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GOVERNOR

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

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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Early Learning Village ASP	Provider Information	CLR No: L358747
Provider Address: 200 Laralan Ave, Frankfort, KY, 40601	Provider Type: LICENSED TYPE I	Capacity: 318
Owner(s): Franklin Co. Board Of Education		Director(s): Collins, Yvette

Inspection Type: Renewal Application	Inspection Information	Inspection No: 293547
Date Initiated: 09/29/2020 11:33 AM	Date Concluded: 09/29/2020 12:15 PM	
	No. of Children Present: 18	

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
385 - Personnel File		Not In Compliance

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, the child-care facility failed to meet this regulation. The surveyor observed a male public school employee in the after school classroom (#501), supervising nine school-age children. The staff person in charge told the surveyor that the public school employee started working with the licensed program on 9/29/2020. The surveyor found the employee did not have file available for review during the inspection.

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 and review of documentation, the child-care facility failed to meet this regulation. The surveyor found only two qualified staff working for the licensed program. The staff person in charge stated that the program no longer has two substitutes, because former staff did not return to work.

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	In Compliance
Food Service/Food Program	In Compliance
Food Service	In Compliance
Children's Records	In Compliance
Written Documentation	In Compliance
Posted Documentation	In Compliance
Animals	Not Applicable
Emergency Regulation	Not In Compliance

1255 - Emergency Regulation**Not In Compliance****922 KAR 2:405E. Emergency Regulation.**

Due to the current declared public health emergency caused by the Novel Coronavirus Disease (COVID-19), licensed child care centers must operate under Centers for Disease Control and Prevention and public health guidelines, as mandated by 922 KAR 2:405E, to prevent the spread of COVID-19.

Findings:

General: Based on observation, interview and review of documentation, the child-care facility failed to meet this regulation. The surveyor observed a male public school employee in the after school classroom (#501), supervising nine school-age children. The Kindergarten children present in the classroom were taking part in non-traditional instruction. The staff person in charge told the surveyor that the public school employee started working with the licensed program on 9/29/2020. The surveyor found the employee did not have file available for review during the inspection. Therefore, the staff person could not confirm if the employee had the results of a criminal records check and a central registry (CA/N) check. It is important to note, new staff are to undergo name-based background checks upon hiring; and not be left alone with children until the name-based checks have been approved and returned. The staff person in charge stated the employee is left alone with the children when he gives breaks.

Signature of Provider/Representative

Title

Date