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**Inspection Report**

<b>Provider Name:</b> Holy Family After School Program	<b>Provider Information</b>	<b>CLR No:</b> L354922
<b>Provider Address:</b> 932 Winchester Avenue, Ashland, KY, 41101	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 44
<b>Owner(s):</b> Sts. Peter & Paul Regional Catholic School		<b>Director(s):</b> Redden, Nancy Carol

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 318770
<b>Date Initiated:</b> 10/21/2021 3:10 PM	<b>Date Concluded:</b> 10/21/2021 5:17 PM	
	<b>No. of Children Present:</b> 6	

<b>Inspection Report</b>	
<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>Not In Compliance</b>
<b>150 - Fire Marshal</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 6. License Issuance.</b></p> <p><b>(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:</b></p> <p><b>(b) Be approved by the Office of the State Fire Marshal or designee;</b></p> <p><b>Findings:</b></p> <p>General: Based on review of documentation, the Fire Marshal documentation was dated for 2019; there was no evidence that a request has been made for an inspection to ensure on-going compliance.</p>	
<b>Director Requirements</b>	<b>In Compliance</b>
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>395 - Personnel File</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 9. Records.</b></p> <p><b>(1) A child-care center shall maintain:</b></p> <p><b>(e) A current personnel file for each child-care center staff person to include:</b></p> <ol style="list-style-type: none"> <li><b>1. Name, address, date of birth, and date of employment;</b></li> <li><b>2. Proof of educational qualifications;</b></li> <li><b>3. Record of annual performance evaluation;</b></li> <li><b>4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and</b></li> <li><b>5. The results of background checks conducted in accordance with 922 KAR 2:280;</b></li> </ol> <p><b>Findings:</b></p> <p>General: Based on interview and review of documentation, an individual previously documented with a date of hire 8/15/2014 did not have an employee file available for review. This individual was not present during the survey process, but was identified by the staff person in charge as currently employed. Due to no file being available, identifying information for this staff member could not be determined.</p>	

**400 - Educational Requirements**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

**(1) Child-care center staff:**

**(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:**

- 1. High school diploma;**
- 2. GED or qualifying documentation from a comparable educational entity; or**
- 3. Commonwealth Child Care Credential as described in 922 KAR 2:250;**

**Findings:**

General: Based on review of documentation, there was no documentation of educational qualifications, for a staff member with a previously documented date of hire 8/15/2014 and a staff member hired 5/28/2021.

**405 - 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, two staff members, hired 5/28/2021 and 8/15/2014 (date of hire documented during 2/4/21 renewal process) did not have evidence of a negative tuberculin skin result, nor a physician's statement clearing these individual of active tuberculosis, in their personnel files.

**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 documentation, the following was found:

1.) Four staff members did not meet the fifteen hours of required Cabinet-approved early care and education training for the July 1 2020 – June 30 2021 year of employment. A staff member hired 5/28/2021 had six hours of training, staff member hired 8/13/2013 had one hour of training, staff member hired 5/15/19 had 7 hours of training, and a staff member previously documented as hired 8/15/14 had two hours.

2.) A staff member hired 5/15/2019 did not complete the required Orientation. This staff member has been employed for more than three months. The ECE-TRIS system was reviewed.

A review of ECE-TRIS supports these findings.

**Programming**

**In Compliance**

**Premises**

**Not In Compliance**

**565 - 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, two containers of Clorox wipes were found on low shelves within the classroom. The lock on the cabinet underneath the sink was not fastened; the sink cabinet housed several cleaning chemicals. These items were accessible to the children in care and were labeled, "Keep out of reach of children".

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**Not In Compliance**

**860 - Toys/Furniture**

**Not In Compliance**

**922 KAR 2:120. Section 13. Toys and Furnishings.**

**(1) All toys 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 magnifying glass was cracked in the science center of the classroom.

**Inspection Report**

**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**

**Children's Records**

**Not In Compliance**

**1245 - Immunization**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

**(1) A child-care center shall maintain:**

**(a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;**

**Findings:**

General: Based on review of documentation, two children's files did not contain a current immunization record, and one child had an immunization record that was no longer current as of 3/11/2018.

**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, Two out of six children's files reviewed contained all enrollment information requirements.

- 1.) Five children's files did not contain dates of enrollment.
- 2.) Four children's files did not contain parent contact information.
- 4.) Two children's files did not have consent for emergency treatment.
- 5.) Two children's files did not contain a physician's contact number.
- 6.) Four children's files did not list a preferred hospital.

**Written Documentation**

**Not In Compliance**

**1285 - 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 interview, there was no documentation presented evidence that fire, tornado, or earthquake drills had been practiced at the facility.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

Signature of Provider/Representative

Title

Date