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GOVERNOR

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**OFFICE OF INSPECTOR GENERAL**

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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> YMCA/Pikeville Primetime Fun Club	<b>Provider Information</b>	<b>CLR No:</b> L355659
<b>Provider Address:</b> 424 Bob Amos Drive, Pikeville, KY, 41501	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 76
<b>Owner(s):</b> The Pikeville Area Family Ymca, Inc.		<b>Director(s):</b> Justice-Fouts, Shelly Lynn

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 242977
<b>Date Initiated:</b> 03/05/2018 3:00 PM	<b>Date Concluded:</b> 03/05/2018 4:40 PM	
	<b>No. of Children Present:</b> 31	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance
<b>385 - Personnel File</b>	<b>Not In Compliance</b>

**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 and interview, a volunteer file (Start Date: 2/27/18) did not contain results of a criminal record background check or a child abuse and neglect background check. There was no documentation in the file to show that the background checks had been submitted. Upon interview, the Director reported that the background checks are usually not submitted until the center's payroll is submitted, which would be on 03/09/18.

**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, review of ECE-TRIS, and interview, the surveyor found that a staff file (DOH: 11/14/17) presented for review did not contain documentation of having completed six (6) hours of cabinet approved orientation within three (3) months of hire. Review of ECE-TRIS, found that the staff member had not yet completed orientation. The Director stated she had been under the impression that the staff member had completed the orientation.

Inspection Report	
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	In Compliance
Food Service	In Compliance
Children's Records	Not In Compliance
<b>1140 - Enrollment Information</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 9. Records.</b>  <b>(1) A child-care center shall maintain:</b>  <b>(b) A written record for each child:</b>  <b>1. Completed and signed by the child's parent;</b>  <b>2. Retained on file on the first day the child attends the child-care center; and</b>  <b>3. To contain:</b>  <b>a. Identifying information about the child, which includes, at a minimum, the child's name, address, and date of birth;</b>  <b>b. Contact information to enable a person in charge to contact the child's:</b>  <b>(i) Parent at the parent's home or place of employment;</b>  <b>(ii) Family physician; and</b>  <b>(iii) Preferred hospital;</b>  <b>c. The name of each person who is designated in writing to pick-up the child;</b>  <b>d. The child's general health status and medical history including, if applicable:</b>  <b>(i) Allergies;</b>  <b>(ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and</b>  <b>(iii) Permission from the parent for third-party professional services in the child-care center;</b>  <b>e. The name and phone number of each person to be contacted in an emergency involving or impacting the child;</b>  <b>f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;</b></p>	
<p><b>Findings:</b>  General: Based on review of documentation and interview, the following were found:  1. A child's file (DOE: 5/12/17) presented for review did not contain the preferred physician name or contact information.  2. A child's file (DOE: 5/12/17) presented for review did not contain the preferred physician name or contact information.  The Director stated that the children were siblings and had relocated from out of town; therefore, they did not have a preferred physician at time of enrollment.</p>	
<b>Written Documentation</b>	<b>Not In Compliance</b>
<b>1175 - Earthquake/Tornado/Fire Drills</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 9. Records.</b>  <b>(1) A child-care center shall maintain:</b>  <b>(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;</b>  <b>(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;</b></p>	
<p><b>Findings:</b>  General: Based on review of documentation, and interview, the surveyor was not presented with a written record of earthquake/tornado drills conducted for October through December of 2017. The Director stated that the drills had been completed but did not located the documentation at the time of the inspection.</p>	
<b>1195 - Fire Drills</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:120. Section 3. General Requirements.</b>  <b>(12) A fire drill shall be conducted during hours of operation:</b>  <b>(a) At least monthly; and</b>  <b>(b) Documented.</b>  <b>(13) An earthquake drill and a tornado drill shall be:</b>  <b>(a) Conducted during hours of operation at least quarterly; and</b>  <b>(b) Documented.</b></p>	
<p><b>Findings:</b>  General: Based on review of documentation and interview, the surveyor was not presented with a written record of fire drills conducted for January 2017 and December 2017. The Director stated that the drills had been completed but did not locate the documentation at time of inspection.</p>	
<b>Posted Documentation</b>	<b>In Compliance</b>
<b>Animals</b>	<b>In Compliance</b>

Signature of Provider/Representative

Title

Date