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GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL**

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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: West Louisville Elementary After-School Program Provider Address: 8400 Ky 56, Owensboro, KY, 42301 Owner(s): Daviess County Board Of Education	Provider Information Provider Type: LICENSED TYPE I	CLR No: L358474 Capacity: 150 Director(s): Johnson, Robert Scott
Inspection Type: Renewal Application Date Initiated: 03/31/2022 1:45 PM	Inspection Information Date Concluded: 03/31/2022 4:20 PM No. of Children Present: 43	Inspection No: 320495

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
180 - Plan of Correction/15 days	Not In Compliance
Findings: A PLAN OF CORRECTION WAS DUE ON 06/04/2022 AND AS OF 06/22/2022, THE PLAN OF CORRECTION HAS NOT BEEN RECEIVED.	
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, a caregiver hired on 8/20/20, did not have an annual performance evaluation on file. A caregiver hired on 8/20/20, had an annual performance evaluation on file that was dated 4/7/18.	
Employee Records	Not In Compliance
400 - Educational Requirements	Not In Compliance
922 KAR 2:090. Section 11. Staff Requirements. (1) Child-care center staff: (a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a: 1. High school diploma; 2. GED or qualifying documentation from a comparable educational entity; or 3. Commonwealth Child Care Credential as described in 922 KAR 2:250;	
Findings: General: Based on review of documentation, a caregiver hired on 8/23/21, had an unofficial college transcript on file that did not indicate the highest level of education completed.	

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, three (3) caregivers hired on 8/23/21, 9/7/21, and 8/20/20, were not trained in 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, two (2) caregivers each hired on 8/20/20, completed two and a half (2 1/2) hours of training during the first year of employment. A caregiver hired on 8/20/20, completed five and a half (5 ½) hours of training during the first year of employment. A caregiver hired on 8/20/20, did not complete training during the first year of employment and did not complete Pediatric Abusive Head Trauma Training. Two (2) caregivers hired on 8/23/21 and 9/7/21, and three (3) caregivers each hired on 8/20/20, did not complete six (6) hours of cabinet approved orientation training. A caregiver hired on 8/20/20, did not complete training during the first year of employment and last completed Pediatric Abusive Head Trauma Training on 2/18/16.

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

Kitchen Requirements

In Compliance

Food Service

In Compliance

Meal Planning/Center Provides Meals

In Compliance

Meal Planning/Center Does Not Provide Meals

Not Applicable

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, a child enrolled on 8/5/21, did not have information on file for staff to contact the child's physician and preferred hospital. Also, three (3) children each enrolled on 8/5/21, did not have information on file for staff to contact the child's preferred hospital.

Inspection Report		
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, four (4) caregivers each hired on 8/20/20, did not have a written annual professional development plan on file. A caregiver hired on 8/20/20, had a written annual professional development plan on file that was dated 8/22/18.		
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 interview, the center did not practice monthly fire drills from August through December 2021 and January through February 2022. Also, the center did not practice an earthquake drill, tornado drill, and lockdown drill during the third and fourth quarters of 2021.		
Posted Documentation		In Compliance
Animals		Not Applicable