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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 St.		Capacity: 60
Owner(s): Ohio Valley Educational Cooperative		Director(s): Fithian, Kim Ann

Inspection Type: Change of Location	Inspection Information	Inspection No: 53768
Visit Start Date: 01/13/2014 8:45 AM	Visit End Date: 01/13/2014 10:00 AM	
No. of Children Present:		

Inspection Report	
General Administration	
60 - Zoning	In Compliance
922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (a) Provide written documentation from the local authority showing compliance with local zoning requirements;	
70 - Water/Sewage	In Compliance
922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (c) Have an approved water and sewage system in accordance with local, county, and state laws;	
75 - Liability Insurance	In Compliance
922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;	
Premises	
460 - Inaccessible Items	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.	
465 - Items Accessible Only During Activity	In Compliance
922 KAR 2:120. Section 3. General Requirements. (8) The following shall be inaccessible to a child in care unless under direct supervision and part of planned program of instruction: (a) Knives and sharp objects; (b) Litter and rubbish; and (c) Plastic bags not used for personal belongings.	

Inspection Report

470 - Guns/Ammunition Storage

In Compliance

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

(9) In accordance with KRS 527.070(1), firearms and ammunition shall be stored separately in a locked area outside of the designated child care area.

475 - Smoking Protocol

In Compliance

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

(10) Smoking shall:

- (a) Be permitted in accordance with local ordinances;
- (b) Be allowed only in outside designated areas; and
- (c) Not be permitted in the presence of a child.

480 - Premises Requirements

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(1) The premises shall be:

- (a) Suitable for the purpose intended;
- (b) Kept clean and in good repair;

485 - Phone Requirement

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(1) The premises shall be:

- (c) Equipped with a working land-line telephone accessible to a room used by a child.

490 - Fire Exits Clear

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (3) Fire and emergency exits shall be kept clear of debris.

495 - Carbon Monoxide Detector

Not Applicable

922 KAR 2:120. Section 4. Premises Requirements.

- (4) A working carbon monoxide detector shall be required in a licensed child-care center that is in a home if the home:

- (a) Uses fuel burning appliances; or
- (b) Has an attached garage.

500 - Building Requirements

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (5) The building shall be constructed to ensure the:

(a) Building is:

- 1. Dry;
- 2. Adequately heated;
- 3. Ventilated; and
- 4. Well lit, including clean light fixtures that are:
 - a. In good repair in all areas; and
 - b. Shielded or have shattered proof bulbs installed; and

(b) Following are protected:

- 1. Windows;
- 2. Doors;
- 3. Stoves;
- 4. Heaters;
- 5. Furnaces;
- 6. Pipes; and
- 7. Stairs.

505 - 35 Square Feet per Child

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (6) Exclusive of the kitchen, bathroom, hallway, and storage area, there shall be a minimum of thirty-five (35) square feet of space per child.

510 - Pest Control

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (7) Measures shall be utilized to control the presence of:

- (a) Rodents;
- (b) Flies;
- (c) Roaches; and
- (d) Other vermin.

515 - Protected Openings

In Compliance

Inspection Report

922 KAR 2:120. Section 4. Premises Requirements.

- (8) An opening to the outside shall be effectively protected against the entrance of vermin by:
- (a) Self-closing doors;
 - (b) Closed windows;
 - (c) Screening;
 - (d) Controlled air current; or
 - (e) Other effective means.

520 - Floors, Walls, Ceilings

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

530 - Sewage Disposal

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (12) Sewage shall be properly disposed by a method approved by the:
- (a) Cabinet for Environmental and Public Protection; or
 - (b) Cabinet.

535 - Plumbing Code

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (13) All plumbing shall comply with the State Plumbing Code established in KRS Chapter 318.

540 - Solid Waste

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (14) Solid waste shall be kept in a suitable receptacle in accordance with local, county and state law, as governed by KRS 211.350 to 211.380.

545 - Child Care Program Interference

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (15) If a portion of the building is used for a purpose other than child care:
- (a) Necessary provisions shall be made to avoid interference with the child-care program; and
 - (b) A separate restroom shall be provided for use only by those using the building for its child care purpose.

550 - Building Temperature

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (16) The temperature of the inside area of the premises shall be:
- (a) Sixty-five (65) to seventy-five (75) degrees Fahrenheit during the winter; or
 - (b) Sixty-eight (68) to eighty-two (82) degrees Fahrenheit during the summer months.

555 - Indoor Gross Motor Space Requirements

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (22) If a child-care center does not have access to an outdoor play area, an indoor space shall:
- (a) Be used as a play area;
 - (b) Have a minimum of sixty (60) square feet per child, separate from and in addition to the thirty-five (35) square feet minimum pursuant to subsection (6) of this section;
 - (c) Include equipment for gross motor skills;
 - (d) Be well-ventilated;
 - (e) Be heated; and
 - (f) Have a protective surface of at least two (2) inches thick around equipment intended for climbing.

560 - Prohibited Bodies of Water

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (27) Bodies of water that shall not be utilized include:
- (a) Portable wading pools;
 - (b) Natural bodies of water; and
 - (c) Unfiltered, non-disinfected containers.

565 - Infant/Toddler Indoor Space

In Compliance

922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.

- (1) Infant and toddler inside areas shall:
- (a) Be separate from an area used by an older child;
 - (b) Not be an exit or entrance; and
 - (c) Have adequate crawling space for an infant or toddler away from general traffic patterns of the center.

570 - Cots/Mats Location Restrictions

In Compliance

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

- (7) If cots or mats are used, floors shall be free from:
- (a) Drafts;
 - (b) Liquid substances;
 - (c) Dirt; and
 - (d) Dampness.

Inspection Report

575 - Minimum Toilet/Urinal Requirements

In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(1) A child-care center shall have a minimum of one (1) toilet and one (1) lavatory for each twenty (20) children. Urinals may be substituted for up to one-half (1/2) of the number of toilets required for a male toilet room.

580 - Toilet Room

In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(2) A toilet room shall:

- (a) 1. Be provided for each gender; or
2. A plan shall be implemented to use the same toilet room at separate times;
- (b) Have a supply of toilet paper; and
- (c) Be cleaned and sanitized daily.

585 - Sink

In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(3) A sink shall be:

- (a) Located in or immediately adjacent to toilet rooms;
- (b) Equipped with hot and cold running water that allows for hand washing;
- (c) Equipped with hot water at a minimum temperature of ninety (90) degrees Fahrenheit and a maximum of 120 degrees Fahrenheit;
- (d) Equipped with liquid soap;
- (e) Equipped with hand-drying blower or single use disposable hand drying material;
- (f) Equipped with an easily cleanable waste receptacle; and
- (g) Immediately adjacent to a changing area used for infants and toddlers.

590 - Toilet

In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(4) Each toilet shall:

- (a) Be kept in clean condition;
- (b) Be kept in good repair;
- (c) Be in a lighted room; and
- (d) Have ventilation to outside air.

First Aid/Medication

655 - First Aid Supplies

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.

Outdoor Play Area

675 - Fence Requirement

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(20) An outdoor play area shall be:

(a) Except for an after-school child-care program, located on the premises of a public or state-accredited nonpublic school, fenced for the safety of the children;

680 - 60 Square Feet

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(20) An outdoor play area shall be:

(b) A minimum of sixty (60) square feet per child, separate from and in addition to the thirty-five (35) square feet minimum pursuant to subsection (6) of this section;

685 - Playground Clean

In Compliance

Inspection Report

922 KAR 2:120. Section 4. Premises Requirements.

(20) An outdoor play area shall be:

(c) Free from:

1. Litter;
2. Glass;
3. Rubbish; and
4. Flammable materials;

695 - Protective Surface

Not Applicable

922 KAR 2:120. Section 4. Premises Requirements.

(21) A protective surface shall:

(a) Be provided for outdoor play equipment used to:

1. Climb;
2. Swing; and
3. Slide; and

(b) Have a fall zone equal to the height of the equipment.

700 - Fences

Not Applicable

922 KAR 2:120. Section 4. Premises Requirements.

(23) Fences shall be:

- (a) Constructed of safe material;
- (b) Stable; and
- (c) In good condition.

705 - Infant/Toddler Outdoor Space

Not Applicable

922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.

(4) If a child-care center provides an outdoor play area for an infant or toddler, the outdoor area shall be:

- (a) Shaded; and
- (b) A separate area or scheduled at a different time than an older child.

Equipment

710 - Play Equipment

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(24) Supports for climbing apparatus and large equipment shall be securely fastened to the ground.

(25) Crawl spaces, such as tunnels, shall be short and wide enough to permit access by adults.

(26) A sandbox shall be:

- (a) Constructed to allow for drainage;
- (b) Covered when not in use;
- (c) Kept clean; and
- (d) Checked for vermin prior to use.

715 - Sufficient Appropriate Equipment

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(28) A child-care center shall have enough toys, play apparatus, and developmentally appropriate materials to provide each child with a variety of activities during the day, as specified in Section 2 of this administrative regulation.

720 - Storage Space/Storage Device

In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(29) Storage space shall be provided:

- (a) In the form of:
 1. Shelves; or
 2. Other storage device accessible to the children; and
- (b) In sufficient quantity for each child's personal belongings.

725 - Playpens/Play Yards

Not Applicable

922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.

(5) Playpens and play yards shall:

- (a) Meet federal standards as issued by the Consumer Product Safety Commission, including 16 C.F.R. 1221;
- (b) Be manufactured for commercial use; and
- (c) Not be used for sleeping or napping.

730 - Crib/Mattress/Sheet

In Compliance

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

(3) Rest time shall include adequate space specified by the child's age as follows:

(a) For an infant:

1. An individual non-tiered crib that meets Consumer Product Safety Commission standards established in 16 C.F.R. 1219-1220;
2. A firm crib mattress in good repair with a clean tight-fitted sheet that shall be changed:
 - a. Weekly; or
 - b. Immediately if it is soiled or wet;

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735 - Individual Bed/Mat/Cot and Bedding

In Compliance

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

- (3) Rest time shall include adequate space specified by the child's age as follows:
- (b) For a toddler or preschool-age child:
1. An individual bed, a two (2) inch thick waterproof mat, or cot in good repair; and
 2. Bedding that is in good repair and is changed:
 - a. Weekly; or
 - b. Immediately if it is soiled or wet.

755 - Toys/Equipment/Furniture

In Compliance

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

- (1) All toys, equipment, and furniture contacted by a child shall be:
- (a) Kept clean and in good repair; and
 - (b) Free of peeling, flaking, or chalking paint.

760 - Indoor/Outdoor Equipment

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.

765 - Toys

In Compliance

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

- (3) Toys shall be:
- (a) Used according to the manufacturer's safety specifications;
 - (b) Durable; and
 - (c) Without sharp points or edges.

770 - Children/Staff Seating

In Compliance

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

- (5) Tables and chairs shall be of suitable size for children.
- (6) Chairs appropriate for staff shall be provided to use when feeding, holding, or playing with a child.

Food Service

920 - Kitchen Requirements

In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

- (1) The kitchen shall:
- (a) Be clean;
 - (b) Be equipped for proper food:
 1. Preservation;
 2. Storage;
 3. Preparation; and
 4. Service;
 - (c) Be adequately ventilated to the outside air; and
 - (d) Except in a Type II child-care center when a meal is not being prepared, not be used for the activity of a child.

925 - Food Service Permit

In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

- (2) A child-care center required to have a food service permit shall be in compliance with 902 KAR 45:005 and this administrative regulation.

935 - Refrigerator

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.

Written Documentation

1085 - Evacuation Plan

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.

1100 - Staff Schedule

In Compliance

Inspection Report

922 KAR 2:110. Section 3. Records.

- (1) A child-care center shall maintain:
- (d) A written schedule of staff working hours;

Posted Documentation

1150 - License

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.

1155 - Posting Requirements

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.

1160 - Disaster Course of Action

In Compliance

922 KAR 2:110. Section 3. Records.

- (1) A child-care center shall maintain:
 - (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;

1165 - Daily Activities

In Compliance

922 KAR 2:110. Section 4. Director Requirements and Responsibilities.

- (1) Effective with the adoption of this administrative regulation, a director shall:
 - (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;

1170 - Diapering/Handwashing

In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

- (9) The proper methods of diapering and hand-washing shall be posted at each diaper changing area.

Signature of
Provider/Representative

Title

Date