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Inspection Report

Provider Name: Somerset School Age Child Care Program	Provider Information Provider Type: LICENSED TYPE I	License No: L353799
Provider Address: 210 May Street, Somerset, KY, 42501		Capacity: 100
Owner(s): Somerset Board Of Education		Director(s): Jones, Vicky Lynn

Inspection Type: Investigation	Inspection Information	Inspection No: 215909
Visit Start Date: 06/13/2016 2:50 PM	Visit End Date: 06/13/2016 4:15 PM	
	No. of Children Present: 20	

Inspection Report

Supervision

5 - Children Supervised	In Compliance
<p>922 KAR 2:120. Section 2. Child Care Services. (3)(a) Each center shall maintain a child-care program that assures each child will be: 1. Provided with adequate supervision at all times by a qualified staff person who: a. Ensures the child is within scope of vision and range of voice; or b. For a school-age child, within scope of vision or range of voice;</p>	

Staffing Requirements

40 - Ratios and Group Size	In Compliance
<p>922 KAR 2:120. Section 2. Child Care Services. (2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows: Age of Children Ratio Maximum Group Size* Infant 1 staff for 5 children 10 Toddler 1 staff for 6 children 12 Preschool-age 2 to 3 years 1 staff for 10 children 20 Preschool-age 3 to 4 years 1 staff for 12 children 24 Preschool-age 4 to 5 years 1 staff for 14 children 28 School-age 5 to 7 years 1 staff for 15 children 30 School-age 7 and older 1 staff for 25 children (for before and after school) 30 1 staff for 20 children (full day of care) 30 *Maximum Group Size shall be applicable only to Type I child-care centers.</p>	



Inspection Report

Employee Records

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, the following was found:

- 1. There was one (1) staff (DOH: 06/09/16) file that did not contain a completed Child Abuse/Neglect (CAN) Check. The director stated during interview that the CAN check had not yet been submitted.
- 2. There was one (1) staff (DOH: 10/12/15) file that contained a completed Child Abuse/Neglect (CAN) Check dated for 11/13/15. The CAN check was signed by the employee on 11/04/15. Therefore, the CAN check was not submitted within five (5) days of the employee's date of hire and was not submitted timely.
- 3. There was one (1) staff (DOH: 10/12/15) file that contained a completed Child Abuse/Neglect (CAN) Check dated for 11/13/15. The CAN check was signed by the employee on 11/04/15. Therefore, the CAN check was not submitted within five (5) days of the employee's date of hire and was not submitted timely.
- 4. There was one (1) staff (DOH: 05/12/16) file that contained a completed Child Abuse/Neglect (CAN) Check dated for 06/02/16. The CAN check was signed by the employee on 05/24/16. Therefore, the CAN check was not submitted within five (5) days of the employee's date of hire and was not submitted timely.

The director stated during interview that she was not aware that the CAN checks had to be submitted within five (5) days of the employee's date of hire; furthermore, none of the staff listed above have worked alone with children while at the child care center.

Written Documentation

1090 - Policies and Procedures

In Compliance

922 KAR 2:110. Section 2. General.

(5) Program policies and procedures shall:

(a) Be in writing; and

(b) Include:

- 1. Staff policies;**
- 2. Job descriptions;**
- 3. An organization chart;**
- 4. Chain of command; and**
- 5. Other procedures necessary to ensure implementation of:**
 - a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;**
 - b. 922 KAR 2:090, Child-care center licensure;**
 - c. 922 KAR 2:120, Child-care center health and safety standards; and**
 - d. This administrative regulation.**

Signature of
Provider/Representative

Title

Date