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Inspection Report

Provider Name: The Clubhouse Center	Provider Information	CLR No: L357486
Provider Address: 360 Arnold Lane, Bloomfield, KY, 40008	Provider Type: LICENSED TYPE I	Capacity: 100
Owner(s): Nelson County Board Of Education		Director(s): Boone, Terri Ann

Inspection Type: Renewal Application	Inspection Information	Inspection No: 321822
Date Initiated: 11/03/2022 2:55 PM	Date Concluded: 11/03/2022 4:44 PM	
	No. of Children Present: 6	

Inspection Report	
Background Checks	Not In Compliance
5 - Background check/left alone/dismissed/relocated	Not In Compliance
922 KAR 2:280. Section 3. Implementation and Enforcement. (1) A child care staff member shall complete the background checks required in accordance with this administrative regulation and be found to have no disqualifying offense prior to becoming a child care staff member. (2) A current or prospective child care staff member shall be subject to background checks in accordance with Sections 4 and 5 of this administrative regulation at intervals pursuant to 45 C.F.R. 98.43(d).	
Findings: General: Based on review of documentation, the Kentucky Applicant Registry and Employment System (KARES) background checks for one (1) staff (DOH: 4/4/22) had not been submitted. The employee's personnel file did not contain documentation of background checks submitted through KARES. The employee's personnel file contained a completed Child Abuse/Neglect Background Check dated 3/29/22 and a completed Criminal Records Background Check dated 3/28/22. Staff-in-charge stated that the employee is a substitute; however, she had never had to use her as a substitute, and she was not aware of her working with children at the child-care center. The staff was not present during the surveyor's visit.	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
360 - 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 review of documentation, the surveyor discovered that the personnel files for two staff (DOH: 7/30/21 & 9/1/20) did not contain a written performance evaluation. Staff stated that she had started working at the child-care center in August of 2022 and was unable to say if the evaluations were completed for the two (2) staff. The surveyor was unable to determine if the evaluations were completed annually.	

Inspection Report

Employee Records

Not In Compliance

405 - 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, a staff's personnel file (DOH: 4/4/22) contained a negative tuberculin result that was no longer current after 6/19/20. Therefore, the child-care center failed to show proof that the employee was free of active tuberculosis or provide a copy of a negative tuberculin result.

415 - CPR/First Aid Required Training

Not In Compliance

922 KAR 2:120. Section 7. First Aid and Medicine.

(8) Each center shall ensure that every staff member has received training on first aid and cardiopulmonary resuscitation (CPR).

Findings:

General: Based on review of documentation, the surveyor discovered that no date was entered in ECE-TRIS indicating that one (1) staff (DOH: 4/4/22) had received the training on first aid and cardiopulmonary resuscitation (CPR). During review of the staff personnel files, the surveyor did not find documentation indicating that staff had completed the training on first aid and CPR; therefore, the child-care center failed to ensure that every staff member had received the required training. Staff-in-charge stated that she was unsure if staff had previously received training on first aid and CPR.

435 - 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 completed within the first three (3) months of employment in a child-care program;
- (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment in a child care program, 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 completed between July 1 and the following June 30 of each subsequent year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

(17) A staff person's compliance with training requirements of this section shall be verified through the cabinet-designated database maintained pursuant to 922 KAR 2:240.

Findings:

General: Based on review of documentation, the surveyor discovered the following:

1. No date was listed on the ECE-TRIS Individual Training Record Report for two (2) staff (DOH: 7/22/22 & 7/30/21) indicating that the staff completed six (6) hours of cabinet-approved orientation training; during review of employee personnel files, the surveyor did not find documentation indicating that staff completed orientation training.
2. Upon review of the ECE-TRIS Required Training Hours Report for the timeframe of 9/1/21 thru 6/30/22, the surveyor discovered that one (1) staff (DOH: 7/30/21) had completed only five (5) hours of the fifteen (15) required hours of cabinet-approved early care and education training.

Therefore, the child-care center failed to ensure that training was completed as required.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

In Compliance

Kitchen Requirements

In Compliance

Food Service

In Compliance

Meal Planning/Center Provides Meals

In Compliance

Meal Planning/Center Does Not Provide Meals

In Compliance

Inspection Report**Children's Records****Not In Compliance****1250 - Enrollment Information****Not In Compliance****922 KAR 2:090. Section 9. Records.****(1) A child-care center shall maintain:****(b) A written record for each child:**

- 1. Completed and signed by the child's parent;**
- 2. Retained on file on the first day the child attends the child-care center; and**
- 3. To contain:**
 - a. Identifying information about the child, which includes, at a minimum, the child's name, address, and date of birth;**
 - b. Contact information to enable a person in charge to contact the child's:**
 - (i) Parent at the parent's home or place of employment;**
 - (ii) Family physician; and**
 - (iii) Preferred hospital;**
 - c. The name of each person who is designated in writing to pick-up the child;**
 - d. The child's general health status and medical history including, if applicable:**
 - (i) Allergies;**
 - (ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and**
 - (iii) Permission from the parent for third-party professional services in the child-care center;**
 - e. The name and phone number of each person to be contacted in an emergency involving or impacting the child;**
 - f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;**

Findings:

General: Based on review of documentation, the surveyor discovered the following:

1. The files for three (3) children (DOE: 8/24/22, 8/22/22, & 8/17/22) did not contain the name or telephone number for the preferred hospital.
2. The file for a child (DOE: 8/17/22) did not contain the name or telephone number for the family physician.

Therefore, the child-care center failed to maintain children's records.

Written Documentation**Not In Compliance****1280 - 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 review of documentation, the surveyor discovered that the personnel files for two staff (DOH: 7/30/21 & 9/1/20) did not contain a written annual professional development plan. Staff stated that she had just started working at the child-care center in August of 2022 and was unable to say if the professional development plans were completed. The surveyor was unable to determine if the professional development plans were completed annually.

1285 - 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 review of documentation, the surveyor discovered a record indicating that monthly fire drills and the quarterly tornado and earthquake drills were completed for January 2022 through October 2022. The provider was unable to locate documentation for the monthly fire drills or the quarterly tornado and earthquake drills for the months of October 2021 through December 2021. Staff-in-charge stated that the drills were probably completed; however, she was hired in August 2022 and had been unable to locate the prior documentation. Therefore, the child-care center failed to maintain the written records detailing the date, time, and children who participated as required.

1305 - Fire Drills

Not In Compliance

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

(12) A fire drill shall be:

- (a) Conducted during hours of operation at least monthly; and**
- (b) Documented.**

(13) An earthquake drill, shelter-in-place or lockdown drill, and tornado drill shall be:

- (a) Conducted during hours of operation at least quarterly; and**
- (b) Documented.**

Findings:

General: Based on review of documentation, the surveyor discovered the following:

1. A record indicated that monthly fire drills and the quarterly tornado and earthquake drills were completed for January 2022 through October 2022. The provider was unable to locate documentation for the monthly fire drills or the quarterly tornado and earthquake drills for the months of October 2021 through December 2021. Staff-in-charge stated that the drills were probably completed; however, she was hired in August 2022 and had been unable to locate the prior documentation.
2. A record indicated that a lockdown/shelter-in-place drill was conducted in June for the 2nd quarter of 2022. Staff in charge stated that she had taken over the lead position in August of 2022 and had been unable to locate any documentation indicating that the lockdown/shelter-in-place drills were performed prior to June, 2022.

Therefore, the surveyor was unable to determine if the child-care center conducted and documented the monthly fire drills and quarterly tornado, earthquake and shelter-in-place drills as required.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date