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Inspection Report

Provider Name: Capital Day School	Provider Information	CLR No: L354697
Provider Address: 120 Deepwood Road, Frankfort, KY, 40601	Provider Type: LICENSED TYPE I	Capacity: 128
Owner(s): Capital Day School Corporation		Director(s): Word, Linda

Inspection Type: Renewal Application	Inspection Information	Inspection No: 292488
Date Initiated: 01/09/2020 10:10 AM	Date Concluded: 01/09/2020 11:55 AM	
	No. of Children Present: 53	

Inspection Report

Background Checks

Not In Compliance

5 - Background check/left alone/dismissed/relocated

Not In Compliance

922 KAR 2:280. Section 3. Implementation and Enforcement.

- (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.**
- (2) A child care staff member hired on or after April 1, 2018, shall:**
 - (a) Have completed the background checks required in accordance with this administrative regulation and been found to have no disqualifying offense prior to becoming a child care staff member; or**
 - (b) 1. Have submitted to the background checks required in accordance with this administrative regulation;**
 - 2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and**
 - 3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.**

Findings:

General: Based on review of documentation and interview, this regulatory requirement was not met. A review of staff files during the inspection found that one staff person had a completed background check on file dated 10/22/18; however, a review of the Kentucky National Background check service (KARES) found this staff person listed as a separated employee. The staff person in charge stated that the staff person was a rehire and indicated that she just found out that she needed to submit a new background check for this staff person. The staff person in charge identified the staff person's original hire date as 1/3/18 and stated that she worked at the facility until 11/9/18. This staff person was re-hired on 8/15/19. The staff person was not employed at the facility from 11/9/18 - 8/15/19; therefore, a new background check is required. This staff person was not present during the inspection; however, the staff person in charge stated that she has been working daily since she was hired.

85 - Employment Status

Not In Compliance

922 KAR 2:280. Section 11. Status of Employment.

- (1) A child care provider shall maintain the employment or residential status of each child care staff member who has submitted to a fingerprint-based criminal background check by reporting the status using the NBCP Web-based system.**

Findings:

General: Based on review of documentation and interview, the facility failed to maintain accurate records of staff employed in the childcare center. A review of the Kentucky National Background Check Service (KARES) and an interview with the staff person in charge found the following:

- 1. One staff person was listed as a "Separated Employee"; however, she has been employed at the facility since 8/15/19.
- 2. One staff person was listed as "Eligible Not Employed"; however, she has been employed at the facility since 11/25/19.

Therefore, the information in KARES is not accurate.

Supervision

In Compliance

Staffing Requirements

In Compliance

Inspection Report

General Administration

In Compliance

Director Requirements

In Compliance

Employee Records

Not In Compliance

385 - Personnel File

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(e) A current personnel file for each child-care center staff person to include:

- 1. Name, address, date of birth, and date of employment;**
- 2. Proof of educational qualifications;**
- 3. Record of annual performance evaluation;**
- 4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and**
- 5. The results of background checks conducted in accordance with 922 KAR 2:280;**

Findings:

General: Based on review of documentation and interview, this regulatory requirement was not met. A review of staff files during the inspection found two staff that did not have the date of employment listed in their file. The staff person in charge consulted with the main school office and then verbally identified the dates - 8/15/19 and 11/25/19 as the hire dates. However, the dates of hire were not maintained in the personnel files.

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, this regulatory requirement was not met. Two staff files (hire dates: 8/15/08 and 8/15/19) contained results of negative T.B. tests that are no longer current. The tests were dated 10/31/17 and 12/29/17, which exceeds the two year time frame.

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 and the Training Records Information System (TRIS), one staff person (hire date: 8/15/17) did not complete the required fifteen hours of training.

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/Food Program

In Compliance

Food Service

In Compliance

Inspection Report

Children's Records

Not In Compliance

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, this regulatory requirement was not met. One child's file/enrollment documentation did not contain information for the family's preferred hospital.

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, this regulatory requirement was not met. The emergency preparedness plan on file had not been updated since 1/26/18.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date