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**Inspection Report**

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

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 245289
<b>Date Initiated:</b> 08/20/2018 2:15 PM	<b>Date Concluded:</b> 08/20/2018 3:35 PM	
	<b>No. of Children Present:</b> 61	

Inspection Report	
Background Checks	Not In Compliance
<b>5 - Background check/left alone/dismissed/relocated</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 3. Implementation and Enforcement.</b></p> <p><b>(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.</b></p> <p><b>(2) A child care staff member hired on or after January 1, 2018, shall:</b></p> <p><b>(a) Have completed the background checks required in accordance with this administrative regulation and found to have no disqualifying offense prior to becoming a child care staff member; or</b></p> <p><b>(b)1. Have submitted to the background checks required in accordance with this administrative regulation;</b></p> <p><b>2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and</b></p> <p><b>3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.</b></p>	
<b>Findings:</b>	
<p>General: Based on Review of Documentation, the following was found: 1) the file for an employee hired on 4-21-17 listed Florida, Texas and Kansas as places she has lived within the last five (5) years. The facility did not have evidence of out of state background checks being conducted on this employee; 2) the file for an employee with an unknown hire date contained evidence of the federal background check being requested and her fingerprints being taken, however, the final results had not yet been received by the facility; 3) the file for an employee with an unknown hire date contained evidence of the federal background check being requested by another facility. The results had not been received and the employee was not linked to the facility through the KARES system. Each of these three (3) employees was observed to be working alone with children for the duration of the survey. It was also found that each of the employees had been working alone with children since school started on 8-15-18. It should be noted that this facility was cited for staff working alone without the proper background checks being completed during the 2016 and 2017 relicensure surveys.</p>	
<b>Supervision</b>	<b>In Compliance</b>

**125 - Ratios and Group Size**

**Not In Compliance**

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

**(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:**

**Age of Children Ratio Maximum Group Size\***

- Infant**
- 1 staff for 5 children 10**
- Toddler 12 to 24 months**
- 1 staff for 6 children 12**
- Toddler 24 to 36 months**
- 1 staff for 10 children 20**
- Preschool-age 3 to 4 years**
- 1 staff for 12 children 24**
- Preschool-age 4 to 5 years**
- 1 staff for 14 children 28**
- School-age 5 to 7 years**
- 1 staff for 15 children 30**
- School-age 7 and older**
- 1 staff for 25 children**
- (for before and after school) 30**
- 1 staff for 20 children**
- (full day of care) 30**

**\*Maximum Group Size shall be applicable only to Type I child-care centers.**

**(b) The age of the youngest child in the group shall determine the:**

- 1. Staff-to-child ratio; and**
- 2. Maximum group size.**

**Findings:**

General: Based on Observation, it was found that one (1) staff person was supervising twenty (20) children ages six and seven-years-old. The staff person in charge stated that she thought all school age children fell under the one to twenty-five ratio. During interview, it was found that this group operates out of ratio daily from 2:35 p.m. until some of the children are picked up.

**General Administration**

**In Compliance**

**Director Requirements**

**Not In Compliance**

**345 - Staff Evaluation**

**Not In Compliance**

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

**(1) 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 that the file for one (1) eligible employee did not contain evidence of an annual evaluation being completed.

**360 - Caregiver Alone**

**Not In Compliance**

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

**(1) 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 922 KAR 2:280;**

**Findings:**

General: Based on Observation, the following was found: 1) an employee hired on 4-21-17 was observed to be working alone with twenty (20) children ages six and seven-years-old for the duration of the survey. During interview, it was found that this employee has worked alone with this group of children since school started on 8-15-18. Record review found that this employee listed Florida, Texas and Kansas as places she has lived within the last five (5) years. The facility did not have evidence of out of state background checks being conducted on this employee; 2) an employee with an unknown hire date was observed to be working alone with thirteen (13) children ages five and six-years-old for the duration of the survey. During interview, it was found that this employee has worked alone with this group of children since school started on 8-15-18. Record review found that the results of the required federal background check had not yet been received; 3) an employee with an unknown hire date was observed to be working alone with sixteen (16) children ages eight and nine-years-old for the duration of the survey. During interview, it was found that this employee has worked alone with this group of children since school started on 8-15-18. Record review found that the results of the required federal background check had not yet been received. It should be noted that this facility was cited for staff working alone without the proper background checks being completed during the 2016 and 2017 relicensure surveys.

**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 Interview, it was found that the facility did not have personnel files for the director and two (2) employees available for review.

**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, it was found that three (3) employees with unknown hire dates did not have evidence of a high school diploma, GED or Commonwealth Childcare Credential available for review.

**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, it was found that three (3) employees with unknown hire dates did not have evidence of a TB skin test or screening available for review. The file for an employee hired on 11-1-17 contained evidence of a TB skin test being read on 11-2-17. This date is not prior to date of hire as required by the regulation.

**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 ½) 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 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**

**Findings:**

General: Based on Review of Documentation, the following was found during a review of staff files and the ECE-TRIS system: 1) an employee hired on 11-2-16 completed only 5 1/2 hours of additional training during the first year of employment; 2) employees hired on 8-18-17 and 3-16-18 have not yet completed the six (6) hour cabinet-approved orientation training; 3) an employee hired on 11-1-17 completed the six (6) hour cabinet-approved orientation training on 4-11-18. This date is not within the first three (3) months of employment as required; 4) an employee hired on 8-18-17 completed zero (0) hours of additional training during the first year of employment; 5) an employee hired on 4-21-17 completed only six and a half hours of additional training during the first year of employment; 6) an employee hired on 8-18-17 has not yet completed the Pediatric Abusive Head Trauma training.

**Programming**

**In Compliance**

**Premises**

**In Compliance**

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**Not Applicable**

**Food Service/Food Program**

**In Compliance**

**Food Service**

**In Compliance**

**Inspection Report**

**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, it was found that ten (10) out of ten (10) children's records reviewed did not include a parent's signature or authorization to seek emergency medical care. One (1) child's record did not contain a physician's telephone number.

**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, it was found that the file for one (1) eligible employee did not contain evidence of an annual professional development plan being completed.

**1195 - 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.**

**(13) An earthquake drill and a tornado drill shall be:**

**(a) Conducted during hours of operation at least quarterly; and**

**(b) Documented.**

**Findings:**

General: Based on Review of Documentation, it was found that the facility did not have written documentation of fire drills being conducted during the months of January, February, March, April and May 2018 available for review.

**Posted Documentation**

**In Compliance**

**Animals**

**Not Applicable**

Signature of Provider/Representative

Title

Date