



**CABINET FOR HEALTH AND FAMILY SERVICES  
OFFICE OF INSPECTOR GENERAL**

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**Eric C. Friedlander**  
Secretary

**Adam Mather**  
Inspector General

**Inspection Report**

<b>Provider Name:</b> House On The Hill Day Care	<b>Provider Information</b>	<b>CLR No:</b> L353219
<b>Provider Address:</b> 961 Hunts Lane, Bowling Green, KY, 42103	<b>Provider Type:</b> LICENSED TYPE II	<b>Capacity:</b> 12
<b>Owner(s):</b> Kirkwood, Rebecca Frances		<b>Director(s):</b> Kirkwood, Rebecca Frances

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 219027
<b>Date Initiated:</b> 05/04/2017 8:55 AM	<b>Date Concluded:</b> 05/04/2017 11:00 AM	
<b>No. of Children Present:</b>		

<b>Inspection Report</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>
<b>260 - Staff Evaluation</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b>	
<b>(1) Effective with the adoption of this administrative regulation, a director shall:</b>	
<b>(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</b>	
<b>Findings:</b>	
General: Based on Interview, staff hired 9/1/08, did not have an evaluation on file.	
<b>Employee Records</b>	<b>In Compliance</b>
<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>

**Inspection Report**

**Food Service**

**Not In Compliance**

**935 - 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, the thermometer was not operable in the kitchen refrigerator.

**Children's Records**

**Not In Compliance**

**1070 - Immunization**

**Not In Compliance**

**922 KAR 2:110. Section 3. 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 Observation, a child's, enrolled 1/26/09, immunization certificate was valid until 1/13/17.

**1075 - Enrollment Information**

**Not In Compliance**

**922 KAR 2:110. Section 3. Records.**

- (1) A child-care center shall maintain:
- (b) A written record for each child:
    - 1. Completed and signed by the child's parent;
    - 2. Retained on file on the first day the child attends the child-care center; and
    - 3. To contain:
      - a. Identifying information about the child, which includes, at minimum, the child's name, address, and date of birth;
      - b. Contact information to enable a person in charge to contact the child's:
        - (i) Parent at the parent's home or place of employment;
        - (ii) Family physician; and
        - (iii) Preferred hospital;
      - c. The name of each person who is designated in writing to pick-up the child;
      - d. The child's general health status and medical history including, if applicable:
        - (i) Allergies;
        - (ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and
        - (iii) Permission from the parent for third-party professional services in the child-care center;
      - e. The name and phone number of each person to be contacted in an emergency situation involving or impacting the child;
      - f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;

**Findings:**

General: Based on Review of Documentation, three (3) children, each enrolled 1/26/09, 4/5/16 and 4/10/16, did not list contact information for the preferred hospital.

**Written Documentation**

**Not In Compliance**

**1105 - Professional Development**

**Not In Compliance**

**922 KAR 2:110. Section 3. Records.**

- (1) A child-care center shall maintain:
- (f) A written annual plan for child-care staff professional development;

**Findings:**

General: Based on Review of Documentation, two (2) staff, each hired 7/3/85 and 9/1/08, had professional development plans dated 3/30/15.

**Posted Documentation**

**In Compliance**

**Animals**

**Not Applicable**

Signature of  
Provider/Representative

Title

Date