



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

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Inspection Report

Provider Name: Extended School Program at Northern Elem School	Provider Information Provider Type: LICENSED TYPE I	CLR No: L356275
Provider Address: 330 Rookwood Parkway, Lexington, KY, 40505		Capacity: 100
Owner(s): Lexington Fayette Urban County Government		Director(s): Prater, Lee Marie

Inspection Type: Renewal Application	Inspection Information	Inspection No: 244941
Date Initiated: 05/17/2018 3:15 PM	Date Concluded: 05/17/2018 4:25 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

340 - Staff Meeting **Not In Compliance**

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.
(1) A director shall:
(i) Conduct, manage, and document in writing recurring staff meetings;

Findings:

General: Based on Review of Documentation, it was found that there was no evidence of any staff meetings at the facility. The staff in charge reported that they do complete staff meetings, however she did not have documentation.

Employee Records **Not In Compliance**

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of Documentation, it was found that one staff file (DOH: 10/20/2003) contained results of a negative T.B. test that is no longer current. The test was dated 05/09/ which exceeds the two (2) year time frame.

Inspection Report

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 the Training Records Information System (TRIS), the following was found: One staff person (DOH: 10/20/2003) did not contain the required 15 (fifteen) hours of training. This staff person completed 8 (eight) hours of required training.

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
Food Service/Food Program	In Compliance
Food Service	In Compliance
Children's Records	Not In Compliance

1140 - 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, it was found that one (1) child's file/enrollment paperwork did not have a preferred hospital listed.

Written Documentation	In Compliance
Posted Documentation	In Compliance
Animals	Not Applicable

Signature of
Provider/Representative

Title

Date