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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

Inspection Type: Renewal Application	Inspection Information	Inspection No: 244489
Date Initiated: 05/03/2018 2:15 PM	Date Concluded: 05/03/2018 3:45 PM	
	No. of Children Present: 18	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
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 review of Documentation and interview, the surveyor found the following:

1. A staff file (DOH: 10/3/17) did not contain record of a criminal background check.
2. A staff file (DOH: 9/1/17) did not contain record of a criminal background check.

The Director stated that both staff criminal background checks were completed and are on file at the board of education.

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 and interview, the surveyor found that a staff file (DOH: 10/4/10) contained a tuberculin skin test result that was interpreted on 4/7/16; therefore, a tuberculin skin test had not been completed every two (2) years. Upon interview, the Director was not aware a tuberculin skin test needed to be updated.

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 review of ECE-TRIS, and interview, the surveyor found the following:

1. A staff file (DOH: 8/1/06) contained only eleven hours of annual training. Review of ECE-TRIS, revealed that only eleven (11) hours of annual training were completed for 8/1/16 - 7/31/17. Upon interview, the Director was not aware of the discrepancy in regards to training hours.
2. A staff file (DOH: 9/1/17) did not contain record of the staff member completing six (6) hours of orientation training. Review of ECE-TRIS, revealed that orientation had not been completed. The Director stated that the staff member has completed the orientation training; however, they are having problems getting it to show up in ECE-TRIS.

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
Children's Records	In Compliance
Written Documentation	In Compliance
Posted Documentation	In Compliance
Animals	In Compliance

Signature of Provider/Representative _____

Title _____

Date _____