



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
Eastern Branch
455 Park Place, Suite 120A
Lexington, KY 40511

Adam Mather
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: YMCA After School at Glendover Elementary	Provider Information Provider Type: LICENSED TYPE I	CLR No: L356019
Provider Address: 710 Glendover Road, Lexington, KY, 40503		Capacity: 150
Owner(s): Young Men's Christian Association Of Central Kentucky, Inc.		Director(s): Berry, Jessica Denise

Inspection Type: Renewal Application	Inspection Information	Inspection No: 220467
Date Initiated: 08/22/2017 2:00 PM	Date Concluded: 08/22/2017 3:55 PM	
	No. of Children Present: 85	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
75 - Liability Insurance	Not In Compliance
922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;	
Findings:	
General: Based on Review of Documentation, it was found that there was no documentation of current liability insurance.	
Director Requirements	Not In Compliance
260 - Staff Evaluation	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: (j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;	
Findings:	
General: Based on Review of Documentation, it was found through a review of twelve (12) staff files that five (5) files did not have documentation of an annual staff evaluation.	
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 11/02/2016 and a staff person with a hire date of 08/22/2017 did not have evidence of a child abuse and neglect check. The staff person with the hire date of 08/22/2017 was found to be alone supervising seventeen (17) school age children.	

Inspection Report

285 - Parental/Family Involvement Activity

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:

(p) Coordinate at least one (1) annual activity involving parental or family participation.

Findings:

General: Based on Review of Documentation, it was found that there was no evidence of at least one (1) annual activity involving parental or family participation.

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 11/02/2016 and a staff person with a hire date of 08/22/2017 did not have evidence of a child abuse and neglect check. The staff person with the hire date of 08/22/2017 was found to be alone supervising seventeen (17) school age children. It was also found that two (2) staff with hire dates of 11/15/2016 and 10/26/2016 did not have evidence of out of state background checks for the state of Ohio and for the state of Illinois. These staff were not observed to be working alone.

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, it was found that a staff person with a hire date of 08/22/2017 did not have evidence of proof of education in their staff 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, it was found through a review of twelve (12) staff files that two (2) staff files contained no evidence of the staff being free of TB. The dates of hire for the staff were 11/02/2016 and 08/08/2006.

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, it was found through a review of twelve (12) staff files that seven (7) staff files did not have documentation of the fifteen (15) hours of cabinet-approved early care and education training. A review of ECE-TRIS confirmed this. It was also found that two (2) staff files did not have evidence of the one and one-half (1 1/2) hours of pediatric abusive head trauma training. A review of ECE-TRIS confirmed this.

Inspection Report

Programming

Not In Compliance

350 - Program of Activities Followed

Not In Compliance

922 KAR 2:120. Section 2. Child Care Services.

(4) The child-care center shall provide a daily planned program:

- (a) Posted in writing in a conspicuous location with each age group and followed;
- (b) Of activities that are individualized and developmentally appropriate for each child served;
- (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and
- (d) That offers a variety of creative activities including the following:
 - 1. Art;
 - 2. Music;
 - 3. Dramatic play;
 - 4. Stories and books;
 - 5. Science;
 - 6. Block building;
 - 7. Tactile activity;
 - 8. Culture;
 - 9. Indoor or outdoor play in which a child makes use of both small and large muscles;
 - 10. A balance of active and quiet play, including group and individual activity;
 - 11. An opportunity for a child to:
 - a. Have some free choice of activities;
 - b. If desired, play apart from the group at times;

Findings:

General: Based on Review of Documentation, it was found that the facility did not have evidence of a program of activities.

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

Not In Compliance

660 - Medication Administration

Not In Compliance

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

(4) Prescription and nonprescription medication shall be administered to a child in care:

- (a) With a daily written request of the child's parent.
- (b) According to the directions or instructions on the medication's label.

Findings:

General: Based on Review of Documentation, it was found that medication administered on 08/17/2017, 08/18/2017 and 08/22/2017 did not contain a parent's signature.

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 from 03/29/2016 to the end of the school year in May of 2017, a child receiving a daily prescription medication did not have the time of each dosage and the amount documented. The staff stated that she did not know she had to fill it out for each day.

670 - Medication

Not In Compliance

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

(6) Medication, including refrigerated medication, shall be:

- (a) Stored in a separate and locked place, out of the reach of a child;
- (b) Kept in the original bottle; and
- (c) Properly labeled.

(7) Medication shall not be given to a child if the expiration date on the bottle has passed.

Findings:

General: Based on Observation, it was found that the medication box used to store a prescription medication was not locked.

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Inspection Report

Food Service

Not In Compliance

935 - Refrigerator

Not In Compliance

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

- (4) A cold-storage facility used for storage of perishable food in a nonfrozen state shall:**
- (a) Have an indicating thermometer or other appropriate temperature measuring device;**
 - (b) Be in a safe environment for preservation; and**
 - (c) Be forty (40) degrees Fahrenheit or below.**

Findings:

General: Based on Observation, it was found that there was no thermometer in the refrigerator used to store the children's milk.

1050 - Menu

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

- (16) A weekly menu shall be:**
- (a) Prepared;**
 - (b) Dated;**
 - (c) Posted in advance in a conspicuous place;**
 - (d) Kept on file for thirty (30) days; and**
 - (e) Amended in writing with any substitutions on the day the meal is served.**

Findings:

General: Based on Review of Documentation, it was found that the facility did not have a current snack menu. The most recent menu was from 02/2017.

Children's Records

Not In Compliance

1075 - Enrollment Information

Not In Compliance

922 KAR 2:110. Section 3. 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 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 situation 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, it was found through a review of ten (10) children's files that four (4) files did not contain the physician's contact information or list the preferred hospital. The dates of enrollment for the children were two (2) with an enrollment date of 08/04/2017 and two (2) with an enrollment date of 08/16/2017.

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, it was found through a review of twelve (12) staff files that seven (7) staff files did not have documentation of an annual professional development plan.

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, It was found that there were no fire drills conducted for April or May of 2017.

Inspection Report

1145 - Earthquake/Tornado Drills

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

- (13) An earthquake drill and a tornado drill shall be conducted during hours of operation:
 - (a) At least quarterly; and
 - (b) Documented.

Findings:

General: Based on Review of Documentation, it was found that there was no earthquake/tornado drill conducted for the second quarter of 2017.

Posted Documentation

Not In Compliance

1155 - Posting Requirements

Not In Compliance

922 KAR 2:110. Section 2. General.

- (7) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:
 - (a) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;
 - (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
 - (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;
 - (d) A description of services provided by the child-care center, including:
 - 1. Current rates for child care; and
 - 2. Each service charged separately and in addition to the basic rate for child care;
 - (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
 - (f) Daily schedule.

Findings:

General: Based on Review of Documentation, it was found that the facility did not have a daily schedule posted.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date