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**Inspection Report**

<b>Provider Information</b>		
<b>Provider Name:</b> Norton Commons Elementary Childcare Enrichment Program	<b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L383631
<b>Provider Address:</b> 10941 Kings Crown Dr., Prospect, KY, 40059		<b>Capacity:</b> 113(Bldg 1: 250)
<b>Owner(s):</b> The Young Mens Christian Association Of Greater Louisville		<b>Director(s):</b> Graybeal, Mary D.

<b>Inspection Information</b>		
<b>Inspection Type:</b> Renewal Application	<b>Date Concluded:</b> 08/24/2018 6:30 PM	<b>Inspection No:</b> 245668
<b>Date Initiated:</b> 08/24/2018 3:45 PM	<b>No. of Children Present:</b> 80	

Inspection Report	
<b>Background Checks</b>	<b>Not In Compliance</b>
<b>15 - Submit fingerprints</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 4. Procedures and Payments.</b></p> <p><b>(4)(a) Upon submission of payment in accordance with subsections (2) and (3) of this section, the child care provider shall print a copy of the DCC-502, Applicant Child Care Staff Member Live Scan Fingerprinting Form, from the NBCP portal and provide the form to the child care staff member.</b></p> <p><b>(b) The child care staff member shall:</b></p> <ol style="list-style-type: none"> <li><b>1. Have no more than ninety (90) calendar days from the date of payment pursuant to subsections (2) and (3) of this section to submit the child care staff member's fingerprints at an authorized collection site for NBCP; and</b></li> <li><b>2. Present the DCC-504 and driver's license or other government-issued photo identification to the designated agent at an authorized collection site prior to fingerprint submission.</b></li> </ol>	
<b>Findings:</b>	
<p>General: Based on observation, review of documentation and interview, the child care center failed to comply with the regulatory requirements regarding background checks. Interview with the staff-in-charge disclosed that three (3) volunteers (the starting dates were not disclosed) from the YMCA at Norton Commons were assisting the child care center due to the shortage of staff on 08/24/18. However, there were no Child Care Central Registry Checks (CRC) for the three (3) volunteers. Furthermore, a review of records revealed the child care center had not submitted fingerprints to an authorized collection site for the Kentucky National Background Check Program (NBCP) on behalf of the three (3) volunteers who served as child care staff members during the time of the staff shortage.</p>	
<b>Supervision</b>	<b>In Compliance</b>

**Inspection Report**

**Staffing Requirements**

**Not In Compliance**

**120 - Adequate Adults/Qualified Staff**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

**(10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:**

- (a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;**
- (b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and**
- (c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.**

**Findings:**

General: Based on observation, review of documentation and interview, the child care center failed to maintain employee records in accordance with regulations. Observation revealed only two (1) staff member, the staff-in-charge with a hire date of 02/01/1997, who was present and on duty for the duration of the survey. In addition, the staff-in-charge disclosed that the child care center has only two (2) other staff members. At 3:45 pm in the school gymnasium, there were eight (8) children who were four (4) years of age, comprising the Preschool group; there were twenty-nine (29) children who were five (5) years of age and six (6) years of age, comprising the Kindergarten group; there were thirty-one (31) children who were seven(7) years of age and eight (8) years of age, comprising the Second and Third Grade group; and there were twelve (12) children who were nine (9) years of age, ten (10) years of age and eleven (11) years of age, comprising the Fourth and Fifth Grade group. As a result, observation revealed that even had both these staff members been available at the time of survey, the child care center failed to ensure that the minimum number of adult workers was sufficient to ensure that minimum staff-to-child ratios were followed at all times.

**125 - Ratios and Group Size**

**Not In Compliance**

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

**(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:**

**Age of Children Ratio Maximum Group Size\***

- Infant**
- 1 staff for 5 children 10**
- Toddler 12 to 24 months**
- 1 staff for 6 children 12**
- Toddler 24 to 36 months**
- 1 staff for 10 children 20**
- Preschool-age 3 to 4 years**
- 1 staff for 12 children 24**
- Preschool-age 4 to 5 years**
- 1 staff for 14 children 28**
- School-age 5 to 7 years**
- 1 staff for 15 children 30**
- School-age 7 and older**
- 1 staff for 25 children**
- (for before and after school) 30**
- 1 staff for 20 children**
- (full day of care) 30**

**\*Maximum Group Size shall be applicable only to Type I child-care centers.**

**(b) The age of the youngest child in the group shall determine the:**

- 1. Staff-to-child ratio; and**
- 2. Maximum group size.**

**Findings:**

General: Based on observation and interview, the child care center failed to comply with staffing requirements. At 3:45 pm in the school gymnasium, there were eight (8) children who were four (4) years of age, comprising the Preschool group; there were twenty-nine (29) children who were five (5) years of age and six (6) years of age, comprising the Kindergarten group; there were thirty-one (31) children who were seven(7) years of age and eight (8) years of age, comprising the Second and Third Grade group; and there were twelve (12) children who were nine (9) years of age, ten (10) years of age and eleven (11) years of age, comprising the Fourth and Fifth Grade group. In addition, there was the staff-in-charge and three (3) volunteers who were supervising the children in the open gymnasium. From observation, there was no clear delineation to what group the staff-in-charge and the three (3) volunteers were responsible; however, the staff-in-charge did focus much of her attention on identifying adult(s) who were continuously arriving from 3:45 pm to 6:09 pm to pick up children. Furthermore, during the timeframe of 3:45 pm, when the daily program commenced until 6:09 when the last child had departed from the child care center with an authorized adult, the children were observed moving about freely and intermingling freely among these delineated groups on a constant basis. Moreover, the staff-in-charge acknowledged that the children were intermingling among the delineated groups throughout the day. Consequently, the child care center failed to maintain the minimum staff-to-child ratios and maximum group sizes based upon ages.

**General Administration**

**In Compliance**

**Director Requirements**

**In Compliance**

**Inspection Report**

**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 and interview, the child care center failed to maintain employee records in accordance with regulations. A current statement from a health professional that the individual is free of active tuberculosis or a current copy of negative tuberculin results were not presented for review for three (3) volunteers with unknown hire dates. The staff-in-charge explained that the three (3) volunteers were actual employees of the YMCA at Norton Commons and were assisting the child care center due to the shortage of staff on 08/24/18. Furthermore, the staff-in-charge acknowledged that the YMCA at Norton Commons does not require its staff to submit to tuberculosis verification.

**405 - Adequate Substitute(s)**

**Not In Compliance**

**922 KAR 2:090. Section 11. 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.**

**(7) Each qualified substitute staff person shall:**

- (a) Meet the staff requirements of this administrative regulation; and**
- (b) Provide the required documentation to verify compliance with this administrative regulation.**

**Findings:**

General: Based on observation, review of documentation and interview, the child care center failed to maintain employee records in accordance with regulations. Observation revealed only one (1) staff member, the staff-in-charge with a hire date of 02/01/1997, who was present and on duty for the duration of the survey. In addition, the staff-in-charge disclosed that the child care center has only two (2) other staff members. At 3:45 pm in the school gymnasium, there were eight (8) children who were four (4) years of age, comprising the Preschool group; there were twenty-nine (29) children who were five (5) years of age and six (6) years of age, comprising the Kindergarten group; there were thirty-one (31) children who were seven(7) years of age and eight (8) years of age, comprising the Second and Third Grade group; and there were twelve (12) children who were nine (9) years of age, ten (10) years of age and eleven (11) years of age, comprising the Fourth and Fifth Grade group. As a result, in the event that both these staff members had been available at the time of survey, the child care center would still not have been able to maintain minimum staff-to-child ratios. Consequently, the center failed to have two (2) qualified substitutes available in case of need.

**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**

**1135 - 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 and interview, the child care center failed to maintain children's records in accordance with regulations. Review of ten (10) children's files revealed that (1) child, with an enrollment date of 05/31/18, did not have a current immunization certificate in his/her file. The staff-in-charge acknowledged this documentation was not presented for review at the time of survey.

**Written Documentation**

**In Compliance**

**Posted Documentation**

**Not In Compliance**

**1215 - 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 and interview, the child care center failed to post documentation in accordance with regulations. The daily activities which were posted did not include any date(s). In addition, the staff-in-charge acknowledged that the schedule posted was undated.

**Animals**

**In Compliance**

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Signature of Provider/Representative

Title

Date