



Andy Beshear  
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES  
OFFICE OF INSPECTOR GENERAL

Eric Friedlander  
SECRETARY

Melissa A. Moore, Director  
Division of Regulated Child Care  
Western Branch  
901 B South Main Street  
Hopkinsville, KY 42240

Phone: (270) 889-6052 Fax: (270) 889-6089  
<https://chfs.ky.gov/agencies/os/oig>

Adam Mather  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Small Steps of Faith LLC	<b>Provider Information</b>	<b>CLR No:</b> L379485
<b>Provider Address:</b> 196 Mitch Lane, Hopkinsville, KY, 42240	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 47
<b>Owner(s):</b> Small Steps Of Faith LLC		<b>Director(s):</b> Bass, Jennifer O.

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 322088
<b>Date Initiated:</b> 09/07/2022 8:55 AM	<b>Date Concluded:</b> 09/07/2022 11:45 AM	
	<b>No. of Children Present:</b> 31	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance

**415 - CPR/First Aid Required Training** **Not In Compliance**

**922 KAR 2:120. Section 7. First Aid and Medicine.**  
**(8) Each center shall ensure that every staff member has received training on first aid and cardiopulmonary resuscitation (CPR).**

**Findings:**

General: Based on review of documentation and interview, a staff hired 1/1/22, was not first aid/ CPR trained.

**420 - Adequate Substitute(s)** **Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**  
**(6) Child-care centers shall have available in case of need:**  
**(a) One (1) qualified substitute staff person for a Type II child-care center; or**  
**(b) Two (2) qualified substitute staff persons for a Type I child-care center.**  
**(7) Each qualified substitute staff person shall:**  
**(a) Meet the staff requirements of this administrative regulation; and**  
**(b) Provide the required documentation to verify compliance with this administrative regulation.**

**Findings:**

General: Based on observation and interview, the center did not have two (2) qualified substitute staff persons.

**Inspection Report**

**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 documentation and interview, a staff hired 6/14/21, completed orientation training on 6/8/22, which was not within the first three (3) months of employment. A staff hired 4/8/19, completed twelve and a half (12 1/2) hours of cabinet-approved early care and education training between July 1 and June 30 of each subsequent year.

**Programming**

**In Compliance**

**Premises**

**In Compliance**

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**Not In Compliance**

**760 - First Aid Supplies**

**Not In Compliance**

**922 KAR 2:120. Section 7. First Aid and Medicine.**

- (1) First aid supplies shall:
- (a) Be available to provide prompt and proper first aid treatment;
  - (b) Be stored out of reach of a child;
  - (c) Be periodically inventoried to ensure the supplies have not expired;
  - (d) If reusable, be:
    - 1. Sanitized; and
    - 2. Maintained in a sanitary manner; and
  - (e) Include:
    - 1. Liquid soap;
    - 2. Adhesive bandages;
    - 3. Sterile gauze;
    - 4. Medical tape;
    - 5. Scissors;
    - 6. A thermometer;
    - 7. Flashlight;
    - 8. Cold pack;
    - 9. First aid book;
    - 10. Disposable gloves; and
    - 11. A cardiopulmonary resuscitation mouthpiece protector.

**Findings:**

General: Based on observation and interview, a flashlight was not in the center's first aid supplies.

**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**

**Not Applicable**

Inspection Report

Children's Records

Not In Compliance

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 and interview, four (4) children enrolled on 8/11/22, 6/24/21, 1/14/22, and 6/6/22, did not have information on file to enable staff to contact the child's preferred hospital. Three (3) children enrolled on 6/24/21, 1/14/22 and 5/3/22, did not have information on file to enable staff to contact the child's physician.

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date