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**Inspection Report**

<b>Provider Name:</b> Highland Elementary After School Program	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L356694
<b>Provider Address:</b> 649 U. S. 23 South, Staffordsville, KY, 41256		<b>Capacity:</b> 70
<b>Owner(s):</b> Johnson County Board Of Education		<b>Director(s):</b> Preece, Connie Jo

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 289406
<b>Date Initiated:</b> 05/07/2019 3:00 PM	<b>Date Concluded:</b> 05/07/2019 4:45 PM	
	<b>No. of Children Present:</b> 22	

Inspection Report	
<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>In Compliance</b>
<b>Employee Records</b>	<b>Not In Compliance</b>

**405 - Adequate Substitute(s)** **Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**  
**(6) Child-care centers shall have available in case of need:**  
**(a) One (1) qualified substitute staff person for a Type II child-care center; or**  
**(b) Two (2) qualified substitute staff persons for a Type I child-care center.**  
**(7) Each qualified substitute staff person shall:**  
**(a) Meet the staff requirements of this administrative regulation; and**  
**(b) Provide the required documentation to verify compliance with this administrative regulation.**

**Findings:**

General: Based on review of documentation and ECE-TRIS, the surveyor found that the Type I childcare center has identified two (2) individuals as substitute staff persons. However, the two (2) staff do not meet qualification based on lack of cabinet-approved annual training.

**Inspection Report**

**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 and ECE-TRIS, the surveyor found the following:

1. Verification of only six (6) hours of cabinet-approved early care and education annual training was found for a staff (DOH: 10/3/17).
2. Verification of only one and one-half (1 ½) hours of cabinet-approved early care and education annual training was found for a staff (DOH: 9/1/17).

<b>Programming</b>	<b>In Compliance</b>
<b>Premises</b>	<b>In Compliance</b>
<b>Hygienic Practices</b>	<b>In Compliance</b>
<b>First Aid/Medication</b>	<b>In Compliance</b>
<b>Outdoor Play Area</b>	<b>In Compliance</b>
<b>Equipment</b>	<b>In Compliance</b>
<b>Transportation</b>	<b>Not Applicable</b>
<b>Food Service/Food Program</b>	<b>In Compliance</b>
<b>Food Service</b>	<b>In Compliance</b>
<b>Children's Records</b>	<b>Not In Compliance</b>

**1135 - Immunization**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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, the surveyor found that a child's (DOE: 8/7/18) immunization certificate was no longer current as of 2/26/19. During interview, staff reported that an updated immunization certificate was not available for review.

<b>Written Documentation</b>	<b>In Compliance</b>
<b>Posted Documentation</b>	<b>In Compliance</b>
<b>Animals</b>	<b>Not Applicable</b>

Signature of Provider/Representative

Title

Date