



Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL

Melissa A. Moore, Director
Division of Regulated Child Care
Western Branch
901 B South Main Street
Hopkinsville, KY 42240
Phone: (270) 889-6052 Fax: (270) 889-6089
<https://chfs.ky.gov/agencies/os/oig>

Eric Friedlander
SECRETARY

Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Millbrooke Elementary Child Care Services	Provider Information Provider Type: LICENSED TYPE I	CLR No: L357781
Provider Address: 415 Millbrooke Drive, Hopkinsville, KY, 42240		Capacity: 200
Owner(s): Christian County Board Of Education		Director(s): Wharton, Laurie Ann

Inspection Type: Renewal Application	Inspection Information	Inspection No: 244310
Date Initiated: 04/10/2018 2:15 PM	Date Concluded: 04/10/2018 5:00 PM	
	No. of Children Present: 114	

Inspection Report		
Background Checks		In Compliance
Supervision		In Compliance
Staffing Requirements		In Compliance
General Administration		In Compliance
Director Requirements		In Compliance
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, a caregiver hired on 8/8/17, did not have a criminal records check on file.

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 a Review of Documentation, a caregiver hired 8/8/17, completed six (6) hours of orientation on 3/4/18; a caregiver hired 8/8/17, completed six (6) hours of orientation on 2/24/18; a caregiver hired on 8/8/17, completed six (6) hours of orientation on 2/24/18 and a caregiver hired on 8/8/17, completed six (6) hours of orientation on 3/1/18.

Programming

In Compliance

Inspection Report		
	Premises	In Compliance
	Hygienic Practices	In Compliance
	First Aid/Medication	In Compliance
	Outdoor Play Area	In Compliance
	Equipment	In Compliance
	Transportation	Not Applicable
	Food Service/Food Program	In Compliance
	Food Service	In Compliance
	Children's Records	In Compliance
	Written Documentation	In Compliance
	Posted Documentation	In Compliance
	Animals	Not Applicable

Signature of Provider/Representative

Title

Date