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Inspection Report

Provider Name: Sonlight Christian Preschool	Provider Information	CLR No: L358493
Provider Address: 919 Tlc Lane, London, KY, 40741	Provider Type: LICENSED TYPE I	Capacity: 123
Owner(s): Sonlight Preschool/daycare, Inc.		Director(s): Sturgill, Tammy L

Inspection Type: Investigation	Inspection Information	Inspection No: 221416
Date Initiated: 08/11/2017 8:45 AM	Date Concluded: 10/23/2017 3:19 PM	
	No. of Children Present: 44	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
250 - Staff Management/Policy Development/Supervision	Not In Compliance
<p>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</p> <p>(1) Effective with the adoption of this administrative regulation, a director shall:</p> <p>(e) Manage the staff in their individual job descriptions;</p> <p>(f) Develop child-care center plans, policies, and procedures;</p> <p>(g) Supervise staff conduct to ensure implementation of program policies and procedures;</p> <p>Findings:</p> <p>General: Based on review of documentation, the surveyor found that the Standard Procedures for Reporting Accidents and Incidents states, "The report must be signed by both the Director and the staff member". Review of fourteen (14) incident reports found that the Director had not signed the reports. Through interview, the surveyor learned that the Director was unaware that she must sign the reports. Therefore, the Director did not ensure implementation of the programs policies and procedures.</p>	
Food Service	In Compliance
Written Documentation	Not In Compliance
1130 - Confidentiality/Maintenance/Access	Not In Compliance
<p>922 KAR 2:110. Section 3. Records.</p> <p>(2) A child-care center shall:</p> <p>(a) Maintain the confidentiality of a child's record;</p> <p>(b) Maintain all records for five (5) years; and</p> <p>(c) Provide the cabinet access and information in the completion of the investigation pursuant to KRS 620.030(4).</p> <p>Findings:</p> <p>General: Based on review of documentation, the surveyor found that the Director's correspondence to a parent indicated that their child had bitten three (3) other children on 05/03/17. Review of the reports found only two (2) incident reports dated 05/03/17. The Director confirmed that there are no additional incident reports for 05/03/17; therefore, the childcare center did not maintain all records for five (5) years.</p>	

Signature of Provider/Representative

Title

Date