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**Inspection Report**

<b>Provider Name:</b> Highland Elementary After School Program	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L356694
<b>Provider Address:</b> 649 U. S. 23 South, Staffordsville, KY, 41256		<b>Capacity:</b> 70
<b>Owner(s):</b> Johnson County Board Of Education		<b>Director(s):</b> Preece, Connie Jo

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 321134
<b>Date Initiated:</b> 05/20/2022 2:40 PM	<b>Date Concluded:</b> 05/20/2022 4:40 PM	
	<b>No. of Children Present:</b> 10	

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>In Compliance</b>
<b>Employee Records</b>	<b>Not In Compliance</b>

**435 - 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 completed within the first three (3) months of employment in a child-care program;**  
**(b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment in a child care program, 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 completed between July 1 and the following June 30 of each subsequent year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**  
**(17) A staff person's compliance with training requirements of this section shall be verified through the cabinet-designated database maintained pursuant to 922 KAR 2:240.**

**Findings:**

General: Based on review of ECE-TRIS, the surveyor found that a staff (DOH: 03/26/19) obtained fourteen and one-half hours of the required fifteen (15) hours of cabinet-approved early care and education training for the review period 07/01/20 – 06/30/21.

<b>Programming</b>	<b>In Compliance</b>
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**Inspection Report**

**Premises**

**Not In Compliance**

**585 - Premises Requirements**

**Not In Compliance**

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

- (1) The premises shall be:**
  - (a) Suitable for the purpose intended;**
  - (b) Kept clean and in good repair;**

**Findings:**

General: Based on observation, the surveyor found the following:

1. The first sink in the girls' restroom located beside the Gym was covered with a black plastic garbage bag; therefore, the sink was not kept in good repair. During interview, staff-in-charge stated that the sink had not been in use for approximately one (1) year.
2. The handle to the faucet on the first sink in the boys' restroom located beside the Gym was observed to come off when the surveyor pulled on it to turn the water on; therefore, the faucet was not kept in good repair. During interview, staff-in-charge stated that she was not aware that the handle was loose on the faucet.
3. The handle to the faucet on the second sink was observed to be missing; therefore, the faucet was not kept in good repair.

**695 - Toilet**

**Not In Compliance**

**922 KAR 2:120. Section 12. Toilet, Diapering, and Toiletry Requirements.**

- (4) Each toilet shall:**
  - (a) Be kept in clean condition;**
  - (b) Be kept in good repair;**
  - (c) Be in a lighted room; and**
  - (d) Have ventilation to outside air.**

**Findings:**

General: Based on observation, the surveyor found the following:

1. The toilet seat moved easily and was not tightly secured to the toilet in the boys' restroom located near the Cafeteria.
2. The toilet seat moved easily and was not tightly secured to the toilet in the first stall in the girls' restroom located near the Cafeteria.
3. The toilet seat moved easily and was not tightly secured to the toilet in the first stall in the boys' restroom located beside the Gym.

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**Not In Compliance**

**795 - 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, the surveyor found a wooden pallet located near the exit door onto the playground that appeared to be decayed and contained splintered wood; therefore, the playground was not safe from foreseeable hazard.

**Equipment**

**In Compliance**

**Transportation**

**In Compliance**

**Kitchen Requirements**

**In Compliance**

**Food Service**

**In Compliance**

**Meal Planning/Center Provides Meals**

**In Compliance**

**Meal Planning/Center Does Not Provide Meals**

**In Compliance**

Inspection Report

Children's Records

Not In Compliance

1250 - 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, the surveyor found the following:

1. The following children's (DOE: 08/23/21 and 10/14/19) files did not contain the contact telephone number for the child's preferred hospital.

2. A child's (DOE: 03/17/21) file did not contain authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence.

Written Documentation

In Compliance

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date