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Inspection Report

Provider Name: Greathouse Elementary Childcare Enrichment Program	Provider Information Provider Type: LICENSED TYPE I	CLR No: L356410
Provider Address: 2700 Browns Lane, Louisville, KY, 40220		Capacity: 170
Owner(s): The Young Mens Christian Association Of Greater Louisville		Director(s): Lee, Chaelyn Nicole

Inspection Type: Renewal Application	Inspection Information	Inspection No: 278388
Date Initiated: 03/20/2019 2:30 PM	Date Concluded: 04/08/2019 5:30 PM	
	No. of Children Present: 68	

Inspection Report

Background Checks

Not In Compliance

10 - Submit background check

Not In Compliance

922 KAR 2:280 - Section 4. Procedures and Payments.

- (1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:
- (a) Request that the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;
 - (b) Request that the prospective child care staff member complete and sign the:
 1. DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and
 2. DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and
 - (c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:
 1. Child abuse and neglect central registry pursuant to 922 KAR 1:470;
 2. National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and
 3. Sex Offender Registry established in accordance with KRS 17.500 through 17.580.

Findings:

General: Based on interview and review of documentation, the child care center failed to assure compliance with regulatory background check requirements. Review of the child care center's staff schedule on 03/20/19 revealed staff currently employed with the child care center. Review of the KARES Surveyor Report revealed staff with a hire date of 09/21/99 was not listed as a current employee of the child care center with a Determination Status of "eligible." Interview with the staff-in-charge revealed the staff was not a rehire.

85 - Employment Status

Not In Compliance

922 KAR 2:280. Section 11. Status of Employment.

- (1) A child care provider shall maintain the employment or residential status of each child care staff member who has submitted to a fingerprint-based criminal background check by reporting the status using the NBCP Web-based system.

Findings:

General: Based on interview and review of documentation, the child care center failed to assure compliance with regulatory background check requirements. Review of employee records for staff with hire dates 11/15/18 and 08/24/18 revealed the child care center failed to maintain the employment status for each staff who have completed fingerprint-based criminal background checks. Interview with the staff-in-charge revealed staff with a hire date of 09/21/99 was not a rehire. It was also believed that the staff with a hire date of 09/21/99 was recently terminated. However, she could not confirm the date of termination.

Inspection Report

Supervision

Not In Compliance

90 - Children Supervised

Not In Compliance

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

- (3)(a) Each center shall maintain a child-care program that assures each child will be:**
 - 1. Provided with adequate supervision at all times by a qualified staff person who ensures the child is:**
 - a. Within scope of vision and range of voice; or**
 - b. For a school-age child, within scope of vision or range of voice;**

Findings:

General: Based on observation and interview, the child care center failed to maintain adequate supervision in accordance with regulatory requirements. Observation revealed children who arrived for care to the child care center by school bus. The children were observed to ring the doorbell to be let in the door of the cafeteria, which is also the room for child care. Interview with staff revealed no one was waiting outside for the children to arrive. Therefore it was determined the child care failed to provide adequate supervision for the children in their care.

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 and interview, the child care center failed to comply with staffing requirements. Observation of the child care center on 03/20/19 revealed two (2) teachers and sixty-eight (68) children grouped together in the school cafeteria. Interview with staff revealed the children ranged in age from five (5) to fourteen (14) years old. The child care center exceeded the staff-to-child ratio and maximum group size by thirty-eight (38) children based on the youngest child in the group. In addition, observation on 04/08/19 revealed a group of twenty-four (24) children with two (2) staff. Interview with staff revealed the ages of the children ranged from five (5) to six (6) years old. Observation revealed one (1) of the staff left the group on several occasions and the staff-to-child ratio was exceeded by nine (9) children on each occurrence. The staff person left for at least ten (10) minutes or less on several occurrences.

General Administration

In Compliance

Director Requirements

Not In Compliance

320 - Operation instruction/Regulation copy

Not In Compliance

922 KAR 2:090. Section 8. General.

- (2) Child-care center staff shall be:**
 - (a) Instructed by the child-care center's director regarding requirements for operation; and**
 - (b) Provided with a copy of this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280.**

Findings:

General: Based on interview and review of documentation, the child care center director failed to assure compliance with regulatory requirements with regard to operation instruction/regulation copy. Upon request, the staff-in-charge failed to provide documented evidence of a current copy of the administrative regulations. The most recent documented reviewed was printed on 10/31/17.

Inspection Report

330 - Regulatory Compliance/Staff in Charge

Not In Compliance

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

(1) A director shall:

(d) Ensure:

1. Compliance with 922 KAR 2:120, 922 KAR 2:280, and this administrative regulation; and

2. The designation of one (1) adult staff person in charge to carry out the director's duties if the director is not present in the child-care center during operating hours. The director shall be responsible for the actions of the designee during the director's absence;

Findings:

General: Based on observation and interview, the child care center director failed to assure compliance with regulatory requirements with regard to staff-in-charge in the absence of the director. Interview with staff revealed the site director is the staff in charge. The staff usually arrives at 3:00 PM. The staff present stated they were not sure who the staff in charge would be in the site director's absence. In addition, the staff stated they were unable to provide records for review in the renewal process. The surveyor waited until the children arrived before leaving the center.

340 - Staff Meeting

Not In Compliance

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

(1) A director shall:

(i) Conduct, manage, and document in writing recurring staff meetings;

Findings:

General: Based on interview and review of documentation, the child care center director failed to assure compliance with regulatory requirements with regard to staff meetings. Upon request, the staff present failed to provide documented evidence that recurring staff meetings for the review period were conducted, managed and documented in writing.

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 interview and review of documentation, the child care center director failed to assure compliance with regulatory requirements with regard to staff evaluations. Upon request, staff failed to provide documented evidence that staff with hire dates 08/17/17, 01/18/16, and 09/21/99 were assessed with regard to their interaction with children in care and classroom performance through an annual written performance evaluation for the review period.

370 - Parental/Family Involvement Activity

Not In Compliance

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

(1) A director shall:

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

Findings:

General: Based on interview and review of documentation, the child care center director failed to assure compliance with regulatory requirements with regard to parent activities. Upon request, the staff failed to provide documented evidence that the child care center coordinated at least one (1) annual activity involving parental or family participation for the review period.

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 and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the staff-in-charge failed to provide a personnel file for staff with a hire date 09/21/99. There was no documented evidence of a current personnel file to include: name, address, date of birth, date of employment, proof of educational qualifications, record of annual performance evaluation, tuberculosis screening, and/or the results of background checks in accordance with administrative regulations.

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 interview and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the staff-in-charge failed to provide documented evidence that staff with hire dates 08/17/17 and 09/21/99 are free of active tuberculosis.

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 interview and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. Upon request, the staff-in-charge failed to provide documented evidence that staff with hire dates 01/18/16 and 09/21/99 completed fifteen (15) hours of cabinet-approved early care and educational training within each subsequent year of employment. Review also revealed staff with hire dates 10/26/18 and 08/24/18 failed to complete six (6) hours of cabinet-approved orientation within the first three (3) months of employment. Also, documented evidence was not received that staff with dates of hire 01/18/16 and 09/21/99, completed one and one-half (1 ½) hours of cabinet approved pediatric abusive head trauma training once every five (5) years. Additional review of the ECE-TRIS Report confirmed that these staff failed to complete trainings.

Programming

Not In Compliance

420 - 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) Unless the child-care center is a before- or after-school program that operates part day or less, that offers a variety of creative activities including:**
 - 1. Art or music;**
 - 2. Math or numbers;**
 - 3. Dramatic play;**
 - 4. Stories and books;**
 - 5. Science or nature;**
 - 6. Block building or stacking;**
 - 7. Tactile or sensory activity;**
 - 8. Multi-cultural exposure;**
 - 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 observation, the child care center failed to comply with regulatory programming requirements. Observation of the child care center on 03/20/19 revealed two (2) staff and sixty-eight (68) children. The children ran throughout the cafeteria out-of-control and failed to follow the directions of the staff. Children were observed to fight over books. The child care center failed to follow a routine that would prevent or redirect the chaotic behavior by the children.

Premises

In Compliance

Hygienic Practices

Not In Compliance

655 - Child Personal Care/Handwashing

Not In Compliance

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

- (4) A child shall:**
- (a) Be helped with personal care and cleanliness based upon his or her developmental skills;**
 - (b) Except as established in paragraph (c) of this subsection, wash his or her hands with liquid soap and warm running water:**
 - 1. a. Upon arrival at the center; or**
 - b. Within thirty (30) minutes of arrival for school-age children;**
 - 2. Before and after eating or handling food;**
 - 3. After toileting or diaper change;**
 - 4. After handling animals;**
 - 5. After touching an item or an area of the body soiled with body fluids or wastes; and**
 - 6. After outdoor or indoor play time; and**
 - (c) Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available in accordance with paragraph (b) of this subsection. The child shall wash the child's hands as soon as practicable once liquid soap and warm running water are available.**

Findings:

General: Based on observation, the child care center failed to comply with hygienic practices in accordance with regulatory requirements. Observation of the child care center on 03/20/19 revealed a child who entered the cafeteria from the school bus and immediately began to eat a snack. The child was not observed to wash his/her hands before eating the snack.

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Inspection Report

Transportation

Not In Compliance

960 - Children's Transportation Records

Not In Compliance

922 KAR 2:120. Section 12. Transportation.

(17) Transportation services provided shall:

(a) Be recorded in writing and include:

- 1. The first and last name of the child transported; and**
- 2. The time each child gets on and the time each child gets off;**

(b) Be completed by a staff member other than the driver; and

(c) Be kept for five (5) years.

Findings:

General: Based on interview and review of documentation, the child care center failed to comply with regulatory requirements regarding transportation. Upon request, the staff failed to provide documented evidence of Transportation Logs to include the first and last name of the child transported and the time each child arrived to and departed the transportation vehicle. Interview revealed the children were transported for field trips during the review period.

Food Service/Food Program

In Compliance

Food Service

In Compliance

Children's Records

Not In Compliance

1145 - Documentation for Off Premises Trip

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(b) A written record for each child:

3. To contain:

- g. A permission form for each trip off the premises signed by the child's parent in accordance with 922 KAR 2:120, Section 12;**

Findings:

General: Based on interview and review of documentation, the child care center failed to maintain children's records in accordance with regulatory requirements. Upon request, the staff-in-charge failed to provide documented evidence of permission forms signed by the parent of each child, when field trips were taken during the review period.

Written Documentation

Not In Compliance

1155 - Policies and Procedures

Not In Compliance

922 KAR 2:090. Section 8. General.

(4) Program policies and procedures shall:

(a) Be in writing; and

(b) Include:

- 1. Staff policies;**
- 2. Job descriptions;**
- 3. An organization chart;**
- 4. Chain of command; and**
- 5. Other procedures necessary to ensure implementation of:**
 - a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;**
 - b. 922 KAR 2:120, Child-care center health and safety standards;**
 - c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and**
 - d. This administrative regulation.**

Findings:

General: Based on interview and review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of the child care center's policy and procedures revealed administrative regulations shared with staff with a date of 10/31/17. The staff-in-charge failed to provide evidence that the current administrative regulations updated on 02/14/18 were added to the center's policy and procedures to reflect changes related to background check requirements.

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 interview and review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request, the staff failed to provide documented evidence of a current written schedule of staff working hours. Interview also revealed staff with a hire date of 09/21/99 was no longer an employee and she had no knowledge of the staff's last day of employment.

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 interview and review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request, the staff failed to provide documented evidence of a written annual plan for child care staff professional development for staff with hire dates 08/17/17, 01/18/16, and 09/21/99.

Inspection Report

1175 - Earthquake/Tornado/Fire Drills

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

- (h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;
- (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 interview and review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. Upon request, the staff failed to provide documented evidence of a written record of quarterly practiced earthquake and tornado and monthly fire drills detailing date, time, and children who participated.

Posted Documentation

Not In Compliance

1200 - Posting Requirements

Not In Compliance

922 KAR 2:090. Section 8. General.

(6) 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) The provider's preliminary or regular license;
- (b) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;
- (c) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
- (d) Information on the Kentucky Consumer Product Safety Program and the program's Website as specified in KRS 199.897;
- (e) 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;
- (f) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
- (g) Daily planned program.

Findings:

General: Based on interview and review of documentation, the child care center failed to maintain posted documentation in accordance with regulatory requirements. Upon request, the staff failed to provide documented evidence of the most recent Statement of Deficiency (SOD) and Plan of Correction (POC). Review of posted documentation revealed the last SOD/POC was dated 04/27/16.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date