



**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  
Eastern Branch  
455 Park Place, Suite 120A  
Lexington, KY 40511

**Adam Mather**  
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Redwood Cooperative School	<b>Provider Information</b>	<b>CLR No:</b> L383709
<b>Provider Address:</b> 166 Crestwood Drive, Lexington, KY, 40503	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 40(Bldg 2: 81)
<b>Owner(s):</b> Redwood Cooperative School, Inc		<b>Director(s):</b> Cummins, Sarah Irene

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 246496
<b>Date Initiated:</b> 09/26/2018 9:00 AM	<b>Date Concluded:</b> 09/26/2018 11:40 AM	
	<b>No. of Children Present:</b> 30	

Inspection Report	
<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>Not In Compliance</b>
<b>125 - Ratios and Group Size</b>	<b>Not In Compliance</b>

**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, it was found that upon arrival to the facility, there were thirty (30) children playing on the playground. The children were ages three to five-years-old and were not separated by class. The director stated that the children from the two (2) classrooms are combined daily in the mornings so they can play together. She also stated that she was not aware of the group size regulation.

**Inspection Report**

**General Administration**

**In Compliance**

**Director Requirements**

**Not In Compliance**

**350 - Health, Safety, Comfort**

**Not In Compliance**

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

**(1) A director shall:**

**(l) Assure the health, safety, and comfort of each child;**

**Findings:**

General: Based on observation, it was found that plungers and toilet brushes were in the bathrooms of PK1 and PK2. These items were accessible to the children. It was also found that the children's jackets in PK1 and PK2 were overlapping on the hanging hooks, thus allowing the spread of communicable diseases.

**Employee Records**

**Not In Compliance**

**385 - Personnel File**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and**
- 5. The results of background checks conducted in accordance with 922 KAR 2:280;**

**Findings:**

General: Based on review of documentation, it was found that the files for eight (8) employees did not contain a hire date.

**390 - 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 the files for six (6) employees did not contain evidence of a high school diploma, GED or Commonwealth Childcare Credential.

**395 - 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, it was found that the files for employees hired on 8-15-17, 3-1-18, 11-6-17, 8-15-18, 8-15-18 and 8-15-18 did not contain evidence of a TB skin test or screening being completed.

**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, it was found that the file for an employee hired on 8-11-17 contained evidence of Pediatric Abusive Head Trauma training being completed on 1-18-13. This date is not within the five-year timeframe required by the regulation. It was also found that an employee hired on 8-15-17 did not have evidence of the six-hour cabinet-approved orientation training being completed on file. This information was found by a review of the employees' files and ECE-TRIS records.

**Programming**

**In Compliance**

**Premises**

**In Compliance**

**Hygienic Practices**

**In Compliance**

**Inspection Report**

**First Aid/Medication**

**Not In Compliance**

**720 - Medication Administration**

**Not In Compliance**

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

- (4) Prescription and nonprescription medication shall be administered to a child in care:**
  - (a) 1. With a written request of the child's parent or the child's prescribing health professional; and**
  - 2. According to the directions or instructions on the medication's label; or**
  - (b) For epinephrine, in accordance with KRS 199.8951 and 311.646.**

**Findings:**

General: Based on review of documentation, it was found that on 5-9-18, a parent completed a medication administration permission form for 7.5ml of Acetaminapin to be administered. The parent did not include the times the medication was to be administered. The form simply stated, "As needed."

**Outdoor Play Area**

**In Compliance**

**Equipment**

**Not In Compliance**

**810 - Individual Bedding Storage**

**Not In Compliance**

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

- (9) Individual bedding shall be stored in a sanitary manner.**

**Findings:**

General: Based on observation, it was found that the children's bedding in PK1 and PK2 was stored in cubbies. The bedding was found to be spilling out of the cubbies and touching the blankets around them.

**Transportation**

**Not Applicable**

**Food Service/Food Program**

**In Compliance**

**Food Service**

**Not In Compliance**

**1025 - 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, it was found that the refrigerator used to store the children's lunches did not contain a thermometer.

**1030 - 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, it was found that the freezer in PK2 did not contain a thermometer.

**Children's Records**

**Not In Compliance**

**1135 - Immunization**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

- (1) A child-care center shall maintain:**
  - (a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;**

**Findings:**

General: Based on review of documentation, it was found that four (4) children's files out of ten (10) children's files reviewed did not contain a current immunization certificate.

**Written Documentation**

**Not In Compliance**

**1160 - Daily Attendance Records**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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 review of documentation, it was found that only eleven (11) of the fifteen (15) children present in PK2 were signed in.

**Posted Documentation**

**In Compliance**

---

Signature of Provider/Representative

Title

Date