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Inspection Report

Provider Name: Highland Elementary After School Program	Provider Information Provider Type: LICENSED TYPE I	CLR No: L356694
Provider Address: 649 U. S. 23 South, Staffordsville, KY, 41256		Capacity: 70
Owner(s): Johnson County Board Of Education		Director(s): Small, Vicki Renee

Inspection Type: Renewal Application	Inspection Information	Inspection No: 219680
Date Initiated: 04/10/2017 3:07 PM	Date Concluded: 04/10/2017 4:32 PM	
	No. of Children Present: 23	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
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 of staff files, the criminal records check (CRC) was not submitted timely for one (1) staff member (DOH: 10-21-16), i.e., the CRC was submitted on 10-24-16 which was not on or before the hire date as required.

340 - Training	Not In Compliance
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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 of ECE-TRIS and staff files, staff with DOH: 8-8-11 completed six (6) of the required fifteen (15) hours of annual training for the training year 8-8-15 to 8-7-16.

Inspection Report

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

In Compliance

Children's Records

Not In Compliance

1070 - Immunization

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;

Findings:

General: Based on review of documentation of children's files, one (1) child (DOE: 8-15-16) did not have a current immunization certificate for review, i.e., the immunization certificate present in the file was only current until 10-1-14.

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 of staff files, the following was found:

- 1) Staff with DOH: 8-8-11 did not have a current annual professional development plan, i.e., the plan for this staff member was last updated on 8-1-15.
- 2) Staff with DOH: 10-4-10 did not have a current annual professional development plan, i.e., the plan for this staff member was last updated on 8-1-14.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date