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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> St. Paul Catholic School	<b>Provider Information</b>	<b>CLR No:</b> L375032
<b>Provider Address:</b> 1812 St. Paul Road, Leitchfield, KY, 42754	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 10
<b>Owner(s):</b> St. Paul Catholic Church		<b>Director(s):</b> Darst, Janice Sue

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 217650
<b>Date Initiated:</b> 11/28/2016 10:15 AM	<b>Date Concluded:</b> 11/28/2016 1:15 PM	
	<b>No. of Children Present:</b> 5	

Inspection Report	
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>Not In Compliance</b>
<b>100 - Plan of Correction/10 days</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 9. Statement of Deficiency and Corrective Action Plans.</b>                      (2) Except for a violation posing an immediate threat as handled in accordance with KRS 199.896(5)(c), a child-care center shall submit a written corrective action plan to the cabinet or its designee within ten (10) calendar days of receipt of the statement of deficiency to eliminate or correct the regulatory violation.</p> <p><b>Findings:</b>                      A PLAN OF CORRECTION WAS DUE ON 27 Dec 16 AND AS OF 05 Jan 17, THE PLAN OF CORRECTION HAS NOT BEEN RECEIVED.</p>	
<b>Director Requirements</b>	<b>Not In Compliance</b>
<b>260 - Staff Evaluation</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b>                      (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;</p> <p><b>Findings:</b>                      General: Based on a review of documentation, no staff evaluations had been completed in the last twelve months.</p>	
<b>Employee Records</b>	<b>In Compliance</b>
<b>Programming</b>	<b>Not In Compliance</b>
<b>400 - Computer Monitoring Device</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:120. Section 3. General Requirements.</b>                      (3) Computer equipment shall be equipped with a monitoring device which limits access by a child to items inappropriate for a child to view or hear.</p> <p><b>Findings:</b>                      General: Based on interview with staff, children have unrestricted internet access at the computer terminals.</p>	
<b>Premises</b>	<b>In Compliance</b>
<b>Hygienic Practices</b>	<b>In Compliance</b>

**Inspection Report**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Food Service**

**Not In Compliance**

**940 - Frozen Food**

**Not In Compliance**

**922 KAR 2:120. Section 8. Kitchen Requirements.**

**(5) Frozen food shall be:**

**(a) Kept at a temperature of zero degrees Fahrenheit or below; and**

**(b) Thawed:**

**1. At refrigerator temperatures;**

**2. Under cool, potable running water;**

**3. As part of the cooking process; or**

**4. By another method in accordance with the Department of Public Health's food safety standards and permits, established in KRS Chapter**

**217.**

**Findings:**

General: Based on observation, the classroom freezer did not have a temperature measuring device to verify the temperature was at zero degrees or below. This freezer was used to store frozen food.

**Children's Records**

**Not In Compliance**

**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 a review of documentation, six (6) children enrolled 8-18-16 and one (1) child enrolled 8-9-16 did not have contact information for their preferred physician listed in their file.

**Written Documentation**

**Not In Compliance**

**1090 - Policies and Procedures**

**Not In Compliance**

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

**(5) Program policies and procedures shall:**

**(a) Be in writing; and**

**(b) Include:**

**1. Staff policies;**

**2. Job descriptions;**

**3. An organization chart;**

**4. Chain of command; and**

**5. Other procedures necessary to ensure implementation of:**

**a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;**

**b. 922 KAR 2:090, Child-care center licensure;**

**c. 922 KAR 2:120, Child-care center health and safety standards; and**

**d. This administrative regulation.**

**Findings:**

General: Based on interview with director, there was a verbal sick child protocol but the policy was not written.

**Inspection Report**

**1135 - Orientation Procedure**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

**(3)(b) The program shall include:**

**2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.**

**Findings:**

General: Based on interview with director, the center does not have a written orientation procedure for staff.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

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Signature of Provider/Representative

Title

Date