



Andy Beshear
GOVERNOR

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

Melissa A. Moore, Director
Division of Regulated Child Care
Eastern Branch
455 Park Place, Suite 120A
Lexington, KY 40511
Phone: (859) 246-2301 Fax: (859) 246-2307
<https://chfs.ky.gov/agencies/os/oig>

Eric Friedlander
SECRETARY

Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Brookside Elementary School	Provider Information	CLR No: L383279
Provider Address: 199 Brookside Drive, Nicholasville, KY, 40356	Provider Type: LICENSED TYPE I	Capacity: 100
Owner(s): Jessamine County Schools		Director(s): Thompson, Michelle

Inspection Type: Renewal Application	Inspection Information	Inspection No: 241824
Date Initiated: 09/06/2017 2:50 PM	Date Concluded: 09/06/2017 4:15 PM	
	No. of Children Present: 38	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
75 - Liability Insurance	Not In Compliance
922 KAR 2:090. Section 6. License Issuance. (11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;	
Findings: General: Based on Review of Documentation, it was found that the facility's liability insurance policy on file expired on 7-1-17.	
Director Requirements	Not In Compliance
260 - Staff Evaluation	Not In Compliance
922 KAR 2:110. Section 4. Director Requirements and Responsibilities. (1) Effective with the adoption of this administrative regulation, 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, it was found that the file for one (1) eligible employee did not contain evidence of an annual evaluation being completed.	

310 - Personnel File

Not In Compliance

922 KAR 2:110. Section 3. 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. Written record of training participation to include:**
 - a. The training source;**
 - b. Location;**
 - c. Date; and**
 - d. Number of clock hours completed;**
- 5. Every two (2) years, a:**
 - a. Statement from a health professional that the individual is free of active tuberculosis; or**
 - b. Copy of negative tuberculin results; and**
- 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:**
 - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
 - b. Criminal records check required by KRS 199.896(19);**
 - c. Criminal records check from any previous state of residence completed once if:**
 - (i) The individual resided outside the state of Kentucky in the last five (5) years; and**
 - (ii) No criminal records check has been completed for the individual's previous state of residence; and**
 - d. An address check of the Sex Offender Registry;**

Findings:

General: Based on Review of Documentation, it was found that the file for one (1) employee did not contain a hire date. It was also found that the file for the listed director was not available on site for review.

315 - Educational Requirements

Not In Compliance

922 KAR 2:110. Section 5. 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, it was found that the file for an employee hired on 9-1-17 did not contain evidence of a high school diploma, GED or Commonwealth Childcare Credential.

320 - TB Verification

Not In Compliance

922 KAR 2:110. Section 5. 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, it was found that the file for an employee hired on 9-1-17 did not contain evidence of a TB skin test or screening being completed.

325 - CPR/First Aid Coverage

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

(3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:

- (a) Infant and child cardiopulmonary resuscitation; and**
- (b) Infant and child first aid.**

(4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:

- (a) Adult cardiopulmonary resuscitation; and**
- (b) First aid.**

Findings:

General: Based on Review of Documentation, it was found that there was not a staff person on duty and present with the children that was certified in first aid and cardiopulmonary resuscitation (CPR). The staff schedule and interview found that the same three (3) staff have been working with the children since 8-16-17. The listed director was found to be certified in first aid and CPR, however, she rarely works in the facility.

Inspection Report

340 - Training

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

(14) 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 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 pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on Review of Documentation, it was found that the ECE-TRIS record and file for an employee hired on 8-14-14 contained evidence of only seven (7) hours of training being completed during the last completed training year. It was also found that the ECE-TRIS records and files for employees hired in February 2017 and on 3-8-17 did not contain evidence of the six-hour cabinet-approved orientation training being completed.

Programming

In Compliance

Premises

Not In Compliance

460 - Inaccessible Items

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(7) Except in accordance with subsection (8) of this section, the following shall be inaccessible to a child in care:

- (a) Toxic cleaning supplies, poisons, and insecticides;
- (b) Knives and sharp objects;
- (c) Matches, cigarettes, lighters, and flammable liquids;
- (d) Plastic bags;
- (e) Litter and rubbish;
- (f) Bar soap; and
- (g) Personal belongings and medications of staff.

Findings:

General: Based on Observation, it was found that a bottle of Windex multi-surface cleaner and a tub of Meijer antibacterial wipes were being stored in a cubby in Room 148. An aerosol can of Febreze Air Effects was found to be stored on top of the cubbies. All of these containers bore the label, "Keep Out of Reach of Children."

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service

Not In Compliance

1050 - 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, it was found that the posted snack menu was for the month of August.

Inspection Report		
	Children's Records	Not In Compliance
1075 - Enrollment Information		Not In Compliance
<div style="border: 1px solid black; padding: 5px;"> <p>922 KAR 2:110. Section 3. Records.</p> <p>(1) A child-care center shall maintain:</p> <p>(b) A written record for each child:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Identifying information about the child, which includes, at minimum, the child's name, address, and date of birth; b. Contact information to enable a person in charge to contact the child's: <ol style="list-style-type: none"> (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: <ol style="list-style-type: none"> (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 situation 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; </div>		
<p>Findings:</p> <p>General: Based on Review of Documentation, it was found that nine (9) children's files out of ten (10) children's files reviewed did not contain authorization for emergency medical care. One (1) child's file did not contain information regarding the parent's preferred hospital.</p>		
	Written Documentation	Not In Compliance
1095 - Daily Attendance Records		Not In Compliance
<div style="border: 1px solid black; padding: 5px;"> <p>922 KAR 2:110. Section 3. Records.</p> <p>(1) A child-care center shall maintain:</p> <p>(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;</p> </div>		
<p>Findings:</p> <p>General: Based on Review of Documentation, it was found that several parents were signing the end of the week verification box prior to the child's week of attendance being completed.</p>		
	Posted Documentation	Not In Compliance
1165 - Daily Activities		Not In Compliance
<div style="border: 1px solid black; padding: 5px;"> <p>922 KAR 2:110. Section 4. Director Requirements and Responsibilities.</p> <p>(1) Effective with the adoption of this administrative regulation, a director shall:</p> <p>(h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;</p> </div>		
<p>Findings:</p> <p>General: Based on Observation, it was found that a schedule of daily activities was not posted.</p>		
	Animals	Not Applicable

Signature of Provider/Representative

Title

Date