



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

Provider Name: St. Mark Catholic School	Provider Information	CLR No: L359294
Provider Address: 115 Parrish Avenue, Richmond, KY, 40475	Provider Type: LICENSED TYPE I	Capacity: 32
Owner(s): Roman Catholic Diocese Of Lexington		Director(s): Guest, Shapell Sydney

Inspection Type: Renewal Application	Inspection Information	Inspection No: 231615
Date Initiated: 12/04/2017 10:15 AM	Date Concluded: 12/04/2017 12:25 PM	
	No. of Children Present: 18	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance

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, the surveyor found the following:

- (1.) The file for staff (DOH: 1/15/17) did not contain a Child Abuse and Neglect check. Staff reported the staff has not worked alone with children. During interview, the director reported the Child Abuse and Neglect check had been completed. A copy of the Child Abuse and Neglect check could not be provided during the surveyor's visit.
- (2.) The files for two (2) volunteers (DOH: 9/9/17, 9/9/17) did not contain a criminal records check. During interview, the director confirmed a criminal records check had not been completed. Staff reported volunteers do not work alone with children.

315 - Educational Requirements

Not 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;**

Findings:

General: Based on review of documentation, the surveyor found that two (2) staff (DOH: 11/1/17, 11/15/17) files did not contain a high school diploma, GED, or Commonwealth Child Care Credential.

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, the surveyor found the following:

- (1.) A staff's (DOH: 8/1/17) file did not contain a copy of a negative tuberculin result or a statement from a health professional that the individual is free of active tuberculosis.
- (2.) A staff's (DOH: 12/16/17) file contained a copy of a negative tuberculin result dated 8/24/15. A current negative tuberculin result could not be provided during the surveyor's visit.

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 ECE-TRIS, the surveyor found that three (3) staff (DOH: 8/1/16, 1/15/17, 8/1/17) did not complete the six (6) hours of cabinet-approved orientation within the first three (3) months of employment.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	In Compliance
Equipment	In Compliance
Transportation	In Compliance
Food Service	In Compliance
Children's Records	In Compliance
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, the surveyor found that staff (DOH: 12/16/11) did not have an updated professional development plan. The last professional development plan on file was dated 2015 - 2016. During interview, staff confirmed that the professional development plan had not been updated.

1115 - Earthquake/Tornado Drills

Not In Compliance

922 KAR 2:110. Section 3. 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;

Findings:

General: Based on review of documentation, the surveyor found that the children who participated in the earthquake and tornado drills were not documented.

Inspection Report

1120 - Fire Drills

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(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, the surveyor found that the children who participated in the fire drills were not documented.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date