



Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL

Eric Friedlander
SECRETARY

Melissa A. Moore, Director
Division of Regulated Child Care
Northern Branch
908 W. Broadway, 10-W
Louisville, KY 40203

Adam Mather
INSPECTOR GENERAL

Phone: (502) 595-5781 Fax: (502) 595-5773
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: Heartland Elementary School Age Child Care Program	Provider Information Provider Type: LICENSED TYPE I	CLR No: L358808
Provider Address: 2300 Nelson Drive, Elizabethtown, KY, 42701		Capacity: 129
Owner(s): Hardin County Schools		Director(s): Wood, Amy Danielle

Inspection Type: Renewal Application	Inspection Information	Inspection No: 220316
Date Initiated: 08/15/2017 2:30 PM	Date Concluded: 08/15/2017 4:10 PM	
	No. of Children Present: 44	

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 and interview, the childcare center failed to comply with regulations for Director Requirements. Review of staff files revealed an annual written performance evaluation was not presented for staff member with hire date 10/30/2008. Interview with the staff in charge revealed this information was not available at the time of survey.

Employee Records	Not In Compliance
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300 - Background checks/left alone **Not In Compliance**

922 KAR 2:090. Section 6. License Issuance.
(5) An individual described in subsection (4) of this section shall:
(a) Submit to background checks described in paragraph (b) of this subsection;
(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:
1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;
2. Criminal records check required by KRS 199.896(19);
3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and
4. An address check of the Sex Offender Registry; and
(c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.

Findings:

General: Based on Review of Documentation and interview, the childcare center failed to comply with regulations for employee records. The staff member with the hire date 10/18/2013, did not have proof of a child abuse and neglect check (CAN) in the personnel file. The aforementioned staff member was not observed to be alone with children. Interview with the staff in charge revealed this information was not available at the time of survey.

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 and interview, the child care center failed to maintain employee records in accordance with regulations. Review of staff files revealed two (2) staff members with the hire dates of 07/01/2015 and 07/30/2013 failed to have verification that the staff members were free of active tuberculosis on file. Interview with the staff in charge revealed this information was not available at the time of survey.

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 and interview, the child care center failed to maintain employee records in accordance with regulations. Review of staff files and ECE-TRIS report revealed fifteen (15) hours of cabinet approved training was not presented for review at the time of survey for staff member with the hire date of 08/10/2016. Interview with the staff in charge revealed this information was not available at the time of survey.

Programming	In Compliance
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	In Compliance
Children's Records	Not In Compliance

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 and interview, the written record for children with enrollment dates 08/10/2017 and 08/10/2017 failed to contain authorization by the parent for the center to seek emergency medical care for the child in the parent's absence. Interview with the staff in charge revealed this information was not available at the time of the survey.

Inspection Report

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 and interview, the child care center failed to maintain written documentation in accordance with regulations. Review of staff files revealed a professional development plan was not presented for review at the time of survey for the staff members with hire 10/30/2008. Interview with the staff in charge revealed this information was not available at the time of survey.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date