



CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL

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Inspection Report

Provider Name: Rockfield After-School Program	Provider Information	CLR No: L355542
Provider Address: 7597 Russellville Road, Bowling Green, KY, 42101	Provider Type: LICENSED TYPE I	Capacity: 100
Owner(s): Bowling Green - Warren County Community Education		Director(s): Lightfoot, Erin Elizabeth

Inspection Type: Renewal Application	Inspection Information	Inspection No: 231664
Date Initiated: 09/07/2017 2:45 PM	Date Concluded: 09/07/2017 4:30 PM	
	No. of Children Present: 27	

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, observation and interview a caregiver hired 07/17/17, did not have proof of her child abuse neglect check was submitted timely. Interviews determined this caregiver worked during the morning session.

310 - Personnel File

Not In Compliance

922 KAR 2:110. Section 3. 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. Written record of training participation to include:
a. The training source;
b. Location;
c. Date; and
d. Number of clock hours completed;
5. Every two (2) years, a:
a. Statement from a health professional that the individual is free of active tuberculosis; or
b. Copy of negative tuberculin results; and
6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:
a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;
b. Criminal records check required by KRS 199.896(19);
c. Criminal records check from any previous state of residence completed once if:
(i) The individual resided outside the state of Kentucky in the last five (5) years; and
(ii) No criminal records check has been completed for the individual's previous state of residence; and
d. An address check of the Sex Offender Registry;

Findings:

General: Based on review of documentation and interview, a caregiver hired 09/10/16, did not maintain her education verification on file. Also, a caregiver hired 09/10/16, did not maintain his criminal records check, child abuse neglect check and TB skin test on file.

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, a caregiver hired 07/17/17, and a caregiver 05/10/17, did not have education verification 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, a caregiver hired 07/17/17, did not have a TB skin test or physician statement on file.

325 - CPR/First Aid Coverage

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.
(3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:
(a) Infant and child cardiopulmonary resuscitation; and
(b) Infant and child first aid.
(4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:
(a) Adult cardiopulmonary resuscitation; and
(b) First aid.

Findings:

General: Based on review of documentation, there was no one present with current first aid and CPR during both the morning and afternoon sessions. Interview determined first aid and CPR were taken but documentation had not been received from the trainer.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

Inspection Report

First Aid/Medication

Not In Compliance

655 - First Aid Supplies

Not In Compliance

922 KAR 2:120. Section 7. First Aid and Medicine.

(1) First aid supplies shall:

- (a) Be available to provide prompt and proper first aid treatment;**
- (b) Be stored out of reach of a child;**
- (c) Be periodically inventoried to ensure the supplies are current;**
- (d) If reusable, be:
 - 1. Sanitized; and**
 - 2. Maintained in a sanitary manner; and****
- (e) Include:
 - 1. Liquid soap;**
 - 2. Adhesive bandages;**
 - 3. Sterile gauze;**
 - 4. Medical tape;**
 - 5. Scissors;**
 - 6. A thermometer;**
 - 7. Flashlight;**
 - 8. Cold pack;**
 - 9. First aid book;**
 - 10. Disposable gloves; and**
 - 11. A cardiopulmonary resuscitation mouthpiece protector.****

Findings:

General: Based on observation and interview, the flashlight did not contain batteries in the first aid kit. Interview determined batteries which fit the flashlight were not available at the center.

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

In Compliance

Food Service

In Compliance

Children's Records

In Compliance

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

In Compliance

Signature of
Provider/Representative

Title

Date