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Inspection Report

Provider Name: Garden Springs Elementary After School Program	Provider Information Provider Type: LICENSED TYPE I	CLR No: L383257
Provider Address: 2151 Garden Springs Drive, Lexington, KY, 40504		Capacity: 150
Owner(s): Fayette County Board Of Education		Director(s): Kiser, Nicole Ann

Inspection Type: Renewal Application	Inspection Information	Inspection No: 217046
Date Initiated: 10/25/2016 2:17 PM	Date Concluded: 10/25/2016 5:10 PM	
	No. of Children Present: 66	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
255 - Staff Meeting	Not In Compliance
922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (i) Conduct, manage, and document in writing staff meetings;	
Findings: General: Based on Review of Documentation, there was no documentation to verify that staff meetings had been conducted for 2015.	
275 - Caregiver Alone	Not In Compliance
922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;	
Findings: General: Based on Review of Documentation, it was found that a staff person with a hire date of 8/8/16 has lived in the state of Illinois within the last five (5) years. The results of a criminal records check from the state of Illinois was not on file nor was there evidence that the application for the results of the criminal records check had been submitted. At the time of the survey this staff person was observed walking children alone to the front of the building for parent pick up.	

Inspection Report**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, it was found that a staff person with a hire date of 8/8/16 has lived in the state of Illinois within the last five (5) years. The results of a criminal records check from the state of Illinois was not on file nor was there evidence that the application for the results of the criminal records check had been submitted. At the time of the survey this staff person was observed walking children alone to the front of the building for parent pick up.

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, there was one (1) staff person with a hire date of 8/8/16 who did not have evidence of a high school diploma, GED or other qualifying documentation on file.

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, there was one (1) staff person with a hire date of 8/4/14 who had a T.B. skin test on file that was read on 7/30/14. This exceeds the two(2) year time frame. There was an additional staff person with a hire date of 8/12/16 who did not have the results of a T.B. skin test read until 8/15/16.

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 records, there was a staff person hired 5/23/14 who only had evidence of having completed nine (9) hours of training for the 2015-2016 training year. There was an additional staff person hired 10/11/15 who had documentation of having completed 9.5 hours of training for the 2015-2016 training year. In addition this staff person did not complete orientation training until 1/6/16.

Programming**In Compliance****Premises****In Compliance****Hygienic Practices****In Compliance**

Inspection Report	
First Aid/Medication	Not In Compliance
665 - Administration Record	Not In Compliance
922 KAR 2:120. Section 7. First Aid and Medicine. (5) The child-care center shall keep a written record of the administration of medication, including: (a) Time of each dosage; (b) Date; (c) Amount; (d) Name of staff person giving the medication; (e) Name of the child; and (f) Name of the medication.	
Findings: General: Based on Review of Documentation, it was found that a prescription medication called Guafacin is being administered to a child daily. However, the staff are only using their initials to document the administration of the medication.	
Outdoor Play Area	In Compliance
Equipment	In Compliance
Transportation	Not Applicable
Food Service	In Compliance
Children's Records	In Compliance
Written Documentation	Not In Compliance
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, there was no date, time or names of children documented to verify that a fire drill had been conducted for February 2016.	
1140 - Fire Drills	Not In Compliance
922 KAR 2:120. Section 3. General Requirements. (12) A fire drill shall be conducted during hours of operation: (a) At least monthly; and (b) Documented.	
Findings: General: Based on Review of Documentation, there was no documentation to verify that a fire drill had been conducted for February 2016.	
Posted Documentation	Not In Compliance
1160 - Disaster Course of Action	Not In Compliance
922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;	
Findings: General: Based on Observation, a diagram was posted but there was no written plan posted with the diagram outlining the course of action in the event of natural or manmade disaster.	
Animals	Not Applicable

Signature of Provider/Representative

Title

Date