



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

Andy Beshear
Governor

Melissa A. Moore, Director
Division of Regulated Child Care
Southern Branch
116 Commerce Ave
London, KY 40744
Phone: (606) 330-2030 Fax: (606) 330-2056
<https://chfs.ky.gov/agencies/os/oig>

Eric C. Friedlander
Secretary

Adam Mather
Inspector General

Inspection Report

Provider Name: Allen Elementary FRYSC After School Care	Provider Information Provider Type: LICENSED TYPE I	CLR No: L354947
Provider Address: 112 Eagle Lane, Allen, KY, 41601		Capacity: 25
Owner(s): Floyd County Board Of Education		Director(s): Campbell, Cathy Ann

Inspection Type: Renewal Application	Inspection Information	Inspection No: 242285
Date Initiated: 12/05/2017 2:27 PM	Date Concluded: 12/05/2017 4:22 PM	
	No. of Children Present: 15	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
175 - Change of Director	Not In Compliance
<p>922 KAR 2:110. Section 6. Reports.</p> <p>(3) A licensee shall report to the cabinet within one (1) week:</p> <p>(a) Any resignation, termination, or change of director; and</p> <p>(b) The name of the acting director who satisfies the requirement of Section (4) of this administrative regulation.</p> <p>Findings:</p> <p>General: Based on review of documentation and interview, the child care center does not currently have a director that meets the regulation requirements, i.e., through interview, it was learned that the director listed in the Division of Regulated Child Care's (DRCC) records retired in July 2017. Further interviews revealed that the child care center hired a new director in August 2017; however, as of 12/5/17, the required documentation to change directors has not been submitted to DRCC's Central Office. Therefore, the child care center failed to report the change of directors to the DRCC within seven (7) days as required by the regulations.</p>	
Director Requirements	Not In Compliance
260 - Staff Evaluation	Not In Compliance
<p>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</p> <p>(1) Effective with the adoption of this administrative regulation, a director shall:</p> <p>(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</p> <p>Findings:</p> <p>General: Based on review of documentation, there was no annual evaluation available for review for a staff member with DOH: 10/27/16; therefore, it could not be confirmed that a current evaluation has been completed for this staff member.</p>	

Inspection Report

Employee Records

Not In Compliance

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 of staff files, the following was found:

1) A staff's (DOH: 10/27/16) file did not contain results of the submitted criminal records check (CRC) even though the request was submitted on 11/7/16.

2) The CRC was not submitted timely for a staff member (DOH: 10/27/16), i.e., the CRC was submitted on 11/7/16.

3) There was no CRC available for review for a staff member with DOH: 8/21/17; therefore, it could not be confirmed that the CRC has been completed.

4) There was no CRC available for review for a staff member with DOH: 8/21/17; therefore, it could not be confirmed that the CRC was submitted timely.

5) There was no child abuse and neglect check (CA/N) available for review for a staff member with DOH: 8/21/17; therefore, it could not be confirmed that the CA/N check has been completed.

6) There was no CA/N check available for review for a staff member with DOH: 8/21/17; therefore, it could not be confirmed that the CA/N check was submitted timely.

Based on interview, the assistant director stated that neither staff member has been left alone with children.

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, there were no records available for review to show that two (2) staff (DOH: 10/27/16 & 8/21/17) members had received a high school diploma, GED or qualifying documentation from a comparable educational entity, or Commonwealth Child Care Credential as described in 922 KAR 2:250.

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 of staff files, staff hired on 8/21/17 did not have written documentation on file from a health care professional that they were free of active tuberculosis.

330 - Adequate Substitute(s)

Not In Compliance

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

(6) Child-care centers shall have available in case of need:

(a) One (1) qualified substitute staff person for a Type II child-care center; or

(b) Two (2) qualified substitute staff persons for a Type I child-care center.

Findings:

General: Based on review of documentation, it was found that one (1) of the two (2) individuals identified as a substitute staff person did not meet qualifications based on a lack of the following: criminal records background check (CRC), child abuse and neglect (CA/N) check, educational documentation, and written documentation from a health care professional that they were free of active tuberculosis. Therefore, this Type I child care center did not have an adequate number of qualified substitutes as required by regulations.

335 - Qualified Substitute

Not In Compliance

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

(7) Each qualified substitute staff person shall:

(a) Meet the staff requirements of this administrative regulation; and

(b) Provide the required documentation to verify compliance with this administrative regulation.

Findings:

General: Based on review of documentation, it was found that one (1) of the two (2) individuals identified as a substitute staff person did not meet qualifications based on a lack of the following: criminal records background check (CRC), child abuse and neglect (CA/N) check, educational documentation, and written documentation from a health care professional that they were free of active tuberculosis. Therefore, this Type I child care center did not have two (2) qualified substitutes as required by the regulations.

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 ½) 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 ½) hours of pediatric abusive head trauma training completed once every five (5) years.**

Findings:

General: Based on review of documentation of ECE-TRIS and staff files, the following was found:

- 1) Staff with DOH: 11/30/98 completed eight and a half (8 1/2) of the required fifteen (15) hours of annual training for the training year 11/30/16 to 11/29/17.
- 2) Staff with DOH: 5/30/00 completed nine (9) of the required fifteen (15) hours of annual training for the training year 5/30/16 to 5/29/17.
- 3) Staff with DOH: 10/27/16 completed six (6) of the required fifteen (15) hours of annual training for the training year 10/27/16 to 10/26/17.
- 4) Staff with DOH: 10/27/16 has not completed the Pediatric Abusive Head Trauma training as required by the regulations.
- 5) Staff with DOH: 8/21/17 has not completed six (6) hours of cabinet-approved orientation as required within the first three (3) months of employment.
- 6) Staff with DOH: 10/27/16 did not complete the six (6) hours of cabinet-approved orientation within the first three (3) months as required, i.e., the orientation was completed on 3/16/17.

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	In Compliance
Children's Records	In Compliance
Written Documentation	In Compliance
Posted Documentation	In Compliance
Animals	In Compliance

Signature of
Provider/Representative

Title

Date