



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
Northern Branch
908 W. Broadway, 10-W
Louisville, KY 40203

Adam Mather
INSPECTOR GENERAL

Phone: (502) 595-5781 Fax: (502) 595-5773
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: The Wright Steps Academy	Provider Information	CLR No: L383172
Provider Address: 8603 Citadel Way, Louisville, KY, 40220	Provider Type: LICENSED TYPE I	Capacity: 80
Owner(s): The Wright Steps Academy, Inc.		Director(s): Wright, Elisha Jeanne

Inspection Type: Renewal Application	Inspection Information	Inspection No: 320798
Date Initiated: 07/14/2022 2:40 PM	Date Concluded: 07/14/2022 4:45 PM	
	No. of Children Present: 47	

Inspection Report

Background Checks

Not In Compliance

10 - Submit background check

Not In Compliance

922 KAR 2:280 - Section 4. Procedures and Payments.

- (1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:
- (a) Request that the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;
 - (b) Request that the prospective child care staff member complete and sign the:
 - 1. DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and
 - 2. DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and
 - (c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:
 - 1. Child abuse and neglect central registry pursuant to 922 KAR 1:470;
 - 2. National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and
 - 3. Sex Offender Registry established in accordance with KRS 17.500 through 17.580.

Findings:

General: Based on review of documentation, this regulatory requirement was not met. A review of staff files during the inspection found that three staff members (hire dates: 7/29/2020, 8/26/2020, and 1/27/2021) had a completed criminal records check (CRC) and a completed child abuse/neglect check (CAN) on file; however, the facility has yet to initiate the process for obtaining a background check for these staff in the Kentucky National Background Check Service (KARES) system.

15 - Submit fingerprints

Not In Compliance

922 KAR 2:280. Section 4. Procedures and Payments.

- (4)(a) Upon submission of payment in accordance with subsections (2) and (3) of this section, the child care provider shall print a copy of the DCC-504, Applicant Child Care Staff Member Live Scan Fingerprinting Form, from the NBCP portal and provide the form to the child care staff member.
- (b) The child care staff member shall:
- 1. Have no more than ninety (90) calendar days from the date of payment pursuant to subsections (2) and (3) of this section to submit the child care staff member's fingerprints at an authorized collection site for NBCP; and
 - 2. Present the DCC-504 and driver's license or other government-issued photo identification to the designated agent at an authorized collection site prior to fingerprint submission.

Findings:

General: Based on review of documentation, this regulatory requirement was not met. A review of staff files during the inspection found that three staff members (hire dates: 7/29/2020, 8/26/2020, and 1/27/2021) had a completed criminal records check (CRC) and a completed child abuse/neglect check (CAN) on file; however, the facility has yet to initiate the process for obtaining a background check for these staff in the Kentucky National Background Check Service (KARES) system. Therefore, these staff members have yet to submit fingerprints.

Supervision

In Compliance

Inspection Report

Staffing Requirements

Not In Compliance

125 - Ratios and Group Size

Not In Compliance

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

(2) For an operating child-care center, minimum staff-to-child ratios and group size shall be maintained as established in the table established in this subsection.

Age of Children Ratio Maximum Group Size*

Infant

1 staff for 5 children 10

Toddler 12 to 24 months

1 staff for 6 children 12

Toddler 24 to 36 months

1 staff for 10 children 20

Preschool-age 3 to 4 years

1 staff for 12 children 24

Preschool-age 4 to 5 years

1 staff for 14 children 28

School-age 5 to 7 years

1 staff for 15 children 30

School-age 7 and older

1 staff for 25 children

(for before and after school) 30

1 staff for 20 children

(full day of care) 30

***Maximum Group Size shall be applicable only to Type I child-care centers.**

(b) The age of the youngest child in the group shall determine the:

- 1. Staff-to-child ratio; and**
- 2. Maximum group size.**

Findings:

General: Based on observation, in the Infant room, a staff member was alone with six (6) children that ranged in age from six (6) to twelve (12) months old. The staff person stated that sixth child was her grandchild. It should be noted that the staff person's grandchild was enrolled at the facility and was supposed to be in the classroom next door.

General Administration

Not In Compliance

150 - Fire Marshal

Not In Compliance

922 KAR 2:090. Section 6. License Issuance.

(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:

- (b) Be approved by the Office of the State Fire Marshal or designee;**

Findings:

General: Based on review of documentation, it was found that last Fire Marshal inspection was conducted on 9/11/2019. The staff in charge stated that they had not contacted the Fire Marshal's office and requested an inspection.

225 - Licensee Responsibility

Not In Compliance

922 KAR 2:090. Section 8. General.

(1) A licensee shall:

- (a) Be responsible for the operation of the child-care center pursuant to this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280; and**
- (b) Protect and assure the health, safety, and comfort of each child.**

Findings:

General: Based on observation, in the Infant room, a cord from the television was plugged into an outlet that was within reach of the children in care. In addition, the second outlet was not covered.

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, seven staff members who were eligible for evaluations, did not have evidence of an annual evaluation on file at the facility.

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, it was found that a staff member (hire date: 8/26/2020) did not have evidence of a high school diploma, GED, or Commonwealth Child Care Credential on file at the facility.

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, three staff members (hire dates: 8/2/2017, 8/26/2020, and 1/27/2021) did not have a current TB test or statement from a health professional on file.

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, the following was found:

- 1.) Five staff members (hire dates: 3/18/2022, 1/27/2021, 8/26/2020, 7/29/2020, and 11/13/2021) did not take Orientation within three months of employment.
- 2.) Eight staff members (hire dates: 1/27/2021, 8/26/2020, 7/29/2020, 10/14/2014, 3/5/2018, 8/2/2017, 11/2/2016, and 11/11/2013) did not have evidence of completing 15 hours of annual early care and education training on file.
- 3.) Two staff members (hire dates: 7/29/2020 and 8/26/2020) did not complete the required PAHT training. These staff members have been employed for more than one year.
- 4.) A staff member hired on 11/11/2013, completed PAHT training on 1/5/2017; however, did not renew the training due 1/5/2022.

A review of ECE-TRIS records supports the information found during the survey.

Inspection Report

Programming

Not In Compliance

465 - Electronic Viewing/Listening Devices

Not In Compliance

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

(4) The child-care center shall provide a daily planned program:

(d) Unless the child-care center is a before- or after-school program that operates part day or less, that offers a variety of creative activities including the following:

12. The use of screen time, electronic viewing and listening devices if the:

- a. Material is developmentally appropriate to the child using the equipment;
- b. Material is not a replacement for active play or a substitute for engagement and interaction with other children and adults;
- c. Material does not include any violence, adult content viewing, or inappropriate language;
- d. Child is over twenty-four (24) months of age;
- e. Viewing or listening is discussed with parents beforehand; and
- f. Viewing or listening is designed as an educational tool used to help children explore, create, problem solve, interact, and learn with and from one another.

(5) Screen time shall be:

(a) Utilized for:

- 1. A maximum of thirty (30) minutes per day in a half-day program;
- 3. The time needed for school-age children to complete assigned non-traditional instruction; and
- (b) Prohibited for a child under twenty-four (24) months of age.

(6) A child who does not wish to use an electronic device during the planned program shall be offered other appropriate activities.

Findings:

General: Based on observation, a television was on and playing in the Infant and Baby classrooms. The children in these rooms ranged in age from six (6) to fourteen (14) months old.

540 - Bedding/Toys in Crib

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

(3) Rest time shall occur in an adequate space according to the child's age as follows:

(a) For an infant:

- 3. No bedding other than a clean tight-fitted sheet; and
- 4. No toys or other items except the infant's pacifier;

Findings:

General: Based on observation and interview, in the Baby room, blankets were located in the cribs. The staff person stated that they are used to cover children when they are sleeping.

Premises

Not In Compliance

565 - Inaccessible Items

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(7) The following shall be inaccessible to a child in care:

- (a) Toxic cleaning supplies, poisons, and insecticides;
- (b) Matches, cigarettes, lighters, and flammable liquids; and
- (c) Personal belongings and medications of staff.

Findings:

General: Based on observation, a bottle of all purpose cleaner and a can of Lysol were found on top of the small refrigerator in the Infant room; these items were accessible to the children in care.

690 - Sink

Not In Compliance

922 KAR 2:120. Section 12. Toilet, Diapering, and Toiletry Requirements.

(3) A sink shall be:

- (a) Located in or immediately adjacent to toilet rooms;
- (b) Equipped with hot and cold running water that allows for hand washing;
- (c) Equipped with hot water at a minimum temperature of ninety (90) degrees Fahrenheit and a maximum of 120 degrees Fahrenheit;
- (d) Equipped with liquid soap;
- (e) Equipped with hand-drying blower or single use disposable hand drying material;
- (f) Equipped with an easily cleanable waste receptacle; and
- (g) Immediately adjacent to a changing area used for infants and toddlers.

Findings:

General: Based on observation, in the Toddler room, the changing table was set up close to entrance door but the sink was on the opposite side of the room. Therefore, it was not immediately adjacent.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Inspection Report

Outdoor Play Area

Not In Compliance

800 - Protective Surface

Not In Compliance

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

(21) A protective surface shall:

(a) Be provided for outdoor play equipment used to:

- 1. Climb;**
- 2. Swing; and**
- 3. Slide; and**

(b) Have a fall zone equal to the height of the equipment.

Findings:

General: Based on observation, the mulch was sparse and grass/dirt was visible at the bottom of the slides and under the swings.

Equipment

Not In Compliance

835 - Crib/Mattress/Sheet

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

(3) Rest time shall occur in an adequate space according to the child's age as follows:

(a) For an infant:

- 1. An individual non-tiered crib that meets Consumer Product Safety Commission standards established in 16 C.F.R. 1219-1220;**
- 2. A firm crib mattress in good repair with a clean tight-fitted sheet that shall be changed:**
 - a. Weekly; or**
 - b. Immediately if it is soiled or wet;**

Findings:

General: Based on observation, in the Baby room, the crib sheets were loose in all the cribs used by the children.

845 - Twelve Inch Spacing

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

(6) Cots, equipment, and furnishings used for sleeping and napping shall be spaced twelve (12) inches apart to allow free and safe movement by a person.

Findings:

General: Based on observation, in the Baby and Infant rooms, the cribs that are used for the children to sleep in were not spaced 12 inches apart.

Transportation

Not Applicable

Kitchen Requirements

Not In Compliance

1040 - Refrigerator

Not In Compliance

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

(4) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:

- (a) Have an indicating thermometer or other appropriate temperature measuring device;**
- (b) Be in a safe environment for preservation; and**
- (c) Be forty (40) degrees Fahrenheit or below.**

Findings:

General: Based on observation, the refrigerator being used to store bottles for the children in the Infant room did not contain an indicating thermometer. Therefore, it could not be determined that the interior temperature of the refrigerator was 40 degrees or below.

Food Service

In Compliance

Meal Planning/Center Provides Meals

In Compliance

Meal Planning/Center Does Not Provide Meals

In Compliance

Children's Records

In Compliance

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(2)(U).

Findings:

General: Based on interview and review of documentation, there was no evidence that the facility's emergency preparedness plan had not been updated or submitted to the proper authority for review since 6/28/2019.

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, it was found that seven staff members did not have evidence of a professional development plan on file at the facility.

Inspection Report

Posted Documentation

Not In Compliance

1310 - Posting Requirements

Not In Compliance

922 KAR 2:090. Section 8. General.

(6) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:

- (a) The provider's preliminary or regular license;**
- (b) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;**
- (c) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;**
- (d) Information on the Kentucky Consumer Product Safety Program and the program's Web site as specified in KRS 199.897;**
- (e) A description of services provided by the child-care center, including:**
 - 1. Current rates for child care; and**
 - 2. Each service charged separately and in addition to the basic rate for child care;**
- (f) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and**
- (g) Daily planned program.**

Findings:

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

- 1.) The facility's license was not posted. The staff in charge stated that they have never received an original license.
- 2.) The Toddler room contained a posted daily planned program of activities (lesson plan) that was no longer current. The posted lesson plan was dated 3/28/2022-4/1/2022.
- 3.) The Baby and Infant rooms did not have a daily planned program of activities (lesson plan) posted.

1325 - Daily Activities

Not In Compliance

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.

(1) A director shall:

- (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;**

Findings:

General: Based on observation, it was found that Infant room did not have a schedule of daily activities posted.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date