



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: Dorman Preschool Center	Provider Information	CLR No: L350717
Provider Address: 719 Burks Branch Road, Shelbyville, KY, 40065	Provider Type: LICENSED TYPE I	Capacity: 49
Owner(s): Dorman Pre-School Center, Inc.		Director(s): Jeffries, Sarah Jo

Inspection Type: Renewal Application	Inspection Information	Inspection No: 242607
Date Initiated: 11/08/2017 8:50 AM	Date Concluded: 11/08/2017 11:35 AM	
	No. of Children Present: 33	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance
340 - Training	Not In Compliance
<p>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.</p>	
Findings:	
General: Based on review of documentation and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the child care director did not present verification that the staff member with the hire date of 01/01/2016 had met the requirement of fifteen (15) hours of cabinet-approved early care and education training during the last year of employment. Review of documentation in the ECE-TRIS training system revealed the staff member listed above had not met the requirements.	
Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	In Compliance
Equipment	In Compliance

Inspection Report

Transportation

Not In Compliance

900 - Children's Transportation Records

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

(17) Transportation services provided shall:

(a) Be recorded in writing and include:

- 1. The first and last name of the child transported; and**
- 2. The time each child gets on and the time each child gets off;**

(b) Be completed by a staff member other than the driver; and

(c) Be kept for five (5) years.

Findings:

General: Based on review of documentation and interview, the child care center failed to comply with regulatory requirements regarding transportation. Upon request, the child care center director did not present for review the transportation log that recorded each time the child got on the vehicle and each time the child got off the vehicle, for the children who were transported on a field trip to the Shelby County Fire Department on 11/07/2017.

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 child care center failed to maintain children's records in accordance with regulatory requirements. Upon request, the child care director did not present verification that the record for the children with the enrollment dates of 03/30/2015 and 08/08/2016 contained information listing a name of a preferred hospital.

Written Documentation

Not In Compliance

1095 - Daily Attendance Records

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;

Findings:

General: Based on review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. The daily attendance record for the week of 11/06/2017 was verified in advance as evidenced by the signature of the parent or designated person for eight (8) on the DCC -94E form.

Posted Documentation

Not In Compliance

1170 - Diapering/Handwashing

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(9) The proper methods of diapering and hand-washing shall be posted at each diaper changing area.

Findings:

General: Based on review of documentation and interview, the child care center failed to post documentation in accordance with regulatory requirements. Upon request, the child care director did not present verification that the restroom off of the hallway, which contained a changing table, had a posting of the proper diapering procedures.

Animals

In Compliance

Signature of Provider/Representative

Title

Date