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GOVERNOR

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

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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Calhoun Elementary Afterschool	Provider Information	CLR No: L356945
Provider Address: 755 Main Street, Calhoun, KY, 42327	Provider Type: LICENSED TYPE I	Capacity: 80
Owner(s): McLean County Board of Education		Director(s): Atherton, Rebecca Ruth

Inspection Type: Renewal Application	Inspection Information	Inspection No: 292335
Date Initiated: 01/06/2020 2:15 PM	Date Concluded: 01/06/2020 3:50 PM	
	No. of Children Present: 10	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	Not In Compliance
290 - Fire Marshal/Zoning Compliance	Not In Compliance
922 KAR 2:120. Section 4. Premises Requirements. (2) A child-care center shall be in compliance with the State Fire Marshal and the local zoning laws.	
Findings: General: Based on interview and review of documentation, a Fire Marshal inspection report was not available for review.	
Director Requirements	Not In Compliance
345 - 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, a staff, hired on 10/07/18, did not have an annual written performance evaluation on file.	
Employee Records	Not In Compliance
385 - 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 observation, review of documentation, a staff, hired on 08/01/01; a staff, hired 10/01/06 and a staff, hired on 10/07/18, did not maintain a personnel file at the center.	

Inspection Report

390 - 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 review of documentation, a staff, hired on 01/06/2020, did not have education verification on file.

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, a staff, hired on 01/06/2020, did not have TB documentation on file.

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, a staff, hired on 08/01/01, and a staff, hired on 10/01/06, did not have documentation of completing cabinet approved training during a subsequent year of employment. A staff, hired on 10/01/08, completed one and a half (1 ½) hours of cabinet approved pediatric abusive head trauma training on 02/25/23. A staff, hired on 10/07/18, completed one and a half (1 ½) hours of cabinet approved pediatric abusive head trauma training on 10/04/13. Both staff did not repeat the training as required every five (5) years.

Programming

In Compliance

Premises

Not In Compliance

580 - Floors, Walls, Ceilings

Not In Compliance

922 KAR 2:120. Section 4. Premises Requirements.

(9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

Findings:

General: Based on observation, large, dark stains were on two (2) ceiling tiles located immediately outside the boys' and girls' restrooms.

Hygienic Practices

In Compliance

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service/Food Program

In Compliance

Food Service

In Compliance

Inspection Report**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, four (4) children, first dates of attendance on 08/09/19, did not have information on file to enable the person in charge to contact the child's preferred hospital.

Written Documentation**Not In Compliance****1160 - Daily Attendance Records****Not In Compliance****922 KAR 2:090. Section 9. Records.****(1) A child-care center shall maintain:****(c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with****922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;****Findings:**

General: Based on review of documentation, a documented dismissal time was not documented for a child on 10/30/19 and 10/31/19. A documented dismissal time was not documented for two (2) children on 11/01/19.

1170 - 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, a staff, hired on 10/07/19, did not have an annual professional development plan on file.

1175 - 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, monthly, practiced fire drills were conducted January 2019 through May 2019 but the date, time and names of children participants were not documented. Monthly, practiced fire drills were conducted in August 2019 through December 2019 but the names of children participants were not documented. Also, quarterly, practiced earthquake and tornado drills were conducted in the first and second quarter, but the date, time and names of children participants were not documented. Quarterly, practiced earthquake and tornado drills were conducted in the third and fourth quarter, but the names of children participants were not documented.

1195 - Fire Drills**Not In Compliance****922 KAR 2:120. Section 3. General Requirements.****(12) A fire drill shall be:****(a) Conducted during hours of operation at least monthly; and****(b) Documented.****(13) An earthquake drill and a tornado drill shall be:****(a) Conducted during hours of operation at least quarterly; and****(b) Documented.****Findings:**

General: Based on review of documentation, monthly, practiced fire drills were conducted in January 2019 through May 2019, but were not documented.

Quarterly, practiced earthquake and tornado drills were conducted during the first and second quarter of 2019, but were not documented.

Inspection Report		
	Posted Documentation	Not In Compliance
1200 - Posting Requirements		Not In Compliance
<div>922 KAR 2:090. Section 8. General. (6) 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) The provider's preliminary or regular license; (b) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year; (c) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year; (d) Information on the Kentucky Consumer Product Safety Program and the program's Website as specified in KRS 199.897; (e) 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; (f) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and (g) Daily planned program.</div>		
Findings: General: Based on observation and review of documentation, the Children and Parent Rights, the statement of deficiency issued by the cabinet during the current licensure year, the plan of correction accepted by the Cabinet during the current licensure year, information on the Kentucky Consumer Product Safety Review Program and the program's website, and a description of services were not posted.		
	Animals	Not Applicable