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**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL**

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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: PDLC Program	Provider Information Provider Type: LICENSED TYPE I	CLR No: L383516
Provider Address: 503 Old Morgantown Road, Bowling Green, KY, 42101		Capacity: 200(Bldg 1: 99)
Owner(s): Bowling Green - Warren County Community Education		Director(s): Lightfoot, Erin Elizabeth

Inspection Type: Renewal Application	Inspection Information	Inspection No: 220592
Date Initiated: 06/23/2017 9:30 AM	Date Concluded: 06/23/2017 1:30 PM	
	No. of Children Present: 129	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
100 - Plan of Correction/10 days	Not In Compliance
922 KAR 2:090. Section 9. Statement of Deficiency and Corrective Action Plans. (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.	
Findings:	
A PLAN OF CORRECTION WAS DUE ON 07/28/2017 AND AS OF 08/01/2017, THE PLAN OF CORRECTION HAS NOT BEEN RECEIVED.	
205 - Fire Marshal/Zoning Compliance	Not In Compliance
922 KAR 2:120. Section 4. Premises Requirements. (2) A child-care center shall be in compliance with the State Fire Marshal requirements established in KRS 227.220 and the local zoning laws.	
Findings:	
General: Based on Review of Documentation and interview, the Fire Marshal's inspection report was not on file.	
Director Requirements	In Compliance

310 - Personnel File

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(e) A current personnel file for each child-care center staff person to include:

- 1. Name, address, date of birth, and date of employment;**
- 2. Proof of educational qualifications;**
- 3. Record of annual performance evaluation;**
- 4. Written record of training participation to include:**
 - a. The training source;**
 - b. Location;**
 - c. Date; and**
 - d. Number of clock hours completed;**
- 5. Every two (2) years, a:**
 - a. Statement from a health professional that the individual is free of active tuberculosis; or**
 - b. Copy of negative tuberculin results; and**
- 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:**
 - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
 - b. Criminal records check required by KRS 199.896(19);**
 - c. Criminal records check from any previous state of residence completed once if:**
 - (i) The individual resided outside the state of Kentucky in the last five (5) years; and**
 - (ii) No criminal records check has been completed for the individual's previous state of residence; and**
 - d. An address check of the Sex Offender Registry;**

Findings:

General: Based on Review of Documentation and interview, a staff, hired on 08/10/16, did not maintain a personnel file at the center. Also, a second staff, hired on 08/10/16, did not maintain education verification on file at the center.

315 - Educational Requirements

Not In Compliance

922 KAR 2:110. Section 5. 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, a staff, hired on 06/13/17, did not have education verification on file.

320 - TB Verification

Not In Compliance

922 KAR 2:110. Section 5. 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 and interview, a staff hired on 05/17/17, and a staff hired on 06/13/17, did not have TB documentation on file.

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, hired on 06/07/16, completed three and a half (3 ½) hours of cabinet approved training hours during the first year of employment.

Inspection Report

Premises

Not In Compliance

460 - Inaccessible Items

Not In Compliance

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

(7) Except in accordance with subsection (8) of this section, the following shall be inaccessible to a child in care:

- (a) Toxic cleaning supplies, poisons, and insecticides;**
- (b) Knives and sharp objects;**
- (c) Matches, cigarettes, lighters, and flammable liquids;**
- (d) Plastic bags;**
- (e) Litter and rubbish;**
- (f) Bar soap; and**
- (g) Personal belongings and medications of staff.**

Findings:

General: Based on Observation, several caregivers' cell phones were stored in an unlocked tackle box on the top shelf of a three (3) foot high wooden storage unit and a caregiver's lunch bag, drink and keys were stored on a desk in the gym. A large container of Clorox disinfecting bleach wipes, a bottle of Clorox sanitizing spray and a large box of top seal plastic bags were stored on the bottom shelf of a wooden storage unit in the gym. A bottle of 409 multipurpose cleaner was stored on the stage in the gym. An opened case of large, black plastic trash bags was stored on the middle shelf of a rolling cart positioned in the middle of the gym. A large container of Clorox disinfecting wipes and a bottle of Clorox disinfecting spray were stored on a shelf in room 2. A large container of Clorox disinfecting wipes and an empty top seal plastic bag were stored on a shelf; a caregiver's wallet and seven (7) adult-size jackets/coats hung on a coat rack in room 31. A large container of Clorox disinfecting wipes and an empty bag were stored on a shelf, and a large container of Clorox disinfecting wipes was stored on top of a filing cabinet in room 31. Two (2) large containers of Clorox disinfecting wipes were stored on a shelf in room 29. A roll of large, black plastic trash bags was stored on top of a desk, and a gallon of paint and a quart of paint thinner were stored on the floor in the hall between room 29 and room 30. A caregiver's drink was stored on top of the air conditioning wall unit, and a caregiver's book bag, which had a cell phone on the outside compartment, was stored on the floor in front of an adult-size desk in room 9. All of these items were accessible to children.

Hygienic Practices

In Compliance

First Aid/Medication

Not In Compliance

655 - 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 are current;**
- (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, a first aid kit was stored on a top shelf of a three (3) foot high wooden storage unit and was accessible to children in the gym.

670 - Medication

Not In Compliance

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

(6) Medication, including refrigerated medication, shall be:

- (a) Stored in a separate and locked place, out of the reach of a child;**
- (b) Kept in the original bottle; and**
- (c) Properly labeled.**

(7) Medication shall not be given to a child if the expiration date on the bottle has passed.

Findings:

General: Based on Observation, a bottle of sunscreen was not labeled to indicate to whom it belonged and was stored on the bottom shelf of a wooden storage unit in the gym. Four (4) bottles of sunscreen, one (1) of which not labeled to indicate to whom it belonged, and two (2) sunscreen sticks, one (1) of which was not labeled to indicate to whom it belonged, were stored in an unlocked tackle box on a table in the gym. Seven (7) bottles of sunscreen, four (4) of which were not labeled to indicate to whom each belonged, were stored in an unlocked tackle box in room 2. Three (3) bottles of sunscreen were not labeled to indicate to whom they belonged and were stored on a shelf in room 31. Three (3) bottles of sunscreen, one (1) of which was not labeled to indicate to whom it belonged, was stored in an unlocked tackle box on the table in room 28. Two (2) bottles of sunscreen were not labeled to indicate to whom they belonged in room 29. Three (3) bottles of sunscreen were not labeled to indicate to whom they belonged in room 13. Seven (7) bottles of sunscreen, five (5) of which were not labeled to indicate to whom each belonged, were stored in an unlocked tackle box in room 10.

Outdoor Play Area

In Compliance

Inspection Report

Equipment

Not In Compliance

760 - Indoor/Outdoor Equipment

Not In Compliance

922 KAR 2:120. Section 11. Toys and Furnishings.

(2) Indoor and outdoor equipment shall:

- (a) Be clean, safe, and in good repair;**
- (b) Meet the physical, developmental needs, and interests of children of different age groups;**
- (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and**
- (d) Be designed to guard against entrapment or situations that may cause strangulation.**

Findings:

General: Based on Observation, an adult-size computer chair seat cushion was torn and had exposed foam in room 28.

Transportation

Not In Compliance

900 - Children's Transportation Records

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

(17) Transportation services provided shall:

- (a) Be recorded in writing and include:**
 - 1. The first and last name of the child transported; and**
 - 2. The time each child gets on and the time each child gets off;**
- (b) Be completed by a staff member other than the driver; and**
- (c) Be kept for five (5) years.**

Findings:

General: Based on Review of Documentation and interview, the time each child got on the vehicle and the time each child got off the vehicle was not documented in the transportation records for transportation services provided to forty-nine (49) children on 06/06/17; one hundred thirty (130) children on 06/07/17; one hundred thirty-five (135) children on 06/08/17; one hundred eighteen (118) children on 06/12/17; sixty-two (62) children on 06/13/17; one hundred eighteen (118) children on 06/14/17, one hundred twenty-eight (128) children on 06/19/17; one hundred forty-four (144) children on 06/20/17; one hundred sixty-nine (169) children on 06/21/17; and seventy-four (74) children on 06/22/17. Children were intermittently transported on fieldtrips to the movie theater, park, pool, library, Paint 'n Play, Otte Golf, and Mammoth Cave.

Food Service

Not In Compliance

970 - Food From Approved Source

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

(1) Food shall be:

- (e) Obtained from a source that is in compliance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217;**
- (f) Acceptable if from an established commercial food store;**

Findings:

General: Based on Review of Documentation and interview, the food service permit for the center's caterer was not on file.

1050 - Menu

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

(16) A weekly menu shall be:

- (a) Prepared;**
- (b) Dated;**
- (c) Posted in advance in a conspicuous place;**
- (d) Kept on file for thirty (30) days; and**
- (e) Amended in writing with any substitutions on the day the meal is served.**

Findings:

General: Based on Review of Documentation and interview, the center served an afternoon snack daily and did not have a snack menu prepared and posted.

Children's Records

In Compliance

Written Documentation

Not In Compliance

1085 - 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.**

Findings:

General: Based on Review of Documentation and interview, the center's written plan for evacuation was not retained at the center, in accordance with KRS 199.895.

1095 - Daily Attendance Records

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

- (c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;**

Findings:

General: Based on Observation, a review of attendance records for the week of 04/03/17 revealed two (2) children did not have a documented departure time.

Inspection Report

1140 - Fire Drills

Not In Compliance

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

- (12) A fire drill shall be conducted during hours of operation:
 - (a) At least monthly; and
 - (b) Documented.

Findings:

General: Based on Review of Documentation, a monthly practiced fire drill was not conducted in April and May 2017.

Posted Documentation

Not In Compliance

1150 - License

Not In Compliance

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

- (18) The preliminary or regular license shall be posted in a conspicuous place in the child-care center.

Findings:

General: Based on Review of Documentation and interview, the center's license was not posted in the gym. The license was on a trifold board in a closet.

1155 - Posting Requirements

Not In Compliance

922 KAR 2:110. Section 2. General.

- (7) 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) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;
 - (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
 - (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;
 - (d) 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;
 - (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
 - (f) Daily schedule.

Findings:

General: Based on Review of Documentation and interview, the statement of deficiency issued by the cabinet during the current licensure year and the plan of correction submitted by the child-care center to the cabinet during the current licensure year, the information on the Kentucky Consumer Product Safety Program and the program's website, a description of services provided by the child care center, and the minimum staff-to-child ratios and group size were not posted in the gym. The posted requirements were on a trifold board in a closet.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date