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**Inspection Report**

<b>Provider Name:</b> The Dolphin Club After School Program	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L383124
<b>Provider Address:</b> 340 Wilson Downing Road, Lexington, KY, 40517		<b>Capacity:</b> 200
<b>Owner(s):</b> Fayette County Public Schools		<b>Director(s):</b> Calton, Luke

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 291290
<b>Date Initiated:</b> 12/02/2019 2:20 PM	<b>Date Concluded:</b> 12/02/2019 4:10 PM	
	<b>No. of Children Present:</b> 67	

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<b>Background Checks</b>	<b>Not In Compliance</b>
<b>85 - Employment Status</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 11. Status of Employment.</b>  <b>(1) A child care provider shall maintain the employment or residential status of each child care staff member who has submitted to a fingerprint-based criminal background check by reporting the status using the NBCP Web-based system.</b></p> <p><b>Findings:</b>            General: Based on review of documentation, there were three staff that were no longer employed by the facility listed on the facility's KARES report as currently employed at the facility.</p>	
<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>Not In Compliance</b>
<b>320 - Operation instruction/Regulation copy</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 8. General.</b>  <b>(2) Child-care center staff shall be:</b>  <b>(a) Instructed by the child-care center's director regarding requirements for operation; and</b>  <b>(b) Provided with a copy of this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280.</b></p> <p><b>Findings:</b>            General: Based on review of documentation, there was not a copy of the current regulations on file in the facility at the time of the survey. The copy on file was from 2014.</p>	
<b>345 - Staff Evaluation</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b>  <b>(1) A director shall:</b>  <b>(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;</b></p> <p><b>Findings:</b>            General: Based on review of documentation, four out of four staff eligible for an annual evaluation did not have evidence of an evaluation on file in the facility.</p>	

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370 - Parental/Family Involvement Activity

Not In Compliance

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.

- (1) A director shall:
  - (p) Coordinate at least one (1) annual activity involving parental or family participation;

Findings:

General: Based on review of documentation, there was no evidence of any parent involvement activities on file in the facility.

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, two of the personnel files presented for review did not include a date of employment.

390 - 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 observation and review of documentation, two employees hired 7/1/19 and 8/14/19, and one employee with no date of employment on file, did not have evidence of a high school diploma, GED or Commonwealth Child Care Credential on file in the facility.

395 - 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, staff persons hired 8/6/17, 8/3/19, 7/1/19 and 8/14/19 did not have documentation of negative T.B. results on file in the facility that had been obtained within the past two years.

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 1/2) 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 1/2) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on observation and review of documentation, the following was found:

1. Four out of five staff employed for more than one year did not have evidence of completing 15 hours of annual early care and education training on file in the facility.
2. Staff persons hired 9/17/16 and 8/15/18, did not have documentation of completing the pediatric abusive head trauma training within the past five years.
3. Staff person hired 8/15/18, did not have evidence of completing the required orientation training in the first three months of employment.

A review of ECE-TRIS records supports the information found during the survey.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

**Inspection Report**

**Transportation**  
**Food Service/Food Program**  
**Food Service**

**Not Applicable**  
**In Compliance**  
**Not In Compliance**

**1130 - Menu**

**Not In Compliance**

**922 KAR 2:120. Section 9. Food and Meal Requirements.**

**(16) A weekly menu shall be:**

- (a) Prepared;**
- (b) Dated;**
- (c) Posted in advance in a conspicuous place;**
- (d) Kept on file for thirty (30) days; and**
- (e) Amended in writing with any substitutions on the day the meal is served.**

**Findings:**

General: Based on observation, there was no snack menu posted in the facility at the time of the survey.

**Children's Records**  
**Written Documentation**

**In Compliance**  
**Not In Compliance**

**1160 - Daily Attendance Records**

**Not In Compliance**

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

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

- (c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;**

**Findings:**

General: Based on review of documentation, the attendance records being used by the facility were not in accordance with 922 KAR 2:160, Section 13. The person in charge indicated that there are children enrolled in the program that receive Child Care Assistance funds.

**1165 - Staff Schedule**

**Not In Compliance**

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

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

- (d) A written schedule of staff working hours;**

**Findings:**

General: Based on review of documentation, there was no written schedule of staff hours on file at the time of the survey.

**1175 - 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 review of documentation, the recorded drills did not include the times of the drills or the names of the children that participated in the drills.

**1190 - Orientation Procedure**

**Not In Compliance**

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

**(3)(b) The program shall include:**

- 2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.**

**Findings:**

General: Based on review of documentation, there was no evidence of an orientation procedure for staff on file in the facility.

**Posted Documentation**  
**Animals**

**In Compliance**  
**Not Applicable**

Signature of Provider/Representative

Title

Date