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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		Director(s): Guest, Shapell Sydney

Inspection Type: Renewal Application	Inspection Information	Inspection No: 246531
Date Initiated: 10/29/2018 9:25 AM	Date Concluded: 10/29/2018 12:00 PM	
	No. of Children Present: 20	

Inspection Report	
Background Checks	Not In Compliance
5 - Background check/left alone/dismissed/relocated	Not In Compliance
<p>922 KAR 2:280. Section 3. Implementation and Enforcement.</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 April 1, 2018, shall:</p> <p>(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</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> <p>Findings:</p> <p>General: Based on review of documentation and interview, the surveyor found that a staff (DOH: 8/14/17) had not submitted to and completed background checks in accordance with this regulation. The staff member's original background checks were on file but the staff member had not submitted fingerprints by the 9/30/18 deadline. The Director stated that she did not realize the substitute would also need to submit to the new background check requirements.</p>	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
345 - Staff Evaluation	Not In Compliance
<p>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</p> <p>(1) A director shall:</p> <p>(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</p> <p>Findings:</p> <p>General: Based on review of documentation and interview, the following were found:</p> <p>1. A staff file (DOH: 8/14/17) did not contain documentation of an annual evaluation.</p> <p>2. A staff file (DOH: 8/15/16) did not contain documentation of an annual evaluation.</p> <p>The Director stated that she was not aware that evaluations were required for substitutes.</p>	

Inspection Report

350 - Health, Safety, Comfort

Not In Compliance

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.

(1) A director shall:

- (l) Assure the health, safety, and comfort of each child;

Findings:

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

1. There were multiple electrical wires dangling from the wall mounted television in Preschool 1.
2. There were multiple electrical wires dangling from the wall mounted television in Preschool 2.

The electrical wires were accessible to the children. Staff stated they were aware of the wires being within reach of the children.

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 that a staff file (DOH: 8/14/17) did not contain documentation of education in the form of a high school diploma, GED, or Commonwealth Child Care Credential. Upon interview, the Director was not aware the documentation of education was missing from the file.

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: 8/15/16) did not contain documentation of a negative tuberculin skin test. Upon interview, the Director was not aware that the documentation was missing from the file.

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 two (2) staff (DOH: 8/15/16 & 8/14/17) named as substitutes by the Director did not meet the necessary requirements as staff members. The staff were missing Pediatric Abusive Head Trauma (PAHT) training, orientation, annual training, and documentation of education. The Director stated she was not aware that the substitute staff were required to meet the same requirements as other staff.

Inspection Report

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 1/2) 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 1/2) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

Findings:

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

- 1. A staff file (DOH: 8/14/17) did not contain documentation of completing the Cabinet approved orientation training.
2. A staff file (DOH: 8/14/17) did not contain documentation of completing Pediatric Abusive Head Trauma (PAHT) training.
3. A staff file (DOH: 8/14/17) did not contain documentation of completing fifteen (15) hours of annual training for 8/14/17 - 8/13/18.
4. A staff file (DOH: 8/15/16) did not contain documentation of completing the Cabinet approved orientation training.
5. A staff file (DOH: 8/15/16) did not contain documentation of completing fifteen (15) hours of annual training for 8/15/17 - 8/14/18.

Review of ECE-TRIS, revealed that the staff members were not listed in ECE-TRIS. Upon interview, staff were not aware that substitutes were required to meet the same training requirements as other staff.

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/Food Program

In Compliance

Food Service

Not In Compliance

1015 - Food Service Permit

Not In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

(2) A child-care center required to have a food service permit shall be in compliance with 902 KAR 45:005 and this administrative regulation.

Findings:

General: Based on review of documentation and interview, the surveyor found that the center did not have a current Food Service Permit. The food service permit on file expired as of 12/31/17. Staff stated that a new permit had not been received and the facility had not been inspected.

Children's Records

Not 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: 8/20/18) did not contain a current immunization certificate as the certificate on file expired as of 9/29/18. Upon interview, staff were aware that an updated certificate was needed for the file.

Written Documentation

Not In Compliance

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 were found:

- 1. A staff file (DOH: 8/14/17) did not contain an annual professional development plan.
2. A staff file (DOH: 8/15/16) did not contain an annual professional development plan.
3. A staff file (DOH: 12/16/11) did not contain an annual professional development plan.

Upon interview, the Director was aware that the professional development plans were missing from the files.

Posted Documentation

In Compliance

Signature of Provider/Representative

Title

Date