



**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  
Southern Branch  
116 Commerce Ave  
London, KY 40744

**Adam Mather**  
INSPECTOR GENERAL

Phone: (606) 330-2030 Fax: (606) 330-2056  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Learning Tree Kids Zone, Inc.	<b>Provider Information</b>	<b>CLR No:</b> L359205
<b>Provider Address:</b> 66 David Williams Lane, Burkesville, KY, 42717	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 55
<b>Owner(s):</b> Learning Tree Kids Zone, Inc.		<b>Director(s):</b> Likens, Amanda Suezanne

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 243695
<b>Date Initiated:</b> 03/27/2018 9:45 AM	<b>Date Concluded:</b> 03/27/2018 12:00 PM	
	<b>No. of Children Present:</b> 18	

Inspection Report	
Background Checks	Not In Compliance
<b>5 - Background check/left alone/dismissed/relocated</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 3. Implementation and Enforcement.</b></p> <p>(1) A person who is a child care staff member prior to January 1, 2018, shall submit to and complete background checks in accordance with this administrative regulation no later than September 30, 2018.</p> <p>(2) A child care staff member hired on or after January 1, 2018, shall:</p> <p>(a) Have completed the background checks required in accordance with this administrative regulation and found to have no disqualifying offense prior to becoming a child care staff member; or</p> <p>(b) 1. Have submitted to the background checks required in accordance with this administrative regulation;</p> <p>2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and</p> <p>3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.</p>	
<b>Findings:</b>	
<p>General: Based on observation and interview, the surveyor found that a staff member (DOH: 3/27/18) was working alone in the One's Classroom with four (4) one-year-old children prior to the completion of required background checks. Upon interview, the staff in charge stated she had not yet submitted the staff member's background checks. The staff in charge explained that she thought the staff member working in the Infant Classroom next to the One's Classroom would be considered supervising staff since the classrooms were only separated by cubbies and a gate.</p>	
<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>340 - Staff Meeting</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b></p> <p>(1) A director shall:</p> <p>(i) Conduct, manage, and document in writing recurring staff meetings;</p>	
<b>Findings:</b>	
<p>General: Based on review of documentation and interview, the surveyor was not presented with documentation of staff meetings completed within the past year. Upon interview, the staff in charge reported that she had not been documenting any staff meetings since she started at the center in August of 2017 and she had not found any documentation of previous staff meetings completed.</p>	

**345 - Staff Evaluation**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**  
**(1) 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 following was found:

1. A staff file (DOH: 7/1/10) presented for review did not contain record of an annual evaluation.
2. A staff file (DOH: 3/27/17) presented for review did not contain record of an annual evaluation.
3. A staff file (DOH: 8/3/16) present of review did not contain record of an annual evaluation.
4. A staff file (DOH: 7/1/10) presented for review did not contain record of an annual evaluation completed within the past years. The only evaluation on file was from December of 2016.

Upon interview, the staff in charge stated she was not aware that the annual evaluations had not been completed.

**360 - Caregiver Alone**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**  
**(1) A director shall:**  
**(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in 922 KAR 2:280;**

**Findings:**

General: Based on observation and interview, the surveyor found that a staff member (DOH: 3/27/18) was working alone in the One's Classroom with four (4) one-year-old children. Upon interview, the staff in charge stated she had not yet submitted the staff member's background checks. The staff in charge explained that she thought the staff member working in the Infant Classroom next to the One's Classroom would be considered supervising staff since the classrooms were only separated by cubbies and a gate.

**370 - Parental/Family Involvement Activity**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**  
**(1) A director shall:**  
**(p) Coordinate at least one (1) annual activity involving parental or family participation;**

**Findings:**

General: Based on review of documentation and interview, the surveyor was not presented with documentation of any parent/family involvement activities that occurred within the past year. The Director stated that she did not keep any documentation of family involvement activities completed on file.

**Employee Records**

**Not In Compliance**

**390 - Educational Requirements**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**  
**(1) Child-care center staff:**  
**(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:**  
**1. High school diploma;**  
**2. GED or qualifying documentation from a comparable educational entity; or**  
**3. Commonwealth Child Care Credential as described in 922 KAR 2:250;**

**Findings:**

General: Based on review of documentation and interview, the surveyor found the following:

1. A staff file (DOH: 9/18/17) presented for review did not contain documentation of education.
2. A staff file (DOH: 3/27/18) did not contain documentation of education.

The staff in charge was aware that the files were missing documentation of education.

**395 - TB Verification**

**Not In Compliance**

**922 KAR 2:090. Section 11. 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 surveyor found that a staff file (DOH: 3/27/18) presented for review did not contain documentation of a negative tuberculin skin test. Upon interview, the staff in charge stated that she had not yet had the staff member obtain a tuberculin skin test.

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405 - Adequate Substitute(s)

Not In Compliance

922 KAR 2:090. Section 11. Staff Requirements.

- (6) Child-care centers shall have available in case of need:
  - (a) One (1) qualified substitute staff person for a Type II child-care center; or
  - (b) Two (2) qualified substitute staff persons for a Type I child-care center.
- (7) Each qualified substitute staff person shall:
  - (a) Meet the staff requirements of this administrative regulation; and
  - (b) Provide the required documentation to verify compliance with this administrative regulation.

Findings:

General: Based on review of documentation and interview, the surveyor found that the center does not have adequate substitutes. The staff member identified as the center's only substitute (DOH: 3/27/18) did not have documentation of education, a negative tuberculin skin test, or record of background checks submitted on file. The staff in charge reported that it was the staff member's first day of employment.

410 - Training

Not In Compliance

922 KAR 2:090. Section 11. Staff Requirements.

- (16) 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 cabinet-approved 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 cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on review of documentation, review of ECE-TRIS, and interview, the following was found:

1. A staff file (DOH: 7/1/10) presented for review did not contain documentation of any training completed between 7/1/16 - 6/30/17. Review of ECE-TRIS, revealed that the staff member had only completed eight (8) hours of annual training. The staff in charge stated that the staff member was not currently working due to having surgery.
2. A staff file (DOH: 3/27/17) presented for review did not contain documentation of any training completed between 3/27/17 - 3/26/18. Review of ECE-TRIS, revealed that the staff member had only completed seven and a half (7.5) hours of annual training. The staff in charge stated she was aware of this training discrepancy.
3. A staff file (DOH: 7/1/10) presented for review only contained documentation for twelve (12) hours of annual training. Review of ECE-TRIS, confirmed that only twelve (12) hours of annual training were completed for 7/1/16 - 6/30/17. The staff in charge stated that she was aware of this training discrepancy.

Programming

In Compliance

Premises

Not In Compliance

520 - Inaccessible Items

Not In Compliance

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

- (7) The following shall be inaccessible to a child in care:
  - (a) Toxic cleaning supplies, poisons, and insecticides;
  - (b) Matches, cigarettes, lighters, and flammable liquids; and
  - (c) Personal belongings and medications of staff.

Findings:

General: Based on observation and interview, the surveyor found that an unlocked storage closet in the School-Age Classroom contained a can of paint. The paint was accessible to children. Staff reported that the classroom is only used for approximately one (1) hour each day.

540 - Premises Requirements

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

- (1) The premises shall be:
  - (a) Suitable for the purpose intended;
  - (b) Kept clean and in good repair;

Findings:

General: Based on observation and interview, the following was found:

1. The sink located in the School-Age Classroom was soiled with a brown ring around the basin. The staff in charge was not aware that the sink was soiled.
2. The closet where the nap mats are stored in the School-Age Classroom was cluttered and emitted a strong foul odor out into the classroom when opened. Upon interview, staff were not aware of the odor.

**560 - Building Requirements**

**Not In Compliance**

**922 KAR 2:120. Section 4. Premises Requirements.**

**(5) The building shall be constructed to ensure the:**

**(a) Building is:**

- 1. Dry;**
- 2. Ventilated; and**
- 3. Well lit, including clean light fixtures that are:**
  - a. In good repair in all areas; and**
  - b. Shielded or have shatter-proof bulbs installed; and**

**(b) Following are protected:**

- 1. Windows;**
- 2. Doors;**
- 3. Stoves;**
- 4. Heaters;**
- 5. Furnaces;**
- 6. Pipes; and**
- 7. Stairs.**

**Findings:**

General: Based on observation and interview, the surveyor found that there were multiple light bulbs that were not functioning in the School-Age Classroom making the classroom poorly lit. The staff in charge was aware of the blown light bulbs.

**580 - Floors, Walls, Ceilings**

**Not In Compliance**

**922 KAR 2:120. Section 4. Premises Requirements.**

**(9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.**

**Findings:**

General: Based on observation and interview, the surveyor found that the paint was peeling off of the walls through out the center; therefore, the walls were not in good repair. The staff in charge stated that she was aware of the peeling paint.

**640 - Toilet Room**

**Not In Compliance**

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

**(2) A toilet room shall:**

- (a) 1. Be provided for each gender; or**
- 2. A plan shall be implemented to use the same toilet room at separate times;**

**(b) Have a supply of toilet paper; and**

**(c) Be cleaned and disinfected daily.**

**Findings:**

General: Based on observation and interview, the surveyor found that the wall next to the toilet in the restroom located off of the Two's Classroom was soiled with brown smears and splatters. Upon interview, staff were not aware that the wall in the restroom was soiled.

**Hygienic Practices**

**Not In Compliance**

**685 - Diaper Changing Area/Surface**

**Not In Compliance**

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

**(10) When a child is diapered, the child shall:**

**(b) Be placed on a surface that is:**

- 1. Clean;**
- 2. Padded;**
- 3. Free of holes, rips, tears, or other damage;**
- 4. Nonabsorbent;**
- 5. Easily cleaned; and**
- 6. Free of any items not used for diaper changing.**

**Findings:**

General: Based on observation and interview, the surveyor found that the diapering mat in the Two's Classroom contained a large tear exposing the padding; therefore, the mat could not be properly sanitized. Staff were not aware of how long the tear had been in the diapering mat.

**First Aid/Medication**

**In Compliance**

**Inspection Report**

**Outdoor Play Area**

**Not In Compliance**

**755 - Protective Surface**

**Not In Compliance**

**922 KAR 2:120. Section 4. Premises Requirements.**

**(21) A protective surface shall:**

**(a) Be provided for outdoor play equipment used to:**

- 1. Climb;**
- 2. Swing; and**
- 3. Slide; and**

**(b) Have a fall zone equal to the height of the equipment.**

**Findings:**

General: Based on observation and interview, the surveyor found that the mulched protective surface around the climbing equipment was depleted and exposed the plastic liner. The staff in charge stated she was aware of the depleted mulch.

**Equipment**

**Not In Compliance**

**790 - Crib/Mattress/Sheet**

**Not In Compliance**

**922 KAR 2:120. Section 6. Sleeping and Napping Requirements.**

**(3) Rest time shall include adequate space specified by the child's age as follows:**

**(a) For an infant:**

- 1. An individual non-tiered crib that meets Consumer Product Safety Commission standards established in 16 C.F.R. 1219-1220;**
- 2. A firm crib mattress in good repair with a clean tight-fitted sheet that shall be changed:**

- a. Weekly; or**
- b. Immediately if it is soiled or wet;**

**Findings:**

General: Based on observation and interview, the surveyor found that two (2) cribs located in the Infant Classroom had soiled sheets on them. One (1) sheet had mulch on it and the other sheet had a piece of loose dry pasta on it. Staff stated that the cribs with the soiled sheets had not been used since the previous day when pasta was served for lunch.

**795 - Individual Bed/Mat/Cot and Bedding**

**Not In Compliance**

**922 KAR 2:120. Section 6. Sleeping and Napping Requirements.**

**(3) Rest time shall include adequate space specified by the child's age as follows:**

**(b) For a toddler or preschool-age child:**

- 1. An individual bed, a two (2) inch thick waterproof mat, or cot in good repair; and**
- 2. Bedding that is in good repair and is changed:**

- a. Weekly; or**
- b. Immediately if it is soiled or wet.**

**Findings:**

General: Based on observation and interview, the surveyor found that the nap mats stored in the closet in the School-Age Classroom were not in good repair as they contain numerous tears and holes in the vinyl covering. Staff confirmed that the nap mats are utilized for the Three's and Four's Classroom.

**820 - Indoor/Outdoor Equipment**

**Not In Compliance**

**922 KAR 2:120. Section 11. Toys and Furnishings.**

**(2) Indoor and outdoor equipment shall:**

- (a) Be clean, safe, and in good repair;**
- (b) Meet the physical, developmental needs, and interests of children of different age groups;**
- (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and**
- (d) Be designed to guard against entrapment or situations that may cause strangulation.**

**Findings:**

General: Based on observation and interview, the following was found:

- 1. The Little Tykes playhouse climber located on the playground had a door that was cracked exposing sharp points and edges.
- 2. The lid to the boat sandbox located on the playground was cracked on top exposing sharp points and edges.

The staff in charge was not aware of the damaged equipment on the playground.

**Transportation**

**Not Applicable**

**Food Service/Food Program**

**In Compliance**

**Food Service**

**In Compliance**

**1135 - Immunization**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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 review of documentation and interview, the surveyor found that a child's file (DOE: 9/22/17) presented for review did not contain an immunization certificate as required. The file did contain an immunization record. The staff in charge stated that the child is from out of state and she was not sure if the other state provides the same type of immunization certificate as Kentucky.

**1140 - Enrollment Information**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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 a 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 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 following was found:

1. A child's file (DOE: 9/22/17) did not contain the preferred hospital name or contact information.
2. A child's file (DOE: 7/25/17) did not contain the preferred hospital name or contact information.
3. A child's file (DOE: 3/1/18) did not contain the preferred hospital name or contact information.
4. A child's file (DOE: 3/26/17) did not contain the preferred hospital name or contact information.
5. A child's file (DOE: 3/1/18) did not contain the preferred hospital name or contact information.
6. A child's file (DOE: 3/1/18) did not contain the preferred hospital name or contact information.
7. A child's file (DOE: 10/23/18) did not contain the preferred hospital name or contact information.
8. A child's file (DOE: 11/20/17) did not contain the preferred hospital name or contact information.
9. A child's file (DOE: 10/23/18) did not contain the preferred physician name or contact information.

Upon interview, the staff in charge was not aware that the information was missing from the files.

**Written Documentation**

**Not In Compliance**

**1150 - Evacuation Plan**

**Not In Compliance**

**922 KAR 2:090. Section 5. Evacuation Plan.**

**(1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U).**

**Findings:**

General: Based on review of documentation and interview, the surveyor was not presented with a written emergency preparedness plan. Upon interview, the staff in charge stated she had just started working at the center in August of 2017 and it was not brought to her attention that an emergency preparedness plan was required until the week prior to this inspection.

**1170 - Professional Development**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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 following was found:

1. A staff file (DOH: 3/27/17) did not contain record of an annual professional development plan.
2. A staff file (DOH: 8/3/16) did not contain record of an annual professional development plan completed within the past year. The only professional development plan on file was dated for 8/10/16.

The staff in charge was not aware that the professional development plans were missing.

**1175 - Earthquake/Tornado/Fire Drills**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

**(1) A child-care center shall maintain:**

**(h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;**

**(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 and interview, the following was found:

1. The surveyor was not presented with documentation of quarterly earthquake drills completed within the past year.
2. The surveyor was not presented with documentation of any quarterly tornado drill for July - September of 2017 or October - December of 2017.
3. The surveyor was not presented with documentation of monthly fire drills for July 2017 - February 2018.

The staff in charge reported that the drills had not been completed.

**Posted Documentation**

**Not In Compliance**

**1200 - Posting Requirements**

**Not In Compliance**

**922 KAR 2:090. Section 8. General.**

**(6) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:**

- (a) The provider's preliminary or regular license;**
- (b) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;**
- (c) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;**
- (d) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;**
- (e) A description of services provided by the child-care center, including:**
  - 1. Current rates for child care; and**
  - 2. Each service charged separately and in addition to the basic rate for child care;**
- (f) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and**
- (g) Daily planned program.**

**Findings:**

General: Based on observation and interview, the surveyor found that the recent plans of correction were posted in the office and were not in a conspicuous location where parents have easy access to review them. The staff in charge stated that this was where they were posted when she started working at the center.

**Animals**

**In Compliance**

Signature of Provider/Representative

Title

Date