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GOVERNOR

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Inspection Report

Provider Name: SonLight Preschool	Provider Information	CLR No: L354961
Provider Address: 116 Commonwealth Avenue, Erlanger, KY, 41018	Provider Type: LICENSED TYPE I	Capacity: 102
Owner(s): Erlanger Baptist Church, Inc.		Director(s): Thomason, Kelli Shannon

Inspection Type: Renewal Application	Inspection Information	Inspection No: 217737
Date Initiated: 01/18/2017 9:45 AM	Date Concluded: 01/18/2017 11:30 AM	
	No. of Children Present: 47	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
175 - Change of Director	Not In Compliance
922 KAR 2:110. Section 6. Reports. (3) A licensee shall report to the cabinet within one (1) week: (a) Any resignation, termination, or change of director; and (b) The name of the acting director who satisfies the requirement of Section (4) of this administrative regulation.	
Findings:	
General: Based on Interview, the previous director left the facility in May, 2016. An interim staff person was in charge until June when the new director was hired. This office did not receive notification and the proper documentation within the required one (1) week time frame.	
Director Requirements	Not In Compliance
260 - Staff Evaluation	Not In Compliance
922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, 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, there was one staff with a hire date of 11/16/15 that did not have an evaluation in their personnel file for their past year of employment.	

Inspection Report

Employee Records

Not In Compliance

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 person with a hire date of 11/16/15 had not completed the required fifteen (15) hours of annual training. This information was verified in the ECE Tris system as well.

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

Food Service

In Compliance

Children's Records

In Compliance

Written Documentation

Not In Compliance

1105 - Professional Development

Not In Compliance

922 KAR 2:110. Section 3. 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, a staff person hired on 11/16/15 did not have a professional development plan in their personnel file.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date