



Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF INSPECTOR GENERAL

Eric Friedlander
SECRETARY

Melissa A. Moore, Director
Division of Regulated Child Care
Southern Branch
116 Commerce Ave
London, KY 40744

Adam Mather
INSPECTOR GENERAL

Phone: (606) 330-2030 Fax: (606) 330-2056
<https://chfs.ky.gov/agencies/os/oig>

Inspection Report

Provider Name: Telford Community Center YMCA Boonesborough	Provider Information Provider Type: LICENSED TYPE I	CLR No: L383918
Provider Address: 1441 Boonesborough Road, Richmond, KY, 40745		Capacity: 100
Owner(s): Telford Community Center Ymca Boonesborough		Director(s): Will, Dana

Inspection Type: Renewal Application	Inspection Information	Inspection No: 320669
Date Initiated: 04/27/2022 2:53 PM	Date Concluded: 04/27/2022 4:40 PM	
	No. of Children Present: 27	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
160 - Liability Insurance	Not In Compliance
922 KAR 2:090. Section 6. License Issuance. (8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall: (d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;	
Findings:	
General: Based on review of documentation, the surveyor found that the liability insurance contained an expiration date of 03/31/22. During interview, staff-in-charge stated that the liability insurance was up-to-date; however, she stated that she was unable to locate the documentation.	
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 observation and interview, the surveyor found the following:	
1. Zep Hand Sanitizer placed on a shelf in the Cafeteria that stated "Keep Out of the Reach of Children" on the label. The hand sanitizer was observed to be within reach of the children.	
2. Based on interview with staff-in-charge, the surveyor learned that a staff (DOH: 05/13/21) did not have a personnel file at the child-care center; therefore, the surveyor was unable to determine that the staff person had a completed Child Abuse/Neglect Background Check and completed Criminal Records Background Check. Staff-in-charge stated that the staff person did not work alone with children during that time. Based on review of the Kentucky National Background Check Service, the staff person had a completed background check with an eligibility date of 07/29/21.	

Inspection Report

Director Requirements

Not In Compliance

360 - Staff Evaluation

Not In Compliance

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

(1) A director shall:

- (j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;**

Findings:

General: Based on review of documentation, the surveyor found that a staff's (DOH: 10/19/18) file contained a written performance evaluation dated 10/22/20; therefore, the evaluation was not completed annually.

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 interview with staff-in-charge, the surveyor found that the following staff (DOH: 11/03/2021, 05/13/21, and 03/21/22) did not have a personnel file at the child-care center; therefore, the files were not maintained.

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 interview with staff-in-charge, the surveyor learned that the following staff (DOH: 11/03/21, 05/13/21, and 03/21/22) did not have a personnel file at the child-care center; therefore, the surveyor was unable to determine that the staff files contained verification of a High School Diploma, GED or Commonwealth Child Care Credential.

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 interview with staff-in-charge, the surveyor learned that the following staff (DOH: 11/03/21, 05/13/21, and 03/21/22) did not have a personnel file at the child-care center; therefore, the surveyor was unable to determine that the staff files contained documentation of a current TB skin test or a statement from a health professional stating that the adult was free from active tuberculosis.

410 - CPR/First Aid Coverage

Not In Compliance

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

(3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:

- (a) Infant and child cardiopulmonary resuscitation; and**
- (b) Infant and child first aid.**

(4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:

- (a) Adult cardiopulmonary resuscitation; and**
- (b) First aid.**

(5) Cardiopulmonary resuscitation (CPR) and first aid training shall be in addition to the fifteen (15) clock hours requirement in subsection (16) of this section.

Findings:

General: Based on interview with staff-in-charge, the surveyor learned that the following staff (DOH: 11/03/21, 05/13/21, and 03/21/22) present at the child-care center on the day of the surveyor's visit, 04/27/22, did not have a personnel file at the child-care center; therefore, the surveyor was unable to determine that the staff present had a current certification in CPR/First Aid.

During interview, staff-in-charge stated that the staff present did have a current certification in CPR/First Aid training.

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 review of ECE-TRIS, the surveyor found the following:

1. A staff (DOH: 11/10/20) obtained nine and one-half (9 ½) hours of the required fifteen (15) hours of cabinet-approved early care and education training for the review period 11/10/20 – 11/10/21.
2. A staff (DOH: 10/19/18) obtained zero (0) hours of the required fifteen (15) hours of cabinet-approved early care and education training for the review period 07/01/20 – 06/30/21.
3. A staff (DOH: 10/19/18) completed one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training on 11/21/16; therefore, the training was not completed within the last five years.

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
Kitchen Requirements	Not In Compliance

1030 - Food Service Permit

Not In Compliance

922 KAR 2:120. Section 8. Kitchen Requirements.

(2) A child-care center required to have a food service permit shall be in compliance with 902 KAR 45:005 and this administrative regulation.

Findings:

General: Based on review of documentation, the surveyor was presented with a food service permit that did not contain an expiration date. During interview, staff-in-charge stated that another copy of the food service permit may be in the locked part of the Cafeteria.

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 review of documentation, the surveyor found the following:

1. A child's (DOE: 07/06/21) file did not contain an immunization certificate.
2. A child's (DOE: 08/23/21) file contained an immunization certificate that was no longer current as of 12/2018.

1250 - 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, the surveyor found that the following children's (DOE: 08/18/21, 11/08/21, 08/18/21, 08/01/21, 08/18/21, 10/11/21, 07/06/21, and 08/23/21) files did not contain a contact telephone number for the child's preferred hospital.

Written Documentation

Not In Compliance

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, the surveyor found the following:

- 1. A staff's (DOH: 11/10/20) file contained a professional development plan dated 01/04/21; therefore, the plan was not completed annually.
- 2. A staff's (DOH: 10/19/18) file did not contain a professional development plan; therefore, the surveyor was unable to determine that the plan was completed annually.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date