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**Inspection Report**

<b>Provider Name:</b> Little Shepherds Day Care & Preschool	<b>Provider Information</b>	<b>CLR No:</b> L356643
<b>Provider Address:</b> 111 N. Mcwhorter Street, London, KY, 40741	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 69
<b>Owner(s):</b> Little Shepherds Daycare & Preschool, Inc.		<b>Director(s):</b> Miller, Teresa F

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 278556
<b>Date Initiated:</b> 06/11/2019 10:00 AM	<b>Date Concluded:</b> 06/11/2019 1:00 PM	
	<b>No. of Children Present:</b> 49	

Inspection Report	
<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>Not In Compliance</b>

**345 - 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 and interview, the surveyor learned from the file presented for review that a staff's (DOH: 07/24/17) annual performance evaluation had been completed; however, there was no date on the evaluation. Therefore, surveyor could not verify evaluation was completed within the past year.

During interview, the director stated that she make sure staff dated the evaluation.

**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 and interview, the file presented to surveyor for review found that one (1) staff (DOH: 07/24/17) file contained a professional development plan dated for 01/23/18; therefore, the staff file did not contain a current professional development plan to be reviewed.

During interview, director stated that she would be sure to have an updated professional development plan for the staff member.

**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 and ECE-Tris, the files presented to surveyor for review found the following:

1. The surveyor found one (1) staff (DOH: 07/24/17) had obtained only thirteen (13) hours of cabinet-approved early care and education annual training.
2. The surveyor found one (1) staff (DOH: 07/29/11) had obtained only thirteen (13) hours of cabinet-approved early care and education annual training.

During interview, the director stated she was aware of the missing training hours.

<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>Not Applicable</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>In Compliance</b>
<b>Written Documentation</b>	<b>In Compliance</b>
<b>Posted Documentation</b>	<b>In Compliance</b>
<b>Animals</b>	<b>In Compliance</b>

Signature of Provider/Representative

Title

Date