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**Inspection Report**

<b>Provider Name:</b> Creation Kingdom McConnells Trace	<b>Provider Information</b>	<b>CLR No:</b> L383584
<b>Provider Address:</b> 2935 Trailwood Ln., Lexington, KY, 40511	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 186
<b>Owner(s):</b> Creation Kingdom Mcconnells Trace, Llc		<b>Director(s):</b> Hellard, Heather

<b>Inspection Type:</b> Investigation	<b>Inspection Information</b>	<b>Inspection No:</b> 305399
<b>Date Initiated:</b> 11/12/2020 10:45 AM	<b>Date Concluded:</b> 11/12/2020 12:08 PM	
	<b>No. of Children Present:</b> 68	

Inspection Report	
Supervision	Not In Compliance
<b>90 - Children Supervised</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:120. Section 2. Child Care Services.</b>  <b>(3)(a) Each center shall maintain a child-care program that assures each child will be:</b>  <b>1. Provided with adequate supervision at all times by a qualified staff person who ensures the child is:</b>  <b>a. Within scope of vision and range of voice; or</b>  <b>b. For a school-age child, within scope of vision or range of voice;</b></p>	
<p><b>Findings:</b>                      General: Based on review of documentation, observation, and interview, this regulatory requirement was not met. An interview with staff during the investigation revealed that on 10/28/20, two children identified as three-year-old males were left alone and unsupervised in the Green Classroom for a period of time while the rest of their group was outside on the playground. The staff person assigned to the group stated that she was outside on the playground when a staff person from another classroom brought the two children to her. It was reported the staff person walked by the Green Classroom to go on her 10 minute break and observed the two children alone in the classroom. The staff person assigned to the group further stated that the two children had not yet arrived to the facility when she took her group of children outside. A review of the Green Classroom Transition Log found that the staff person documented that the group was outside on the playground from 9:20AM - 10:00AM and she documented the arrival time for both children as 9:47AM. A review of the facility attendance software with the staff person in charge found that one child arrived at 9:29AM and the other arrived at 9:32AM; therefore, there is a period of time (15 - 18 minutes) where the two boys are unaccounted for.                       Both management staff described the facility policy regarding transition times by stating that staff should make eye contact with the staff person they are transferring a child to; however, this policy/procedure was not adhered to on 10/28/20. When the two male children arrived at the facility on 10/28/20, they were sent into an empty classroom (Green Classroom), where they waited until a staff person from the Yellow Classroom found them and escorted them to their group outside on the playground.</p>	
<b>Staffing Requirements</b>	<b>In Compliance</b>

**Inspection Report**

**Director Requirements**

**Not In Compliance**

**335 - Staff Management/Policy Development/Supervision**

**Not In Compliance**

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

**(1) A director shall:**

- (e) Manage the staff in their individual job descriptions;**
- (f) Assure the development, implementation, and monitoring of child-care center plans, policies, and procedures;**
- (g) Supervise staff conduct to ensure implementation of program policies and procedures;**

**Findings:**

Based on review of documentation and interview, the director failed to supervise staff conduct to ensure implementation of program policies and procedures. Both management staff described the facility policy regarding transition times by stating that staff should make eye contact with the staff person they are transferring a child to; however, this policy/procedure was not adhered to on 10/28/20. When the two male children arrived at the facility on 10/28/20, they were sent into an empty classroom (Green Classroom), where they waited until a staff person from the Yellow Classroom found them and escorted them to their group outside on the playground.

The surveyor reviewed staff meeting notes during the investigation and found written instructions informing staff not to "blindly" send children up front without a staff person acknowledging the child.

**Employee Records**

**Not In Compliance**

**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, one staff person (hire date: 11/12/20) did not have educational documentation on file.

**Written Documentation**

**Not In Compliance**

**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 review of documentation, and interview, this regulatory requirement was not met. At the time of the survey, there was not a written schedule for the staff. The staff person in charge stated that she did not have a written schedule of staff working hours.

Signature of Provider/Representative

Title

Date