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**Inspection Report**

<b>Provider Name:</b> AJ Lindeman Elementary YMCA Kids	<b>Provider Information</b>	<b>CLR No:</b> L359262
<b>Provider Address:</b> 558 Erlanger Road, Erlanger, KY, 41018	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 100
<b>Owner(s):</b> Young Men's Christian Association Of Greater Cincinnati		<b>Director(s):</b> Nooe, Rebecca Michelle

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 243975
<b>Date Initiated:</b> 05/04/2018 2:30 PM	<b>Date Concluded:</b> 05/04/2018 3:15 PM	
	<b>No. of Children Present:</b> 28	

Inspection Report	
<b>Background Checks</b>	<b>In Compliance</b>
<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>340 - Staff Meeting</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b> <b>(1) A director shall:</b> <b>(i) Conduct, manage, and document in writing recurring staff meetings;</b>	
<b>Findings:</b>	
General: Based on Review of Documentation, there was not documentation of staff meetings in file.	
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>385 - Personnel File</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 9. Records.</b> <b>(1) A child-care center shall maintain:</b> <b>(e) A current personnel file for each child-care center staff person to include:</b> <b>1. Name, address, date of birth, and date of employment;</b> <b>2. Proof of educational qualifications;</b> <b>3. Record of annual performance evaluation;</b> <b>4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and</b> <b>5. The results of background checks conducted in accordance with 922 KAR 2:280;</b>	
<b>Findings:</b>	
General: Based on Observation, staff with hire date of 10/13/2016 and 12/14/2015 did not have proof of current evaluation or professional development plan in file.	

Inspection Report

410 - 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 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 ½) hours of cabinet-approved 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 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on Observation, staff with hire dates of 10/13/2016 and 12/14/2015 did not have documentation of training hours in file or in TRIS. Staff with hire date of 10/13/2016 did not have documentation of required PAHT and orientation training in file or TRIS.

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
Food Service/Food Program	Not Applicable
Food Service	In Compliance
Children's Records	Not In Compliance

1140 - 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, one child with enrollment date of 08/17/2017 did not have physician/preferred hospital listed in file.

Written Documentation

Not In Compliance

1165 - Staff Schedule

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:
  - (d) A written schedule of staff working hours;

Findings:

General: Based on Review of Documentation, facility did not have current staff schedule available.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date