



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

Adam Mather  
INSPECTOR GENERAL

**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 - Godfrey

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 290057
<b>Date Initiated:</b> 08/26/2019 2:55 PM	<b>Date Concluded:</b> 08/26/2019 4:32 PM	
	<b>No. of Children Present:</b> 70	

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>            (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.            (2) A child care staff member hired on or after April 1, 2018, shall:            (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            (b)1. Have submitted to the background checks required in accordance with this administrative regulation;            2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and            3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.</p>	
<b>Findings:</b>	
General: Based on observation and review of documentation, this regulatory requirement was not met. A staff member hired on 8/14/19 did not have written evidence of a completed national criminal background check. The staff member did not have a file on site. The KARES system was also reviewed for this facility and this individual was not on the KARES report. The staff member was not observed working alone with the children during the renewal survey.	
<b>15 - Submit fingerprints</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 4. Procedures and Payments.</b>            (4)(a) Upon submission of payment in accordance with subsections (2) and (3) of this section, the child care provider shall print a copy of the DCC-504, Applicant Child Care Staff Member Live Scan Fingerprinting Form, from the NBCP portal and provide the form to the child care staff member.            (b) The child care staff member shall:            1. Have no more than ninety (90) calendar days from the date of payment pursuant to subsections (2) and (3) of this section to submit the child care staff member's fingerprints at an authorized collection site for NBCP; and            2. Present the DCC-504 and driver's license or other government-issued photo identification to the designated agent at an authorized collection site prior to fingerprint submission.</p>	
<b>Findings:</b>	
General: Based on observation and review of documentation, this regulatory requirement was not met. A staff member hired on 8/14/19 did not have written evidence of a completed national criminal background check. The staff member did not have written evidence of the submission of finger prints for the national background check to be conducted. The staff member did not have a file on site. The KARES system was also reviewed for this facility and this individual was not on the KARES report. The staff member was not observed working alone with the children during the renewal survey.	

**Inspection Report**

**Supervision**

**In Compliance**

**Staffing Requirements**

**Not In Compliance**

**125 - Ratios and Group Size**

**Not In Compliance**

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

**(2) For an operating child-care center, minimum staff-to-child ratios and group size shall be maintained as established in the table established in this subsection.**

**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, this regulatory requirement was not met. Based on observation, a group (group #2) of twenty-five (25) children were being supervised by one (1) staff person in the cafeteria. The children were six to seven (6-7) years-old. Since the youngest child in the group was six (6) years-old, one (1) staff can only supervise fifteen (15) children alone.

**General Administration**

**Not In Compliance**

**145 - Fire Marshal**

**Not In Compliance**

**922 KAR 2:090. Section 6. License Issuance.**

**(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:**

- (b) Be approved by the Office of the State Fire Marshal or designee;**

**Findings:**

General: Based on observation, this regulatory requirement was not met. The facility did not have written evidence of a current State Fire Marshal inspection.

**180 - Plan of Correction/15 days**

**Not In Compliance**

**922 KAR 2:090. Section 14. Statement of Deficiency and Corrective Action Plans.**

**(2) Except for a violation posing an immediate threat as handled in accordance with KRS 199.896(5)(c), a child-care center shall submit a written corrective action plan to the cabinet or its designee within fifteen (15) calendar days of the date of the statement of deficiency to eliminate or correct the regulatory violation.**

**Findings:**

A PLAN OF CORRECTION WAS DUE ON 09/25/2019 AND AS OF 10/09/2019, THE PLAN OF CORRECTION HAS NOT BEEN RECEIVED.

**Director Requirements**

**In Compliance**

**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 observation and review of documentation, this regulatory requirement was not met. One (1) staff member did not have a file on site. This staff was hired on 8/14/19. Another staff did not have a written hire date on file. This staff was also hired on 8/14/19.

Inspection Report

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, this regulatory requirement was not met. Three (3) staff members did not have proof of education on file. One staff member was hired on 12/21/18 and two (2) were hired on 8/14/19.

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 observation and review of documentation, this regulatory requirement was not met. A staff member hired on 8/14/19 did not have negative TB documentation on file or a physician's statement stating the individual is free of TB.

400 - CPR/First Aid Coverage

Not In Compliance

922 KAR 2:090. Section 11. 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 observation and review of documentation, this regulatory requirement was not met. There was no written evidence that any of the staff had current CPR and first aid training. The after-school program operates from 2:35 PM until 6:00 PM, Monday through Friday.

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 observation and review of documentation, this regulatory requirement was not met. The following items were found in regard to training:

- 1. A staff hired on 4/08/16 completed four (4) hours of training.
2. A staff hired on 3/16/18 completed six (6) hours of training.
3. A staff hired on 8/18/17 completed six (6) hours of training.
4. A staff hired on 8/16/18 completed six (6) hours of training.
5. A staff hired on 8/21/18 completed six (6) hours of training.
6. Staff hired on 8/18/17, 3/16/18, 8/16/18, and 8/21/18 did not have pediatric abusive head trauma training.
7. A staff hired on 9/04/18 did not have orientation training.
ECE-TRIS was reviewed.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

**Inspection Report**

**Equipment**

**Not In Compliance**

**820 - Indoor/Outdoor Equipment**

**Not In Compliance**

**922 KAR 2:120. Section 11. Toys and Furnishings.**

**(2) Indoor and outdoor equipment shall:**

- (a) Be clean, safe, and in good repair;**
- (b) Meet the physical, developmental needs, and interests of children of different age groups;**
- (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and**
- (d) Be designed to guard against entrapment or situations that may cause strangulation.**

**Findings:**

General: Based on observation, this regulatory requirement was not met. Four (4) plastic laundry baskets, used to store the children's backpacks and personal belongings, were cracked.

**Transportation**

**Not Applicable**

**Food Service/Food Program**

**In Compliance**

**Food Service**

**Not In Compliance**

**1130 - 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 observation, this regulatory requirement was not met. A weekly snack menu was not posted.

**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. Seven children's files were missing the physician name and phone number. Five (5) children's files were missing a preferred hospital.

**Written Documentation**

**Not In Compliance**

**1150 - Evacuation Plan**

**Not In Compliance**

**922 KAR 2:090. Section 5. Evacuation Plan.**

**(1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U).**

**Findings:**

General: Based on observation and review of documentation, this regulatory requirement was not met. The facility did not have written evidence that a current emergency preparedness plan had been submitted to the local emergency management officials. The last documented plan was dated 9/19/17.

Inspection Report

1165 - Staff Schedule

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:
- (d) A written schedule of staff working hours;

Findings:

General: Based on observation and review of documentation, the written staff schedule located in the binder was not current. The staff schedule did not include all of the current staff that were working in the after-school program. In addition, staff that no longer work in the program were not removed from the schedule.

1195 - Fire Drills

Not In Compliance

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

- (12) A fire drill shall be:
  - (a) Conducted during hours of operation 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 observation and review of documentation, this regulatory requirement was not met. There was no written evidence of monthly fire drills.

Posted Documentation

Not In Compliance

1215 - Daily Activities

Not In Compliance

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

- (1) A director shall:
  - (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;

Findings:

General: Based on observation, this regulatory requirement was not met. The posted daily activities sheet was no longer current. The activities were dated 5/20/19 to 5/24/19.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date