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GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
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Inspection Report

Provider Name: Shelby County Early Head Start and Full Day Full Year Head Start	Provider Information Provider Type: LICENSED TYPE I	License No: L357736
Provider Address: 821 College Street, Shelbyville, KY, 40065		Capacity: 60
Owner(s): Ohio Valley Educational Cooperative		Director(s): Fithian, Kimberly Ann

Inspection Type: Investigation	Inspection Information	Inspection No: 191636
Visit Start Date: 08/03/2015 2:20 PM	Visit End Date: 08/03/2015 3:25 PM	
No. of Children Present: 20		

Inspection Report

Supervision

5 - Children Supervised

In Compliance

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

- (3)(a) Each center shall maintain a child-care program that assures each child will be:
1. Provided with adequate supervision at all times by a qualified staff person who:
 - a. Ensures the child is within scope of vision and range of voice; or
 - b. For a school-age child, within scope of vision or range of voice;

Staffing Requirements

40 - Ratios and Group Size

In Compliance

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

- (2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:

Age of Children Ratio Maximum Group Size*

Infant

1 staff for 5 children 10

Toddler

1 staff for 6 children 12

Preschool-age 2 to 3 years

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.

Inspection Report**Employee Records****300 - Background checks/left alone****In Compliance****922 KAR 2:090. Section 6. License Issuance.****(5) An individual described in subsection (4) of this section shall:****(a) Submit to background checks described in paragraph (b) of this subsection;****(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:****1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;****2. Criminal records check required by KRS 199.896(19);****3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and****4. An address check of the Sex Offender Registry; and****(c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.****Written Documentation****1130 - Confidentiality/Maintenance/Access****Not In Compliance****922 KAR 2:110. Section 3. Records.****(2) A child-care center shall:****(a) Maintain the confidentiality of a child's record;****(b) Maintain all records for five (5) years; and****(c) Provide the cabinet access and information in the completion of the investigation pursuant to KRS 620.030(4).****Findings:**

General: Based on Interview, the child care center failed to maintain written documentation in accordance with regulations. Interview with local area manager revealed she shredded the personnel information for a staff member hired 7/6/15 after the staff member was terminated. Continued interview revealed the center did not have a file for this staff member available at the child care center at the time of survey.

Signature of
Provider/Representative

Title

Date