the provider did not have proper documentation for monthly fire drills, or quarterly tornado and earthquake drills detailing the date, time, and children who participated. Staff-in-charge stated that the drills were conducted; however, she had just made a notation for the month that they were completed and did not realize that the date, time, and children who participated needed to be documented as well. Staff-in-charge stated that the staff that previously maintained the documents no longer worked at the child-care center and that staff were trying to get everything figured out. | |
| 1305 - Fire Drills | Not In Compliance |
| 922 KAR 2:120. Section 3. General Requirements. (12) A fire drill shall be: (a) Conducted during hours of operation at least monthly; and (b) Documented. (13) An earthquake drill, shelter-in-place or lockdown drill, and tornado drill shall be: (a) Conducted during hours of operation at least quarterly; and (b) Documented. | |
| Findings: General: Based on review of documentation, the surveyor found the provider did not have proper documentation for monthly fire drills, or quarterly tornado, earthquake and shelter-in-place/lockdown drills detailing the date, time, and children who participated. Staff-in-charge stated that the drills were conducted; however, she had just made a notation for the month that they were completed and did not realize that the date, time, and children who participated needed to be documented as well. Staff-in-charge stated that the staff that previously maintained the documents no longer worked at the child-care center and that staff were trying to get everything figured out. | |
| Posted Documentation | In Compliance |
| Animals | In Compliance |