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Inspection Report

Provider Name: Butler County Head Start	Provider Information	CLR No: L353854
Provider Address: 104 North Warren Street, Morgantown, KY, 42261	Provider Type: LICENSED TYPE I	Capacity: 34
Owner(s): Community Action Of Southern Kentucky, Incorporated		Director(s): Brown, Carla Yvonne

Inspection Type: Renewal Application	Inspection Information	Inspection No: 216899
Date Initiated: 11/16/2016 9:15 AM	Date Concluded: 11/16/2016 12:15 PM	
	No. of Children Present: 29	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
260 - Staff Evaluation	Not In Compliance
922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, 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, a staff, hired on 03/01/06, had an annual written performance evaluation on file that was dated 10/28/15.	
Employee Records	Not In Compliance
320 - TB Verification	Not In Compliance
922 KAR 2:110. Section 5. Staff Requirements. (1) Child-care center staff: (b) Shall provide, prior to employment and every two (2) years thereafter: 1. A statement from a health professional that the individual is free of active tuberculosis; or 2. A copy of negative tuberculin results.	
Findings:	
General: Based on Review of Documentation, a staff, hired on 08/11/95, had TB documentation on file that was dated 10/08/14.	

Inspection Report

340 - Training

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

- (14) 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 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 pediatric abusive head trauma training completed once every five (5) years.**

Findings:

General: Based on Review of Documentation, a staff, hired on 02/22/16, completed six (6) hours of cabinet approved orientation on 06/03/16, which was not within the first three (3) months of employment. Also, a staff, hired on 10/05/15, did not complete six (6) hours of cabinet approved orientation.

Programming

In Compliance

Premises

Not In Compliance

460 - Inaccessible Items

Not 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.**

Findings:

General: Based on Observation, two (2) wadded up plastic garbage bags were stored in the bottom two (2) drawers of a four (4) drawer file cabinet in classroom 1. A sixteen (16) ounce bottle of rubbing alcohol was labeled, "Keep out of reach of children," and was stored in the second to last drawer at the bottom of a four (4) drawer file cabinet in classroom 1. A wadded up plastic garbage bag was stored in the bottom drawer of a four (4) drawer file cabinet in classroom 2. A caregiver's sweater hung on the side of a child-sized mirror in classroom 2. Seven (7) wadded up plastic black grocery bags were stored in the top drawer and eight (8) rolls of large plastic garbage bags were stored in the bottom drawer of a two (2) drawer file cabinet in the restroom in classroom 2. These items were accessible to children.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

In Compliance

Food Service

In Compliance

Children's Records

In Compliance

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, a staff, hired on 08/31/15, did not have an annual professional development plan on file. Also, a staff, hired on 08/11/95, had an annual professional development plan on file with no documented date.

1120 - Fire Drills

Not In Compliance

922 KAR 2:110. Section 3. Records.

- (1) A child-care center shall maintain:**
- (i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;**

Findings:

General: Based on Review of Documentation, a monthly practiced fire drill was conducted in May 2016, but the date, time and name of children, who participated, were not documented.

1140 - Fire Drills

Not In Compliance

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

- (12) A fire drill shall be conducted during hours of operation:**
- (a) At least monthly; and**
 - (b) Documented.**

Findings:

General: Based on Review of Documentation, a monthly practiced fire drill was conducted in May 2016, but was not documented.

Inspection Report

Posted Documentation

Animals

In Compliance

Not Applicable

Signature of Provider/Representative

Title

Date