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Inspection Report

Provider Name: Quinn Chapel Child Care Center	Provider Information	CLR No: L355854
Provider Address: 744 Charles Avenue, Lexington, KY, 40508	Provider Type: LICENSED TYPE I	Capacity: 35
Owner(s): Quinn Chapel African Methodist Episcopal Church Of Lexington, Kentucky, Inc.		Director(s): Bright, Revonda

Inspection Type: Renewal Application	Inspection Information	Inspection No: 242217
Date Initiated: 11/29/2017 10:30 AM	Date Concluded: 11/29/2017 12:30 PM	
	No. of Children Present: 7	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
255 - Staff Meeting	Not In Compliance
<p>922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (i) Conduct, manage, and document in writing staff meetings;</p> <p>Findings: General: Based on Review of Documentation, there was no documentation to verify staff meetings have been conducted with staff. During the exit conference the director indicated she could not find documentation to verify staff meetings have been conducted.</p>	
260 - Staff Evaluation	Not In Compliance
<p>922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</p> <p>Findings: General: Based on Review of Documentation, it was found that all staff employed are eligible for an annual evaluation. However, there was no documentation on file to verify that an annual evaluation has been conducted on staff. During an interview with the director it was found that evaluations have not been completed on staff.</p>	
285 - Parental/Family Involvement Activity	Not In Compliance
<p>922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, a director shall: (p) Coordinate at least one (1) annual activity involving parental or family participation.</p> <p>Findings: General: Based on Review of Documentation, there was no documentation to verify at least one (1) parent involvement activity is conducted annually. During the exit conference the director confirmed there was no documentation to verify at least one (1) annual parent involvement activity.</p>	

Inspection Report

Employee Records

Not In Compliance

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, there was a person who is a volunteer cook who had a T.B. test read on 9/15/15. This exceeds the two (2) year time-frame for a T.B. test. During the exit conference the director stated that they have not had to use this person to cook for a while because enrollment is low.

Programming

Not In Compliance

350 - Program of Activities Followed

Not In Compliance

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

(4) The child-care center shall provide a daily planned program:

- (a) Posted in writing in a conspicuous location with each age group and followed;**
- (b) Of activities that are individualized and developmentally appropriate for each child served;**
- (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and**
- (d) That offers a variety of creative activities including the following:**

- 1. Art;**
- 2. Music;**
- 3. Dramatic play;**
- 4. Stories and books;**
- 5. Science;**
- 6. Block building;**
- 7. Tactile activity;**
- 8. Culture;**
- 9. Indoor or outdoor play in which a child makes use of both small and large muscles;**
- 10. A balance of active and quiet play, including group and individual activity;**
- 11. An opportunity for a child to:**
 - a. Have some free choice of activities;**
 - b. If desired, play apart from the group at times;**

Findings:

General: Based on Observation, the planned program of activities posted in the school age room was dated 8/14/17-8/18/17.

Premises

Not In Compliance

460 - Inaccessible Items

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(7) Except in accordance with subsection (8) of this section, the following shall be inaccessible to a child in care:

- (a) Toxic cleaning supplies, poisons, and insecticides;**
- (b) Knives and sharp objects;**
- (c) Matches, cigarettes, lighters, and flammable liquids;**
- (d) Plastic bags;**
- (e) Litter and rubbish;**
- (f) Bar soap; and**
- (g) Personal belongings and medications of staff.**

Findings:

General: Based on Observation, at the time of the survey the kitchen door was open. In a bottom cabinet located beside the sink there was a can of Pledge dusting spray and a can of Comet cleaner. The safety latch on the door was not engaged. Children must walk past the kitchen to get to the bathrooms. In the three to four (3-4) year old room there was a white container with a red top that contained disinfectant wipes sitting on a low shelf. The disinfectant wipes were accessible to the children. Labels on the containers indicate to keep out of the reach of children.

Inspection Report

Hygienic Practices

Not In Compliance

600 - Staff Hygiene/Handwashing

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(5) Staff shall:

- (a) Maintain personal cleanliness;**
- (b) Conform to hygienic practices while on duty; and**
- (c) Wash their hands with liquid soap and running water:**
 - 1. Upon arrival at the center;**
 - 2. After toileting or assisting a child in toileting;**
 - 3. Before and after diapering each child;**
 - 4. After wiping or blowing a child's or own nose;**
 - 5. After handling animals;**
 - 6. After caring for a sick child;**
 - 7. Before and after feeding a child or eating;**
 - 8. Before dispensing medication; and**
 - 9. If possible, before administering first aid.**

Findings:

General: Based on Observation, at the time of the survey a volunteer in the three to four (3-4) year old room sneezed twice into his hands and did not wash his hands afterwards.

First Aid/Medication

Not In Compliance

670 - Medication

Not In Compliance

922 KAR 2:120. Section 7. First Aid and Medicine.

(6) Medication, including refrigerated medication, shall be:

- (a) Stored in a separate and locked place, out of the reach of a child;**
- (b) Kept in the original bottle; and**
- (c) Properly labeled.**

(7) Medication shall not be given to a child if the expiration date on the bottle has passed.

Findings:

General: Based on Observation, in the infant room in the cabinet under the changing table there was a container of Vaseline. Drug facts were listed on the Vaseline. The Vaseline was not labeled and the cabinet was not locked. There was a one-year-old child present in the room at the time of the survey.

Outdoor Play Area

Not In Compliance

695 - Protective Surface

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(21) A protective surface shall:

- (a) Be provided for outdoor play equipment used to:**
 - 1. Climb;**
 - 2. Swing; and**
 - 3. Slide; and**
- (b) Have a fall zone equal to the height of the equipment.**

Findings:

General: Based on Observation, the mulch located under both of the climbing structures was sparse and the dirt could be seen in several areas.

Equipment

Not In Compliance

755 - Toys/Equipment/Furniture

Not In Compliance

922 KAR 2:120. Section 11. Toys and Furnishings.

(1) All toys, equipment, and furniture contacted by a child shall be:

- (a) Kept clean and in good repair; and**
- (b) Free of peeling, flaking, or chalking paint.**

Findings:

General: Based on Observation, a purple plastic storage container used to store toys in the three to four (3-4) year old room had a large crack down one (1) side. The children have access to this container.

760 - Indoor/Outdoor Equipment

Not In Compliance

922 KAR 2:120. Section 11. Toys and Furnishings.

(2) Indoor and outdoor equipment shall:

- (a) Be clean, safe, and in good repair;**
- (b) Meet the physical, developmental needs, and interests of children of different age groups;**
- (c) Be free from sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, hazardous small parts, lead-based paint, poisonous material, and flaking or chalking paint; and**
- (d) Be designed to guard against entrapment or situations that may cause strangulation.**

Findings:

General: Based on Observation, a plastic yellow Little Tikes play house located on the playground was missing its roof. Part of the roof was under the play house and the other part was found laying against the fence.

Transportation

Not Applicable

Inspection Report

**Food Service
Children's Records**

**In Compliance
Not In Compliance**

1075 - Enrollment Information

Not In Compliance

922 KAR 2:110. Section 3. 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 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 situation 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, out of ten (10) children's files reviewed there was one (1) child whose enrollment information did not include the name and phone number of the child's physician. Five (5) of the children's enrollment information did not have a preferred hospital listed.

Written Documentation

Not In Compliance

1090 - Policies and Procedures

Not In Compliance

922 KAR 2:110. Section 2. General.
(5) Program policies and procedures shall:
(a) Be in writing; and
(b) Include:
1. Staff policies;
2. Job descriptions;
3. An organization chart;
4. Chain of command; and
5. Other procedures necessary to ensure implementation of:
a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;
b. 922 KAR 2:090, Child-care center licensure;
c. 922 KAR 2:120, Child-care center health and safety standards; and
d. This administrative regulation.

Findings:

General: Based on Review of Documentation, there was no evidence of job descriptions on file. An interview with the director confirmed that there are no written job descriptions and that they are in the process of updating their staff handbook which will include job descriptions.

1105 - Professional Development

Not In Compliance

922 KAR 2:110. Section 3. 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, there were five (5) staff including the director and a staff person listed as a substitute who have been employed for more than one (1) year. These staff did not have evidence of a current professional development plan on file. An interview with the director found that no one has completed a professional development plan.

1115 - Earthquake/Tornado Drills

Not In Compliance

922 KAR 2:110. Section 3. 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;

Findings:

General: Based on Review of Documentation, it was found that the last documented earthquake and tornado drill was for October 2017. There was not a date in October as to when the drills were done and the drills were documented as one (1) drill and not two (2) separate drills. In addition the time of day the drills occurred was not documented. There was no documentation available for review to verify an earthquake drill and a tornado drill had been conducted any other time in 2017.

Inspection Report

1120 - Fire Drills

Not In Compliance

922 KAR 2:110. Section 3. Records.

(1) A child-care center shall maintain:

(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, it was found that when documenting the date for the fire drills conducted only the month was listed. The date for the month was not documented. It was also found that the time of day the drill occurred was not documented.

1145 - Earthquake/Tornado Drills

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(13) An earthquake drill and a tornado drill shall be conducted during hours of operation:

- (a) At least quarterly; and
- (b) Documented.

Findings:

General: Based on Review of Documentation, it was found that the last documented earthquake and tornado drill was for October 2017. There was not a date in October as to when the drills were done and the drills were documented as one (1) drill and not two (2) separate drills. In addition the time of day the drills occurred was not documented. There was no documentation available for review to verify an earthquake drill and a tornado drill had been conducted any other time in 2017.

Posted Documentation

Not In Compliance

1155 - Posting Requirements

Not In Compliance

922 KAR 2:110. Section 2. General.

(7) 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) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;
- (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;
- (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;
- (d) 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;
- (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and
- (f) Daily schedule.

Findings:

General: Based on Observation, the minimum staff to child ratios was not posted. In the three-year-old room there was not a schedule of daily activities posted that include the times the activities would be conducted.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date