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**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 Public Schools		<b>Director(s):</b> Garrett, Vicki Sue

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 307370
<b>Date Initiated:</b> 08/18/2021 2:35 AM	<b>Date Concluded:</b> 08/18/2021 4:15 PM	
	<b>No. of Children Present:</b> 52	

**Inspection Report**

**Background Checks**

**Not In Compliance**

**10 - Submit background check**

**Not In Compliance**

**922 KAR 2:280 - Section 4. Procedures and Payments.**

- (1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:
- (a) Request that the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;
  - (b) Request that the prospective child care staff member complete and sign the:
    - 1. DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and
    - 2. DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and
  - (c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:
    - 1. Child abuse and neglect central registry pursuant to 922 KAR 1:470;
    - 2. National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and
    - 3. Sex Offender Registry established in accordance with KRS 17.500 through 17.580.

**Findings:**

General: Based on observation and review of documentation, staff member hired 8/11/21 did not have a personnel file. There was no evidence to indicate that this individual had completed a fingerprint based background check. This staff member was paired with another staff member.

**Supervision**

**Not In Compliance**

**90 - Children Supervised**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

- (3)(a) Each center shall maintain a child-care program that assures each child shall be:
- 1. Provided with adequate supervision at all times by a qualified staff person who ensures the child is:
    - a. Within scope of vision and range of voice; or
    - b. For a school-age child, within scope of vision or range of voice;

**Findings:**

General: Based on observation upon arrival at the facility at 2:35 pm, the surveyor observed children entering the facility cafeteria to check in at the program. The children that entered were directed to exit the cafeteria and go to the bathrooms to wash their hands. When exited from the cafeteria, the school-aged students were not within line of sight or range of voice.

**Staffing Requirements**

**In Compliance**

**Inspection Report**

**General Administration**

**Not In Compliance**

**150 - Fire Marshal**

**Not In Compliance**

**922 KAR 2:090. Section 6. License Issuance.**

- (8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:**
- (b) Be approved by the Office of the State Fire Marshal or designee;**

**Findings:**

General: Based on review of documentation, Fire Marshal documentation was not available for review.

**Director Requirements**

**Not In Compliance**

**355 - Staff Meeting**

**Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

- (1) A director shall:**
- (i) Conduct, manage, and document in writing recurring staff meetings;**

**Findings:**

General: Based on review of documentation, there was no documentation presented evidencing that staff meetings had been conducted.

**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, three staff members hired 8/16/18, 7/28/16, and 8/9/16 had a negative tuberculin skin result in their personnel file that exceeded two years; therefore, the documentation was no longer current. Three staff members hired 8/11/21, 3/28/19, and 7/9/2009, did not have a negative tuberculin skin result, nor a physicians' statement in their personnel files to clear these individuals of active tuberculosis.

**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, staff members hired 8/16/18, 8/9/16, 7/28/16, 3/28/19, and 7/9/2009 did not complete fifteen hours of cabinet-approved early care and education training for the July 2020 – June 2021 year of employment. Staff member hired 7/9/2009 had fourteen hours recorded; the remaining four staff did not have any hours recorded. A review of ECE-TRIS supports this finding.

**Programming**

**In Compliance**

**Premises**

**In Compliance**

**Hygienic Practices**

**Not In Compliance**

**745 - Children's Individual Items**

**Not In Compliance**

**922 KAR 2:120. Section 12. Toilet, Diapering, and Toiletry Requirements.**

- (14) Combs, towels or washcloths, brushes, and toothbrushes used by a child shall be:**
  - (a) Individually stored in separate containers; and**
  - (b) Plainly labeled with the child's name.**

**Findings:**

General: Based on observation, the children stacked their backpacks and personal items against the wall upon entering the cafeteria. These items were overlapping and touching one another. This method of storage promotes cross-contamination of germs and bacteria.

**Inspection Report**

**First Aid/Medication**

**Not In Compliance**

**760 - First Aid Supplies**

**Not In Compliance**

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

**(1) First aid supplies shall:**

- (a) Be available to provide prompt and proper first aid treatment;**
- (b) Be stored out of reach of a child;**
- (c) Be periodically inventoried to ensure the supplies have not expired;**
- (d) If reusable, be:
  - 1. Sanitized; and**
  - 2. Maintained in a sanitary manner; and****
- (e) Include:
  - 1. Liquid soap;**
  - 2. Adhesive bandages;**
  - 3. Sterile gauze;**
  - 4. Medical tape;**
  - 5. Scissors;**
  - 6. A thermometer;**
  - 7. Flashlight;**
  - 8. Cold pack;**
  - 9. First aid book;**
  - 10. Disposable gloves; and**
  - 11. A cardiopulmonary resuscitation mouthpiece protector.****

**Findings:**

General: Based on observation, a flashlight was not found in the first aid kit.

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**In Compliance**

**Kitchen Requirements**

**In Compliance**

**Food Service**

**In Compliance**

**Meal Planning/Center Provides Meals**

**Not In Compliance**

**1220 - Menu**

**Not In Compliance**

**922 KAR 2:120. Section 10. Meal Planning Requirements for a Center that Provides Meals.**

**(9) A weekly menu shall be:**

- (a) Prepared;**
- (b) Dated;**
- (c) Posted in advance in a conspicuous place;**
- (d) Kept on file for thirty (30) days; and**
- (e) Amended in writing with any substitutions on the day the meal is served.**

**Findings:**

General: Based on observation and review of documentation, a menu of snacks provided by the facility was not available for review.

**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, two children did not have a preferred hospital listed in their enrollment information. One child had "closest" listed for the hospital.

Written Documentation

Not In Compliance

1265 - Policies and Procedures

Not In Compliance

922 KAR 2:090. Section 8. General.

- (4) 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 2:120, Child-care center health and safety standards;
      - c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and
      - d. This administrative regulation.

Findings:

General: Based on review of documentation, a chain of command was not available for review.

Posted Documentation

Not In Compliance

1310 - Posting Requirements

Not In Compliance

922 KAR 2:090. Section 8. General.

- (6) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:
  - (a) The provider's preliminary or regular license;
  - (b) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;
  - (c) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
  - (d) Information on the Kentucky Consumer Product Safety Program and the program's Web site as specified in KRS 199.897;
  - (e) A description of services provided by the child-care center, including:
    - 1. Current rates for child care; and
    - 2. Each service charged separately and in addition to the basic rate for child care;
  - (f) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
  - (g) Daily planned program.

Findings:

General: Based on observation and review of documentation, staff-to-child ratios were not posted nor available for review.

Animals

In Compliance

Signature of Provider/Representative

Title

Date