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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Community Action Council: The Prep Academy Nicholas County	Provider Information Provider Type: LICENSED TYPE I	CLR No: L383647
Provider Address: 2323 Concrete Rd., Carlisle, KY, 40311		Capacity: 25(Bldg 1: 25)
Owner(s): Community Action Council For Lexington-fayette, Bourbon, Harrison And Nicholas Counties, Inc		Director(s): Newell, Emma

Inspection Type: Renewal Application	Inspection Information	Inspection No: 318074
Date Initiated: 08/12/2021 9:15 AM	Date Concluded: 08/12/2021 11:15 AM	
	No. of Children Present: 16	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
225 - Licensee Responsibility	Not In Compliance

922 KAR 2:090. Section 8. General.

(1) A licensee shall:

- (a) Be responsible for the operation of the child-care center pursuant to this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280; and**
- (b) Protect and assure the health, safety, and comfort of each child.**

Findings:

General: Based on review of documentation, observation and interview, this regulatory requirement was not met. The following was found:

- During a tour of the facility, the surveyor observed seven children present that were identified as two-year-olds. None of these children were observed wearing a face mask and they did not have a face mask on hand anywhere in the classroom. This was discussed with the staff person in charge during the exit conference. The staff person in charge acknowledged the new regulatory requirement and presented a purchase order form that was lying on her desk. The staff person in charge stated that she was in process of ordering child-size face masks and indicated that the purchase would be completed by the end of the day.
- During a review of staff files, the surveyor found that a staff person hired 10/8/19, had a child abuse/neglect check (CAN) on file; however, the staff member did not have a criminal records check (CRC) on file. Furthermore, there was no documentation on file to verify that the staff person had a completed background check in the KARES fingerprint database.
- One staff person with an 8/22/16 hire date had a CRC on file; however, the staff person did not have a CAN check. Furthermore, there was no documentation on file to verify that the staff person had a completed background check in the KARES fingerprint database.

275 - Change of Director

Not In Compliance

922 KAR 2:090. Section 13. Reports.

(3) A licensee shall report to the cabinet within one (1) week:

- (a) Any resignation, termination, or change of director; and**
- (b) The name of the acting director who satisfies the requirements of Section 10 of this administrative regulation.**

Findings:

General: Based on observation and interview, this regulatory requirement was not met. An interview with the staff person in charge revealed that the named director had left employment with the program on 7/22/21. The staff person in charge identified the name of the acting director during the visit; however, the staff in charge indicated that the request for the change and supporting documentation had not been submitted to the cabinet.

Director Requirements

In Compliance

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 review of documentation and interview, this regulatory requirement was not met. A review of staff files during the inspection found one staff person that did not have the date of employment listed in their file. The staff person in charge was able to print a few documents from a computer file for the staff person; however, the staff in charge did not provide a complete file for the surveyor to review and did not identify the staff person's hire date.

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 review of documentation, this regulatory requirement was not met. Two staff files (hire dates: 6/3/19 and one unknown) contained results of negative T.B. tests that are no longer current. The tests were dated 4/21/19 and 12/22/18, which exceeds the two year time frame.

Programming**In Compliance****Premises****In Compliance****Hygienic Practices****In Compliance****First Aid/Medication****In Compliance****Outdoor Play Area****In Compliance****Equipment****In Compliance****Transportation****Not Applicable****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****In Compliance****Written Documentation****Not In Compliance****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 review of documentation, this regulatory requirement was not met. A review of the policies and procedures found that the facility did not have a current chain of command. The chain of command had a staff person's name listed that is no longer employed at the facility.

Inspection Report

1280 - Professional Development

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(f) A written annual plan for child-care staff professional development;

Findings:

General: Based on review of documentation, three staff (hire dates: 10/8/19, 10/4/99, and 8/22/16) did not have evidence of a current staff professional development plan on file at the facility.

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 review of documentation, this regulatory requirement was not met. At the time of the survey it was found that there were no records of earthquake, tornado or fire drills conducted at the facility in 2021.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date