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Inspection Report

Provider Name: Frankfort Early Learning Academy	Provider Information	CLR No: L383089
Provider Address: 506 W. Second Street, Second Street Elementary School, Frankfort, KY, 40601	Provider Type: LICENSED TYPE I	Capacity: 38
Owner(s): Frankfort Independent School District Finance Corporation		Director(s): Burbridge, Tanya

Inspection Type: Renewal Application	Inspection Information	Inspection No: 290423
Date Initiated: 07/26/2019 9:12 AM	Date Concluded: 07/26/2019 12:10 PM	
	No. of Children Present: 12	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
155 - Liability Insurance	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: (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;	
Findings: General: Based on review of documentation and interview, this regulatory requirement was not met. At the time of the survey, it was found that there was no documentation of current liability insurance at the facility. The staff person in charge stated that it is difficult for her to get a copy of this documentation from her central office.	
180 - Plan of Correction/15 days	Not In Compliance
922 KAR 2:090. Section 14. Statement of Deficiency and Corrective Action Plans. (2) Except for a violation posing an immediate threat as handled in accordance with KRS 199.896(5)(c), a child-care center shall submit a written corrective action plan to the cabinet or its designee within fifteen (15) calendar days of the date of the statement of deficiency to eliminate or correct the regulatory violation.	
Findings: A PLAN OF CORRECTION WAS DUE ON 09/10/2019 AND AS OF 10/21/2019, THE PLAN OF CORRECTION HAS NOT BEEN RECEIVED.	
Director Requirements	Not In Compliance
350 - Health, Safety, Comfort	Not In Compliance
922 KAR 2:090. Section 10. Director Requirements and Responsibilities. (1) A director shall: (l) Assure the health, safety, and comfort of each child;	
Findings: General: Based on observation, this regulatory requirement was not met. During a tour of Room #104, the surveyor observed several electrical cords from a computer, smart board and various other electronic devices plugged into a power strip that was positioned on the classroom floor next to the children's cubbies. These cords were observed hanging loose and they were accessible to the children.	

Inspection Report**Employee Records****Not In Compliance****395 - 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 and interview, this regulatory requirement was not met. One (1) staff person (hire date: 10/22/18) did not have T.B. documentation on file. The staff person stated during interview that she submitted her T.B. skin test documentation to the board office when she was hired; however, there was no documentation on file at the facility for the surveyor to review.

405 - Adequate Substitute(s)**Not In Compliance****922 KAR 2:090. Section 11. 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.**

(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 interview, this regulatory requirement was not met. The staff person in charge stated during interview that they do not have any substitutes in case of need.

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 review of documentation, and the Training Records Information System (TRIS), the following was found:

1. One (1) staff file (hire date: 8/1/10) contained a pediatric abusive head trauma training class certificate that was dated 12/10/13; therefore, this training is no longer valid.
2. One (1) staff person (hire date: 7/17/17) did not complete the required fifteen (15) hours of training.

Programming**In Compliance****Premises****Not In Compliance****520 - Inaccessible Items****Not In Compliance****922 KAR 2:120. Section 3. General Requirements.****(7) The following shall be inaccessible to a child in care:**

- (a) Toxic cleaning supplies, poisons, and insecticides;**
- (b) Matches, cigarettes, lighters, and flammable liquids; and**
- (c) Personal belongings and medications of staff.**

Findings:

General: Based on observation, this regulatory requirement was not met. The following was found:

1. The surveyor observed a container of Clorox Disinfecting Wipes positioned on a low shelf in front of a CD player/radio. The container was accessible to the children in the classroom.
2. The surveyor observed a staff purse hanging on a hook along with the children's personal belongings in the hallway between Room #104 and Room #103. Children walk through this hallway to access the bathrooms; therefore, the purse was accessible.
3. During a tour of the facility, the surveyor observed a gallon of bleach located on the floor in the storage room between Room #103 and Room #104. The children's nap blankets and cots are stored in this room along with various other items. The surveyor observed a safety gate propped up against the door frame leading into the storage closet; however, it was not positioned in a manner to prevent children from entering the area. Therefore, the bleach was accessible to the children.

Hygienic Practices**In Compliance**

Inspection Report**First Aid/Medication****Not In Compliance****715 - 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, this regulatory requirement was not met. An inspection of the facility's first aid kit found that it did not contain medical tape and a working flashlight.

Outdoor Play Area**Not In Compliance****735 - Fence Requirement****Not In Compliance****922 KAR 2:120. Section 4. Premises Requirements.****(20) An outdoor play area shall be:**

- (a) Except for an after-school child-care program located on the premises of a public or state-accredited nonpublic school, fenced for the safety of the children;**

Findings:

General: Based on observation and interview, this regulatory requirement was not met. As the surveyor was pulling up to the facility, the children and staff were observed sitting at picnic tables eating snack in an unfenced area in front of the school where the program is housed. The area is approximately twenty-five (25 feet) from an active lane that cars drive through when they arrive at the school. The staff person in charge stated that she had not obtained written parental permission for the children to be in this space. A review of Division of Regulated Child Care files found that this regulatory violation was previously issued as a result of the renewal inspection conducted on 8/20/18.

750 - Playground Conditions**Not In Compliance****922 KAR 2:120. Section 4. Premises Requirements.****(20) An outdoor play area shall be:**

- (d) Safe from foreseeable hazard;**
- (e) Well drained;**
- (f) Well maintained;**
- (g) In good repair; and**
- (h) Visible to staff at all times.**

Findings:

General: Based on observation, this regulatory requirements were not met. During a tour of the playground, the surveyor observed a hole in the side of the building approximately two (2) feet long that was located beside a play house structure. A wooden board had been used to hold a piece of insulation in place in this area; however, the insulation was not completely covered and was accessible to the children.

Equipment**In Compliance****Transportation****In Compliance****Food Service/Food Program****In Compliance**

Inspection Report**Food Service****Not In Compliance****1030 - Frozen Food****Not In Compliance****922 KAR 2:120. Section 8. Kitchen Requirements.****(5) Frozen food shall be:****(a) Kept at a temperature of zero degrees Fahrenheit or below; and****(b) Thawed:****1. At refrigerator temperatures;****2. Under cool, potable running water;****3. As part of the cooking process; or****4. By another method in accordance with the Department of Public Health's food safety standards and permits, established in KRS Chapter 217.****Findings:**

General: Based on observation, this regulatory requirement was not met. A tour of the refrigerator/freezer combo unit found that there was no thermometer in the freezer; therefore, it could not be determined that the temperature in the freezer was at zero (0) degrees Fahrenheit or below.

1130 - Menu**Not In Compliance****922 KAR 2:120. Section 9. Food and Meal Requirements.****(16) 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 review of documentation, this regulatory requirement was not met. A review of the facility's postings revealed that a menu was posted that was dated May 2019; therefore, it was not current.

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 and interview, this regulatory requirement was not met. A child that enrolled 7/22/19 did not have a file with all the required enrollment information. A review of the documentation available for this child found that she only had one form on file labeled "Frankfort Schools Wrap Around Application". This form included basic contact information for the child's parents; however, it did not have information for the family's preferred hospital, no authorization by the parent for the facility to seek emergency medical care for the child, no physician contact information, no information about the child's medical history, and no information regarding who is allowed to pick up the child. The staff person in charge stated that the child has an older sibling in the program that has been enrolled for awhile and indicated that she did not have forms on file for this specific child.

Written Documentation**Not In Compliance****1150 - 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, the facility had an emergency preparedness plan; however, they did not have evidence that the plan had been updated or resubmitted to the local emergency management official within the review period.

Inspection Report

1160 - Daily Attendance Records

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;

Findings:

General: Based on review of documentation and observation, the facility failed to meet this regulatory requirement. A review of the 7/26/19 attendance records during the visit found that twelve (12) children were present; however, only ten (10) of them had an arrival time documented.

1170 - 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, two (2) staff (hire dates: 7/31/09 and 7/17/17) did not have evidence of a current staff professional development plan on file in the facility.

1175 - 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. The following was found:

1. There was no record of quarterly earthquake and tornado drills conducted by the facility.
2. The monthly fire drills documented by the facility included the date and time of the drills; however, the names of the children who participated were not included on the documentation. The staff person in charge stated that she was not aware of this regulatory requirement.

1190 - Orientation Procedure

Not In Compliance

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

(3)(b) The program shall include:

2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. At the time of survey, it was found that the facility did not have a written policy regarding the implementation of procedures taught at orientation training. A review of Division of Regulated Child Care files found that this regulatory violation was previously issued as a result of the renewal inspection conducted on 8/20/18.

Posted Documentation

Not In Compliance

1215 - 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 had a schedule of daily activities posted that was dated February 2019; therefore, it was no longer current.

Animals

In Compliance

Signature of Provider/Representative

Title

Date