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Inspection Report

Provider Name: Baker Intermediate Afterschool	Provider Information	CLR No: L383303
Provider Address: 1 Educational Plaza Drive, Winchester, KY, 40391	Provider Type: LICENSED TYPE I	Capacity: 100
Owner(s): Clark County Children's Council, Inc.		Director(s): Penn, Amy Louise

Inspection Type: Renewal Application	Inspection Information	Inspection No: 241833
Date Initiated: 10/30/2017 2:25 PM	Date Concluded: 10/30/2017 3:55 PM	
	No. of Children Present: 19	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
275 - Caregiver Alone	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: (n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;	
Findings: General: Based on Observation, at the time of the survey there were two (2) staff present and with the children. A review of staff records found one (1) staff person hired 2/27/17 did not have the results of a criminal records check and child abuse and neglect check on file at the facility. There was no evidence on file a the facility to verify that the applications for either of these records checks had been submitted. This staff person was observed alone with the male children while the other staff person took the female children to the bathroom. The second staff person had a hire date of 3/13/17. A review of this staff person's file found the results of a criminal records check and the application for the results of a child abuse and neglect check. However, the child abuse and neglect check presented for review at the time of the survey did not have the results of the child abuse and neglect check on file. This staff person took a group of female children to the bathroom alone. Both staff were then observed supervising the entire group of children consisting of nineteen (19) children in the cafeteria. Let it be noted that neither staff had the results on file at the facility of both required records checks.	
285 - Parental/Family Involvement Activity	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: (p) Coordinate at least one (1) annual activity involving parental or family participation.	
Findings: General: Based on Interview, the staff person in charge could not find documentation to verify family involvement activities.	

300 - Background checks/left alone

Not In Compliance

922 KAR 2:090. Section 6. License Issuance.**(5) An individual described in subsection (4) of this section shall:****(a) Submit to background checks described in paragraph (b) of this subsection;****(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:****1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;****2. Criminal records check required by KRS 199.896(19);****3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and****4. An address check of the Sex Offender Registry; and****(c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.****Findings:**

General: Based on Observation, at the time of the survey there were two (2) staff present and with the children. A review of staff records found one (1) staff person hired 2/27/17 did not have the results of a criminal records check and child abuse and neglect check on file at the facility. There was no evidence on file at the facility to verify that the applications for either of these records checks had been submitted. This staff person was observed alone with the male children while the other staff person took the female children to the bathroom. The second staff person had a hire date of 3/13/17. A review of this staff person's file found the results of a criminal records check and the application for the results of a child abuse and neglect check. However, the child abuse and neglect check presented for review at the time of the survey did not have the results of the child abuse and neglect check on file. This staff person took a group of female children to the bathroom alone. Both staff were then observed supervising the entire group of children consisting of nineteen (19) children in the cafeteria. Let it be noted that neither staff had the results on file at the facility of both required records checks. In addition, the staff person hired 3/13/17 had the results of a criminal records check dated 3/15/17. The date submitted and payment date located at the bottom of the check had the date of 3/15/17. This is after the date of hire and not prior to or on the date of hire.

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, at the time of the survey a staff person hired 2/27/17 did not have documentation on file at the time of the survey that provided the staff person addresses and date of birth.

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, there was one (1) staff person with a hire date of 2/27/17 who did not have a copy of a high school diploma, GED or other qualifying documentation on file at the facility at the time of the survey.

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, found that a staff person hired 2/27/17 did not have the results of a T.B. test or statement from a health professional indicating the individual is free from the symptoms of T.B. on file at the facility. An additional staff person hired 3/13/17 had the results of a T.B. test read on 3/16/17. The T.B. test was not completed until after the staff person was hired.

330 - Adequate Substitute(s)

Not In Compliance

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

(6) Child-care centers shall have available in case of need:

- (a) One (1) qualified substitute staff person for a Type II child-care center; or**
- (b) Two (2) qualified substitute staff persons for a Type I child-care center.**

Findings:

General: Based on Review of Documentation, there were two (2) files under the tab labeled substitutes in the binder presented for review of documentation at the time of the survey. A review of the files of two (2) substitutes with a hire date of 4/7/17 found that neither file contained all required documentation. During the exit conference it was found through interview that neither of these staff are currently employed.

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 and ECE-TRIS records, found that the staff person named as director with a hire date of 10/10/14 only had evidence of having completed 8.75 hours of training for the 2016-2017 training year. There was no other documentation presented for review at the time of the survey that could verify additional training hours.

Programming

Not In Compliance

360 - Electronic Viewing/Listening Devices

Not In Compliance

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

(4) The child-care center shall provide a daily planned program:

(d) That offers a variety of creative activities including the following:

- 12. Use of electronic viewing and listening devices if the:**
 - a. Material is appropriate to the child using the equipment;**
 - b. Material does not include any violence, adult content viewing, or inappropriate language;**
 - c. Viewing or individual listening is limited to two (2) hours per day;**
 - d. Viewing or listening is discussed with parents prior to viewing or listening; and**
 - e. Viewing or listening is designed as an educational tool.**

(5) A child who does not wish to use the electronic devices during the planned program shall be offered other appropriate activities.

Findings:

General: Based on Review of Documentation, it was found that written permission had been obtained from parents allowing their child to watch PG rated movies while in attendance at the facility. An interview with the staff person in charge found that since school started in August 2017 the children have watched the PG rated movie Holes and another PG rated movie but could not remember the name of the movie. The date these movies were watched could not be determined.

Premises

In Compliance

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service

In Compliance

Inspection Report	
Children's Records	Not In Compliance
1070 - Immunization	Not In Compliance
922 KAR 2:110. Section 3. 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, out of ten (10) children's files reviewed there were two (2) children with enrollment dates of 8/1/17 and 9/22/17 who did not have evidence of a current immunization certificate on file.	
1075 - Enrollment Information	Not In Compliance
922 KAR 2:110. Section 3. 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 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 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;	
Findings: General: Based on Review of Documentation, out of ten (10) children's file reviewed there was one (1) child whose enrollment information did not include a preferred hospital.	
Written Documentation	Not In Compliance
1100 - Staff Schedule	Not In Compliance
922 KAR 2:110. Section 3. Records. (1) A child-care center shall maintain: (d) A written schedule of staff working hours;	
Findings: General: Based on Interview, the staff schedule was stated verbally by the staff person in charge but there was no written documentation to verify this information.	
Posted Documentation	Not In Compliance
1155 - Posting Requirements	Not In Compliance
922 KAR 2:110. Section 2. General. (7) 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) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year; (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year; (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897; (d) 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; (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and (f) Daily schedule.	
Findings: General: Based on Observation, at the time of the visit a daily schedule was not posted.	
Animals	Not Applicable

Signature of Provider/Representative

Title

Date