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Inspection Report

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

Inspection Type: Renewal Application	Inspection Information	Inspection No: 320587
Date Initiated: 04/28/2022 2:40 PM	Date Concluded: 04/28/2022 4:00 PM	
	No. of Children Present: 52	

Inspection Report	
Background Checks	Not In Compliance
5 - Background check/left alone/dismissed/relocated	Not In Compliance
<p>922 KAR 2:280. Section 3. Implementation and Enforcement.</p> <p>(1) A person who is a child care staff member prior to January 1, 2018, shall submit to and complete background checks in accordance with this administrative regulation no later than September 30, 2018.</p> <p>(2) A child care staff member hired on or after April 1, 2018, shall:</p> <p>(a) Have completed the background checks required in accordance with this administrative regulation and been found to have no disqualifying offense prior to becoming a child care staff member; or</p> <p>(b) 1. Have submitted to the background checks required in accordance with this administrative regulation;</p> <p>2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and</p> <p>3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.</p>	
Findings:	
<p>General: Based on review of documentation, observation, and interview, this regulatory requirement was not met. The surveyor entered the cafeteria with the staff person in charge and observed three groups of children that had been divided up according to grade levels. One staff person was assigned to the 2nd-3rd grade group and had 16 children in her care. A review of facility files found that this staff person did not have any paperwork on file and a review of the Kentucky National Background check service (KARES) found this staff person has not had a fingerprint-based background check processed and therefore does not have the eligible for hire status. The staff person in charge identified the staff person as a teaching assistant at the elementary school and stated that 4/22/22, was her first day working at the facility.</p>	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
150 - Fire Marshal	Not In Compliance
<p>922 KAR 2:090. Section 6. License Issuance.</p> <p>(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:</p> <p>(b) Be approved by the Office of the State Fire Marshal or designee;</p>	
Findings:	
<p>General: Based on review of documentation, a State Fire Marshal inspection report was not presented for the surveyor to review.</p> <p>A review of Division of Regulated Child Care files found that this regulatory violation was previously issued as a result of a renewal inspection conducted on 8/18/21.</p>	

Inspection Report

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, the facility could not provide written evidence of conducted staff meetings.

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, four staff eligible for an annual performance review did not have current documentation of a review on file at the facility. The documentation on file was dated 2019.

370 - Caregiver Alone

Not In Compliance

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

(1) A director shall:

- (m) 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 922 KAR 2:280;**

Findings:

General: Based on review of documentation, observation, and interview, this regulatory requirement was not met. The surveyor entered the cafeteria with the staff person in charge and observed three groups of children that had been divided up according to grade levels. One staff person was assigned to the 2nd-3rd grade group and had 16 children in her care. A review of facility files found that this staff person did not have any paperwork on file and a review of the Kentucky National Background check service (KARES) found this staff person has not had a fingerprint-based background check processed and therefore does not have the eligible for hire status. The staff person in charge identified the staff person as a teaching assistant at the elementary school and stated that 4/22/22, was her first day working at the facility.

Employee Records

Not In Compliance

395 - Personnel File

Not In Compliance

922 KAR 2:090. Section 9. 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. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and**
- 5. The results of background checks conducted in accordance with 922 KAR 2:280;**

Findings:

General: Based on review of documentation, observation, and interview, the facility failed to maintain staff files. One staff person (hire date: 4/22/22) observed working with children during the visit, did not have a personnel file on site; therefore, her birthdate, educational documentation, T.B. documentation, and background check information were not available for the surveyor to review. It is important to note that there was no information on the Kentucky National Background check service (KARES) to verify if this staff has had a fingerprint-based background check processed. The staff person in charge identified the staff person as a teaching assistant at the elementary school and stated that 4/22/22, was her first day working at the facility.

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, two staff (hire dates: 3/28/19 and 4/22/22) did not have educational documentation on file.

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, this regulatory requirement was not met. The following was found:

1. Two staff (hire dates: 3/28/19 and 4/22/22) did not have T.B. documentation on file.
2. Five staff files (hire dates: 7/9/09, 8/16/18, 8/9/16, 8/10/16, and 8/21/15) contained results of negative T.B. tests that are no longer current. The tests were dated 8/14/17, 8/15/18, 3/25/19, 8/6/18, and 4/27/18, which exceeds the two year time frame.

Inspection Report

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, five staff (hire dates: 8/16/18, 3/28/19, 8/10/16, 8/21/15, and 4/22/22) did not have evidence of completing CPR/First Aid training on file in the facility. A review of ECE-TRIS records supports the information found during the survey.

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 and the Training Records Information System (TRIS), three staff (hire dates: 3/28/19, 8/10/16, and 8/21/15) did not complete the required PAHT training. These staff have been employed for more than one year.

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	In Compliance
Children's Records	Not In Compliance

1245 - Immunization

Not In Compliance

922 KAR 2:090. Section 9. 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, two children (enrollment dates: 8/5/21 and 7/15/21) had immunization certificates that were no longer current as of 7/5/21 and 8/31/21.

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, this regulatory requirement was not met. The following was found:

1. One child's file/enrollment paperwork did not contain information for the family's preferred hospital. This child had a 8/7/21 enrollment date listed.
2. One child's file/enrollment paperwork did not have physician contact information or the family's preferred hospital. This child had a 12/1/21 enrollment date listed.

Written Documentation

Not In Compliance

1260 - Evacuation Plan

Not In Compliance

922 KAR 2:090. Section 5. Evacuation Plan.

(1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U).

Findings:

General: Based on review of documentation, this regulatory requirement was not met. The emergency preparedness plan on file had not been updated since 2014.

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 staff did not have a current annual professional development plan on file at the facility. The last professional development plan that had been completed was dated 2019.

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, this regulatory requirement was not met. At the time of the survey it was found that there was no record of quarterly earthquake and tornado drills conducted at the facility.

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, this regulatory requirement was not met. At the time of the survey it was found that there was no record of lockdown drills conducted at the facility.

Inspection Report

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 review of documentation, this regulatory requirement was not met. A letter from the DRCC office stating the facility would be recommended for relicensure was posted; however, the statement of deficiency and plan of correction from the 8/18/21 renewal inspection was not posted.

1325 - Daily Activities

Not In Compliance

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

(1) A director shall:

- (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;**

Findings:

General: Based on review of documentation, this regulatory requirement was not met. The facility did not have a schedule of daily activities posted.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date