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Inspection Report

Provider Name: Warren County Head Start & Child Care Center	Provider Information Provider Type: LICENSED TYPE I	License No: L350746
Provider Address: 200 East Fourth Street, Bowling Green, KY, 42101		Capacity: 335
Owner(s): Community Action of Southern Kentucky, Inc,		Director(s): Haddix, Tracy

Inspection Type: Investigation	Inspection Information	Inspection No: 10689
Visit Start Date: 06/08/2012 12:55 PM	Visit End Date: 06/08/2012 2:10 PM	
	No. of Children Present: 125	

Inspection Report

Supervision

167 - Children supervised/Protected

922 KAR 2:120 - Section 2 (3)

(a) Each center shall maintain a child care program that assures each child will be:

1. Provided adequate supervision at all times; and
2. Protected from abuse or neglect.

1) Adequately supervised at all times

Not In Compliance

Findings:

General: Based on interviews, two (2) staff members did not adequately supervise a two (2) year old on 06/06/12, when the child was left unsupervised on the playground for approximately five (5) minutes.

Staffing Requirements

162 - Ratios and Group Size

In Compliance

922 KAR 2:120 - Section 2

(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:

Age of Children Ratio Maximum

Group

Size*

Infant 1 staff for 5 children 10

Toddler 1 staff for 6 children 12

2 to 3 years 1 staff for 10 children 20

3 to 4 years 1 staff for 12 children 24

4 to 5 years 1 staff for 14 children 28

5 to 7 years 1 staff for 15 children 30

7 and older 1 staff for 25 children

(for before and after school) 30

1 staff for 20 children

(full day of care) 30

***Maximum Group Size shall be applicable only to Type I centers.**

Inspection Report**Director Requirements****118 - Health, Safety, Comfort****Not In Compliance****922 KAR 2:110 - Section 4 (1)****(I) Provide for the health, safety, and comfort of each child;****Findings:**

General: Based on interviews, the director failed to ensure the safety and comfort of a two (2) year old child when the child was left unsupervised on the playground for approximately five (5) minutes on 06/06/12.

Employee Records**102 - Staff Training Record****922 KAR 2:110 - Section 3****(7) A written record of training participation for each child-care center staff person, to include:**

- (a) The training source;**
- (b) Location;**
- (c) Date; and**
- (d) Number of clock hours completed;**

1) Training Source**In Compliance****2) Location****In Compliance****3) Date****In Compliance****4) Clock Hours****In Compliance****103 - Professional Development****In Compliance****922 KAR 2:110 - Section 3****(8) A written annual plan for child-care staff professional development;****107 - Maintenance of Background check/Out of State****922 KAR 2:110 - Section 3****(12) For the director, employee, volunteer, or any person with supervisory or disciplinary control over, or having direct contact with a child, results of the:**

- (a) Criminal records check in accordance with KRS 17.165;**
- (b) Child abuse and neglect check in accordance with 922 KAR 1:470; and**
- (c) Background check from:**
 - 1. Previous state of residence, if the individual has been a resident outside of Kentucky in the previous five (5) years; or**
 - 2. Current state of residence, if other than Kentucky;**

1) Criminal Records Check**In Compliance****2) Child Abuse/Neglect Check****In Compliance****125 - Educational Requirements****In Compliance****922 KAR 2:110 - Section 5 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;**

126 - T.B. Verification**In Compliance****922 KAR 2:110 - Section 5 (1)****(b) Shall provide, prior to employment and every two years thereafter:**

- 1. A statement from a health professional that the individual is free of active tuberculosis; or**
- 2. A copy of the results of a negative tuberculin skin test.**

139 - Training**922 KAR 2:110 - Section 5****(14) 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 cabinet-approved child development training within the first year of employment; and**
- (c) Fifteen (15) hours of cabinet-approved training during each subsequent year of employment.**

1) Orientation**In Compliance****3) 15 hours annually****In Compliance**

Inspection Report**Children's Records****96 - Enrollment Information****922 KAR 2:110 - Section 3**

The following records shall be maintained at the child-care center for 5 years:

(1) Sufficient records to:

- (a) Identify each child enrolled in the child-care center; and**
- (b) Enable the person in charge to contact each child's:**

1. Parent at:

- a. Home; or**
- b. Place of employment; and**

2. Family physician; and

- (c) Identify the name of each person designated in writing by the parent to pick up the child;**

1) Identification Information**In Compliance****2) Parent Contact Information****In Compliance****3) Physician Contact****In Compliance****4) Designated Pick-up****In Compliance****97 - Emergency/Medical Information****922 KAR 2:110 - Section 3** The following records shall be maintained at the child-care center for five (5) years:

- (2) Each child's medical history, along with authorization for emergency medical care, signed by the parent and left with the child-care center director at the time of enrollment;**

1) Medical History**In Compliance****2) Emergency Authorization****In Compliance****98 - Immunization Certificate****In Compliance****922 KAR 2:110 - Section 3**

The following records shall be maintained at the child-care center for five (5) years:

- (3) Except as provided in KRS 214.036, a current immunization certificate showing that the child is immunized pursuant to 902 KAR 2:060, placed on file within thirty (30) days of enrollment;**

99 - Documentation for Off Premise Trip**In Compliance****922 KAR 2:110 - Section 3**

The following records shall be maintained at the child-care center for five (5) years:

- (4) Permission forms for each trip off the premises signed by the parent;**

Signature of
Provider/Representative

Title

Date