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Inspection Report

Provider Name: Flatwoods Head Start	Provider Information	CLR No: L355058
Provider Address: 1179 Richard Drive, Raceland, KY, 41139	Provider Type: LICENSED TYPE I	Capacity: 120
Owner(s): Northeast Kentucky Community Action Agency, Inc.		Director(s): Hammond, Alyce Faye

Inspection Type: Renewal Application	Inspection Information	Inspection No: 289330
Date Initiated: 05/08/2019 10:40 AM	Date Concluded: 05/08/2019 1:55 PM	
	No. of Children Present: 73	

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>	
Findings:	
<p>General: Based on review of documentation, this regulatory requirement was not met. A review of KARES and staff files found that a staff person who was present and was a substitute was not listed on the KARES report under the facility. There was also no documentation to verify that a background check had been completed in accordance with 922 KAR 2:280. It could not be determined if this staff person has gone to have their fingerprints taken. A date of hire was also unavailable for this staff person.</p>	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance

Inspection Report

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, this regulatory requirement was not met. At the time of the survey the staff person in charge identified a staff person working in Classroom 2 as a substitute. The only document available for review for this staff person was a negative T.B. test. There was not a date of hire or other documentation required to meet the requirements of this regulation.

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 observation and review of documentation, this regulatory requirement was not met. A review of staff files found one (1) staff person with a date of hire of 2/18/19 did not have a copy of a high school diploma, GED or other qualifying documentation.

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. A review of staff files found the following:

- 1) A staff person with a hire date of 7/20/09 had the results of a T.B. test read on 1/23/17. This exceeds the two (2) year time frame for the negative results of a T.B. test.
- 2) A staff person with a hire date of 3/22/17 had the results of a T.B. test read on 3/3/17. This exceeds the two (2) year time frame for the negative results of a T.B. test.

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, this regulatory requirement was not met. A review of staff files and ECE-TRIS records found a staff person hired 3/22/17 only had evidence of having completed thirteen (13) hours of annual training.

Programming

In Compliance

Premises

Not In Compliance

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, this regulatory requirement was not met. Throughout the facility there were several ceiling vents that had an accumulation of dust on the surface.

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, this regulatory requirement was not met. An inspection of the boys' bathroom located off of the gym had a strong urine smell.

645 - Sink

Not In Compliance

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

- (3) A sink shall be:**
- (a) Located in or immediately adjacent to toilet rooms;**
 - (b) Equipped with hot and cold running water that allows for hand washing;**
 - (c) Equipped with hot water at a minimum temperature of ninety (90) degrees Fahrenheit and a maximum of 120 degrees Fahrenheit;**
 - (d) Equipped with liquid soap;**
 - (e) Equipped with hand-drying blower or single use disposable hand drying material;**
 - (f) Equipped with an easily cleanable waste receptacle; and**
 - (g) Immediately adjacent to a changing area used for infants and toddlers.**

Findings:

General: Based on observation, this regulatory requirement was not met. The water temperature was tested with a calibrated thermometer in the bathroom located in the main hallway. It was found that the water pressure was very low and the temperature of the water coming from the hot water faucet measured approximately eighty-six (86) degrees Fahrenheit.

Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	Not In Compliance

750 - Playground Conditions

Not In Compliance

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

- (20) An outdoor play area shall be:**
- (d) Safe from foreseeable hazard;**
 - (e) Well drained;**
 - (f) Well maintained;**
 - (g) In good repair; and**
 - (h) Visible to staff at all times.**

Findings:

General: Based on observation, this regulatory requirement was not met. During a tour of the outdoor play area there was a shelter over the sand box. The posts for the shelter had been set in concrete. Concrete was exposed at the bottom of one (1) of the posts. There were areas where the concrete was sharp creating a hazard if a child should fall and hit the edge of the concrete.

Equipment	In Compliance
Transportation	Not In Compliance

845 - Requirements for Transportation Services

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

- (2) A center providing or arranging transportation service shall:**
- (a) Be licensed and approved by the cabinet or its designee prior to transporting a child;**
 - (b) Have a written plan that details the type of transportation, staff schedule, transportation schedule, and transportation route; and**
 - (c) Have written policies and procedures, including emergency procedures practiced monthly by staff who transports children.**

Findings:

General: Based on review of documentation, this regulatory requirement was not met. A review of documentation on each of the buses used to transport children to and from the facility found there was no written plan that detailed the transportation route for each vehicle.

850 - Transportation Notification/Type and Vehicle

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

- (3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:**
- (a) Type of transportation offered;**
 - (b) Type of vehicle used for transportation;**

Findings:

General: Based on review of documentation, this regulatory requirement was not met. A review of documentation from the renewal survey conducted on 8/24/18 found that four (4) vehicles were listed as being used to transport children to and from the facility. The vehicles listed were Bus 206, Bus 44, Bus 112D and Bus 207. At the time of the survey there were four (4) buses that are being used to transport the children to and from the facility. Bus 206 was the only bus present that had been inspected the year prior. Bus 210, Bus 204 and Bus 211 were the other three (3) buses that were at the facility on 5/8/19. A review of records found there was no documentation to verify that facility had notified the Division of Regulated Child Care of this change in the vehicles the facility would be using to transport the children.

Food Service/Food Program	In Compliance
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Inspection Report

Food Service

Not In Compliance

1030 - Frozen Food

Not In Compliance

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

(5) Frozen food shall be:

(a) Kept at a temperature of zero degrees Fahrenheit or below; and

(b) Thawed:

1. At refrigerator temperatures;

2. Under cool, potable running water;

3. As part of the cooking process; or

4. By another method in accordance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217.

Findings:

General: Based on observation, this regulatory requirement was not met. A tour of the kitchen found a chest type freezer that did not have an indicating thermometer to verify that the temperature inside was at zero degrees Fahrenheit or below. Food served to the children is stored in the freezer.

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. A review of children's files found one (1) child's enrollment information that did not have the phone number listed for the child's primary physician.

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date