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Inspection Report

Provider Name: Trinity Christian Academy	Provider Information	CLR No: L383127
Provider Address: 3900 Rapid Run Drive, Lexington, KY, 40515	Provider Type: LICENSED TYPE I	Capacity: 42
Owner(s): Trinity Christian Academy Of Lexington, Llc		Director(s): White, Vicki Lynn

Inspection Type: Renewal Application	Inspection Information	Inspection No: 291340
Date Initiated: 10/21/2019 10:10 AM	Date Concluded: 10/21/2019 12:05 PM	
	No. of Children Present: 26	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance

345 - Staff Evaluation **Not In Compliance**

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.
(1) A director shall:
(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;

Findings:

General: Based on review of documentation, this regulatory requirement was not met. One staff eligible for an annual performance review did not have current documentation of a review on file in the facility. The staff person's hire date was listed as 8/1/17.

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, and interview, this regulatory requirement was not met. A review of staff files during the inspection found two staff that did not have the date of employment listed in their file. The staff person in charge reviewed information on her calendar and her computer and then verbally identified the dates - 6/12/19 and 2/7/19 as the hire dates. However, the dates of hire were not maintained in the personnel files.

Inspection Report

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, one staff person (hire date 6/12/19) did not have T.B. documentation on file.

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 ½) 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 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on review of documentation and Training Records Information System (TRIS), the following was found:

- One staff person (hire date: 6/12/19) did not complete the six hours of cabinet-approved training within the first three months of employment.
- One staff file (hire date: 8/8/13) contained a pediatric abusive head trauma training class certificate that was dated 11/12/13; therefore, this training is no longer valid.
- Six (staff did not complete the required 15 hours of training.

Programming

In Compliance

Premises

Not In Compliance

520 - 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, this regulatory requirement was not met. During a tour of Room #126 (Jr. K Classroom), the surveyor observed a staff member's purse positioned on top of the teacher aid's desk. The purse was accessible to the children.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service/Food Program

In Compliance

Food Service

In Compliance

Children's Records

Not In Compliance

1135 - 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:

Based on review of documentation, this regulatory requirement was not met. One child (enrollment date: 8/15/19) had an immunization certificate on file that was no longer current as of 9/15/19.

Inspection Report

Written Documentation

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, interview, and observation, this regulatory requirement was not met. During a tour of the facility the following was found:

1. A review of the attendance sheet posted in Room #118 found that a check mark is being used to document the children's attendance. No arrival or departure times are being documented.
2. A tour of Room #126 and a review of the attendance sheet in this classroom found that arrival times had not been documented for the ten children present in the room. The staff person working in the classroom stated that she had not had a chance to do it.

1170 - Professional Development

Not In Compliance

922 KAR 2:090. Section 9. 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, this regulatory requirement was not met. One staff person eligible for a staff professional development plan did not have documentation of a plan on file (hire date: 9/28/18).

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 and interview, this regulatory requirement was not met. The following was found:

1. A review of the emergency drill log in Room #118 found that only one tornado drill had been conducted during the 2018 - 2019 school year and no earthquake drills had been conducted during this timeframe.
2. A review of the emergency drill log in Room #126 found that no tornado or earthquake drills had been conducted during the 2018 - 2019 school year.

The staff person in charge stated that each classroom is responsible for conducting their own drills and maintaining the documentation.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date