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**Inspection Report**

|  |                                       |                                  |
|--|---------------------------------------|----------------------------------|
| <b>Provider Name:</b> Nicholasville Elementary School                    | <b>Provider Information</b>           | <b>CLR No:</b> L383280           |
| <b>Provider Address:</b> 414 West Maple Street, Nicholasville, KY, 40356 | <b>Provider Type:</b> LICENSED TYPE I | <b>Capacity:</b> 115             |
| <b>Owner(s):</b> Jessamine County Schools                                |                                       | <b>Director(s):</b> Jones, Jenny |

|   |   |                              |
|---|---|------------------------------|
| <b>Inspection Type:</b> Renewal Application | <b>Inspection Information</b>             | <b>Inspection No:</b> 318798 |
| <b>Date Initiated:</b> 09/29/2021 2:49 PM   | <b>Date Concluded:</b> 09/29/2021 4:07 PM |                              |
|   | <b>No. of Children Present:</b> 27        |                              |

| Inspection Report  |                          |
|--|--------------------------|
| <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>160 - Liability Insurance</b>   | <b>Not In Compliance</b> |
| <b>922 KAR 2:090. Section 6. License Issuance.</b><br><b>(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:</b><br><b>(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;</b> |                          |
| <b>Findings:</b>   |                          |
| General: Based on observation and review of documentation, this regulatory requirement was not met. The general liability insurance on file was no longer current. The insurance was dated 7/01/2019 to 7/01/2020.   |                          |
| <b>Director Requirements</b>   | <b>Not In Compliance</b> |
| <b>355 - Staff Meeting</b>   | <b>Not In Compliance</b> |
| <b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b><br><b>(1) A director shall:</b><br><b>(i) Conduct, manage, and document in writing recurring staff meetings;</b>   |                          |
| <b>Findings:</b>   |                          |
| General: Based on observation and review of documentation, this regulatory requirement was not met. The facility did not have written evidence of staff meetings.  |                          |

Inspection Report

Employee Records

Not In Compliance

395 - 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 observation and review of documentation, this regulatory requirement was not met. Two staff members did not have files on site. One staff was a substitute and was hired on 7/20/2020, and the other staff was hired on 11/13/2015. Neither of these staff were present at the center during the renewal survey. In addition, a staff member that was present did not have a hire date documented on his file. The staff in charge indicated that the staff member was hired on 8/11/2021.

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 observation and review of documentation, this regulatory requirement was not met. A staff hired on 8/11/2021 did not have proof of education on file.

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 observation and review of documentation, this regulatory requirement was not met. A staff hired on 8/11/2021 did not have negative TB skin test documentation on file prior to employment.

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 observation and review of documentation, this regulatory requirement was not met. Two staff did not complete the fifteen hours of cabinet-approved early care and education training from 7/01/2020 to 6/30/2021. A staff hired on 11/13/2015 completed 8.5 hours of training. A staff hired on 1/10/2016 completed 14.50 hours of training. The ECE-TRIS system was reviewed.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

**Inspection Report**

**First Aid/Medication**

**Not In Compliance**

**760 - First Aid Supplies**

**Not In Compliance**

**922 KAR 2:120. Section 7. First Aid and Medicine.**

**(1) First aid supplies shall:**

- (a) Be available to provide prompt and proper first aid treatment;**
- (b) Be stored out of reach of a child;**
- (c) Be periodically inventoried to ensure the supplies have not expired;**
- (d) If reusable, be:
 
  - 1. Sanitized; and**
  - 2. Maintained in a sanitary manner; and****
- (e) Include:
 
  - 1. Liquid soap;**
  - 2. Adhesive bandages;**
  - 3. Sterile gauze;**
  - 4. Medical tape;**
  - 5. Scissors;**
  - 6. A thermometer;**
  - 7. Flashlight;**
  - 8. Cold pack;**
  - 9. First aid book;**
  - 10. Disposable gloves; and**
  - 11. A cardiopulmonary resuscitation mouthpiece protector.****

**Findings:**

General: Based on observation and review of documentation, this regulatory requirement was not met. The first aid supplies did not include a flashlight or a CPR mouthpiece protector.

**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 observation and review of documentation, this regulatory requirement was not met. Two children's files did not contain immunization certificates. Both children were enrolled in excess of thirty days.

**Written Documentation**

**Not In Compliance**

**1260 - Evacuation Plan**

**Not In Compliance**

**922 KAR 2:090. Section 5. Evacuation Plan.**

- (1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U).**

**Findings:**

General: Based on observation, this regulatory requirement was not met. The facility did not have written evidence of the submission (to the local emergency management officials) of the emergency preparedness plan for 2020. The last documented submission for the emergency preparedness plan was 11/11/2019. The plan shall be updated and submitted annually in accordance with KRS 199.895.

Inspection Report

1265 - Policies and Procedures

Not In Compliance

922 KAR 2:090. Section 8. General.

(4) Program policies and procedures shall:

(a) Be in writing; and

(b) Include:

1. Staff policies;

2. Job descriptions;

3. An organization chart;

4. Chain of command; and

5. Other procedures necessary to ensure implementation of:

a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;

b. 922 KAR 2:120, Child-care center health and safety standards;

c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and

d. This administrative regulation.

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. The facility did not have written staff policies and procedures on file.

1275 - 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 observation and review of documentation, this regulatory requirement was not met. The facility did not have a written staff schedule of the staff members' working hours.

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 observation and review of documentation, this regulatory requirement was not met. There was not a written record of the date, time and the children who participated in the earthquake, tornado, and fire drills.

1305 - Fire Drills

Not In Compliance

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

(12) A fire drill shall be:

(a) Conducted during hours of operation at least monthly; and

(b) Documented.

(13) An earthquake drill, shelter-in-place or lockdown drill, and tornado drill shall be:

(a) Conducted during hours of operation at least quarterly; and

(b) Documented.

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. There was no written documentation of monthly fire drills, quarterly earthquake drills, quarterly tornado drills, or quarterly shelter-in-place (lockdown drills) drills.

Posted Documentation

Not In Compliance

1320 - Disaster Course of Action

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;

Findings:

General: Based on observation, this regulatory requirement was not met. The facility did not have a posted written plan of evacuation in the event of a natural or manmade disaster. The facility had a diagram posted.

1325 - Daily Activities

Not In Compliance

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

(1) A director shall:

(h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;

Findings:

General: Based on observation, this regulatory requirement was not met. The facility did not have a posted lesson plan.

Animals

In Compliance

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Signature of Provider/Representative

Title

Date