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**Inspection Report**

<b>Provider Name:</b> Warner Elementary School	<b>Provider Information</b>	<b>CLR No:</b> L383281
<b>Provider Address:</b> Hwy 29, Nicholasville, KY, 40356	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 109
<b>Owner(s):</b> Jessamine County Schools		<b>Director(s):</b> Jones, Jenny

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 291292
<b>Date Initiated:</b> 09/25/2019 2:30 PM	<b>Date Concluded:</b> 09/25/2019 4:00 PM	
	<b>No. of Children Present:</b> 40	

Inspection Report	
Background Checks	Not In Compliance
<b>10 - Submit background check</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280 - Section 4. Procedures and Payments.</b></p> <p>(1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:</p> <p>(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;</p> <p>(b) Request that the prospective child care staff member complete and sign the:</p> <ol style="list-style-type: none"> <li>DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and</li> <li>DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and</li> </ol> <p>(c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:</p> <ol style="list-style-type: none"> <li>Child abuse and neglect central registry pursuant to 922 KAR 1:470;</li> <li>National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and</li> <li>Sex Offender Registry established in accordance with KRS 17.500 through 17.580.</li> </ol> <p><b>Findings:</b></p> <p>General: Based on review of documentation, a staff member hired 12/14/18 did not submit background checks until 3/13/19. The staff member in charge stated that the staff in question was not left alone with the children in the center until the background check was completed. The staff was deemed eligible on 3/14/19. The staff member's fingerprints were not collected until 3/13/19.</p>	
<b>15 - Submit fingerprints</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 4. Procedures and Payments.</b></p> <p>(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.</p> <p>(b) The child care staff member shall:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol> <p><b>Findings:</b></p> <p>General: Based on review of documentation, a staff member hired 12/14/18 did not submit background checks until 3/13/19. The staff member in charge stated that the staff in question was not left alone with the children in the center until the background check was completed. The staff was deemed eligible on 3/14/19. The staff member's fingerprints were not collected until 3/13/19.</p>	
<b>Supervision</b>	<b>In Compliance</b>

**Inspection Report**

<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>In Compliance</b>
<b>Employee Records</b>	<b>Not In Compliance</b>

**410 - 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 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 cabinet-approved 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 cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**

**Findings:**

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

- 1) A staff member with date of hire 5/16/16 had a Pediatric Abusive Head Trauma training on file that exceeded five (5) years. The training on file was dated 11/12/13.
- 2) A staff member hired 5/16/16 did not have any cabinet-approved training hours listed on ECE-TRIS for the 2018-2019 year of employment.
- 3) A staff member hired 10/10/16 had six (6) out of fifteen (15) annual cabinet-approved training hours for the 2017-2018 year.
- 4) A staff member hired 12/14/18 had no evidence of completing six (6) hours of cabinet approved orientation within the first three (3) months of employment.

A review of ECE-TRIS supports these findings.

<b>Programming</b>	<b>In Compliance</b>
<b>Premises</b>	<b>In Compliance</b>
<b>Hygienic Practices</b>	<b>In Compliance</b>
<b>First Aid/Medication</b>	<b>In Compliance</b>
<b>Outdoor Play Area</b>	<b>In Compliance</b>
<b>Equipment</b>	<b>In Compliance</b>
<b>Transportation</b>	<b>In Compliance</b>
<b>Food Service/Food Program</b>	<b>In Compliance</b>
<b>Food Service</b>	<b>In Compliance</b>
<b>Children's Records</b>	<b>Not In Compliance</b>

**1140 - 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, two (2) children enrolled 8/12/19 and 5/23/19 did not have a preferred hospital on file. The individuals filling out the enrollment information had listed "any" for preferred hospital.

**Inspection Report**

**Written Documentation**

**Not In Compliance**

**1190 - 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 review of documentation, there was no written policy presented that specifies that the procedures that were taught at the orientation training would be implemented by each child-care center staff member.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

Signature of Provider/Representative

Title

Date