



**Andy Beshear**  
GOVERNOR

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

**Eric Friedlander**  
SECRETARY

**Melissa A. Moore, Director**  
Division of Regulated Child Care  
Eastern Branch  
455 Park Place, Suite 120A  
Lexington, KY 40511

**Adam Mather**  
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Squires Elementary-Castle Afterschool Program	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L359012
<b>Provider Address:</b> 3337 Squires Oak Dr, Lexington, KY, 40515		<b>Capacity:</b> 150
<b>Owner(s):</b> Fayette County Board Of Education		<b>Director(s):</b> Garrett, Vicki Sue

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 219174
<b>Date Initiated:</b> 04/24/2017 2:50 PM	<b>Date Concluded:</b> 04/24/2017 4:10 PM	
	<b>No. of Children Present:</b> 84	

Inspection Report	
<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>Not In Compliance</b>
<b>265 - Health, Safety, Comfort</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b> <b>(1) Effective with the adoption of this administrative regulation, a director shall:</b> <b>(l) Provide for the health, safety, and comfort of each child;</b>	
<b>Findings:</b>	
General: Based on Observation and interview, this regulatory requirement was not met. A tour of the cafeteria found that the children's personal belongings (backpacks and jackets) were observed sitting on the floor along the wall. There was no barrier to protect the items from touching other children's personal belongings. This is a contamination risk and allows spread of germs. The director stated during interview that she has individual storage containers; however, they were not being used on the day of the inspection.	
<b>275 - Caregiver Alone</b>	<b>Not In Compliance</b>
<b>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</b> <b>(1) Effective with the adoption of this administrative regulation, a director shall:</b> <b>(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;</b>	
<b>Findings:</b>	
General: Based on Review of Documentation, observation and interview, this regulatory requirement was not met. One (1) staff person (hire date: 11/14/16) did not have evidence or results of a child abuse/neglect check (CAN) on file. This staff person was observed working alone with seventeen (17) children during the visit. The staff person in charge stated that the staff person "probably has a CAN check at the main office".	

**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, observation and interview, this regulatory requirement was not met. One (1) staff person (hire date: 11/14/16) did not have evidence or results of a child abuse/neglect check (CAN) on file. This staff person was observed working alone with seventeen (17) children during the visit. The staff person in charge stated that the staff person "probably has a CAN check at the main office".

**310 - Personnel File**

**Not In Compliance**

**922 KAR 2:110. Section 3. 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. Written record of training participation to include:**
  - a. The training source;**
  - b. Location;**
  - c. Date; and**
  - d. Number of clock hours completed;**
- 5. Every two (2) years, a:**
  - a. Statement from a health professional that the individual is free of active tuberculosis; or**
  - b. Copy of negative tuberculin results; and**
- 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:**
  - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
  - b. Criminal records check required by KRS 199.896(19);**
  - c. Criminal records check from any previous state of residence completed once if:**
    - (i) The individual resided outside the state of Kentucky in the last five (5) years; and**
    - (ii) No criminal records check has been completed for the individual's previous state of residence; and**
  - d. An address check of the Sex Offender Registry;**

**Findings:**

General: Based on Review of Documentation and interview, this regulatory requirement was not met. A review of staff files during the investigation found two (2) staff that did not have the date of employment listed in their file. The staff person in charge reviewed internal documentation and then identified 8/4/16 and 11/14/16 as the hire dates.

**315 - Educational Requirements**

**Not In Compliance**

**922 KAR 2:110. Section 5. 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, one (1) staff person (hire date: 11/14/16) did not have educational documentation on file.

**320 - TB Verification**

**Not In Compliance**

**922 KAR 2:110. Section 5. 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, this regulatory requirement was not met. Three (3) staff files (hire dates: 7/9/09, 8/11/12 and 8/16/12) contained results of negative T.B. tests that are no longer current. All three (3) tests were dated 8/26/14 which exceeds the two (2) year time frame.

Inspection Report

340 - Training

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

(14) 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 1/2) hours of 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 1/2) hours of pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on Review of Documentation, and the Training Records Information System (TRIS), the following was found: 1. One (1) staff file (hire date: 8/6/15) did not contain evidence of the pediatric abusive head trauma training class being completed within the first year of employment. 2. One (1) staff file (hire date: 8/12/15) did not contain the required fifteen (15) hours of training.

Programming  
Premises

In Compliance  
Not In Compliance

460 - Inaccessible Items

Not In Compliance

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

(7) Except in accordance with subsection (8) of this section, the following shall be inaccessible to a child in care:

- (a) Toxic cleaning supplies, poisons, and insecticides;
- (b) Knives and sharp objects;
- (c) Matches, cigarettes, lighters, and flammable liquids;
- (d) Plastic bags;
- (e) Litter and rubbish;
- (f) Bar soap; and
- (g) Personal belongings and medications of staff.

Findings:

General: Based on Observation, this regulatory requirement was not met. The surveyor observed two (2) staff purses sitting on top of the tables in the cafeteria throughout the entire survey. The purses were accessible to the children present in the room.

Hygienic Practices  
First Aid/Medication  
Outdoor Play Area  
Equipment  
Transportation  
Food Service  
Children's Records

In Compliance  
In Compliance  
In Compliance  
In Compliance  
Not Applicable  
In Compliance  
Not In Compliance

1070 - Immunization

Not In Compliance

922 KAR 2:110. Section 3. 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, this regulatory requirement was not met. One (1) child (enrollment date: 8/10/15) had an immunization certificate on file that was no longer current as of 11/15/16.

Written Documentation  
Posted Documentation  
Animals

In Compliance  
In Compliance  
Not Applicable

Signature of Provider/Representative

Title

Date