



Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL

Eric Friedlander
SECRETARY

Melissa A. Moore, Director
Division of Regulated Child Care
Southern Branch
116 Commerce Ave
London, KY 40744

Adam Mather
INSPECTOR GENERAL

Phone: (606) 330-2030 Fax: (606) 330-2056
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: W. R. Castle After School Program	Provider Information	CLR No: L355453
Provider Address: 3936 Us 23 North, Wittensville, KY, 41274	Provider Type: LICENSED TYPE I	Capacity: 44
Owner(s): Johnson County Board Of Education		Director(s): Slone, Betty Jean

Inspection Type: Renewal Application	Inspection Information	Inspection No: 319809
Date Initiated: 04/05/2022 3:06 PM	Date Concluded: 04/05/2022 4:30 PM	
	No. of Children Present: 16	

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

360 - 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, the surveyor found that a staff's (DOH: 8/15/2007) personnel file contained a written performance evaluation dated 1/25/2021. Staff stated that an evaluation had not been completed after that date.

Employee Records **Not In Compliance**

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, the surveyor discovered that a staff's personnel file (DOH: 8/3/2016) contained a negative tuberculin result that was no longer current after 1/15/2021; therefore, the child-care center failed to show proof that the employee was free of active tuberculosis or provide a copy of a negative tuberculin result.

Inspection Report

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 and ECE-TRIS, the surveyor found the following:

1. A staff (DOH: 8/3/2016) completed pediatric abusive head trauma training on 3/10/2017; therefore, the staff did not complete the training once every five (5) years. Staff reported she would have the staff complete the training.
2. Two (2) staff (DOH: 8/3/2016, 2/1/2008) obtained zero (0) of the required fifteen (15) hours of cabinet-approved early care and education training between 7/1/2020 through 6/30/2021.
3. A staff (DOH: 8/18/2008) obtained ten (10) of the required fifteen (15) hours of cabinet-approved early care and education training between 7/1/2020 through 6/30/2021.

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
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, the surveyor found a child's (DOE: 8/8/2019) immunization certificate was no longer current after 3/2/2021; therefore, the child-care center failed to maintain a current immunization certificate for the child.

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 discovered a child's (DOE: 10/20/2021) file contained the form granting permission to the child-care center to seek emergency medical care for the child in the parent's absence; however, the form was not signed by the child's parent.

Written Documentation

Not In Compliance

1280 - 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, the surveyor discovered the following:

1. The personnel file for staff (DOH: 8/15/2007) contained a professional development plan dated 10/11/2020.
2. The personnel file for staff (DOH: 8/18/2008) contained a professional development plan dated 8/7/2019.

Therefore, the child-care center failed to ensure that the staff completed professional development plans annually.

Staff-in-charge stated that the staff must have failed to complete new professional development plans.

Posted Documentation

Not In Compliance

1310 - Posting Requirements

Not In Compliance

922 KAR 2:090. Section 8. General.

(6) In addition to the posting requirement of KRS 199.898(3), a child-care center shall post the following in a conspicuous place and make available for public inspection:

- (a) The provider's preliminary or regular license;**
- (b) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;**
- (c) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;**
- (d) Information on the Kentucky Consumer Product Safety Program and the program's Web site as specified in KRS 199.897;**
- (e) A description of services provided by the child-care center, including:**
 - 1. Current rates for child care; and**
 - 2. Each service charged separately and in addition to the basic rate for child care;**
- (f) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and**
- (g) Daily planned program.**

Findings:

General: Based on observation, the surveyor was unable to locate a posting of the Kentucky Consumer Product Safety Program flyer at the child-care center. Staff-in-charge stated she forgot to post the flyer; therefore, the child-care center failed to post information regarding the Kentucky Consumer Product Safety Program.

Animals

In Compliance

Signature of Provider/Representative

Title

Date