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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

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

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 306039
<b>Date Initiated:</b> 03/24/2021 1:40 PM	<b>Date Concluded:</b> 03/24/2021 3:55 PM	
	<b>No. of Children Present:</b> 4	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
<b>340 - Staff Meeting</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b> <b>(1) A director shall:</b> <b>(i) Conduct, manage, and document in writing recurring staff meetings;</b>	
<b>Findings:</b> General: Based on review of documentation, reoccurring staff meetings were not conducted.	
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>385 - Personnel File</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 9. Records.</b> <b>(1) A child-care center shall maintain:</b> <b>(e) A current personnel file for each child-care center staff person to include:</b> <b>1. Name, address, date of birth, and date of employment;</b> <b>2. Proof of educational qualifications;</b> <b>3. Record of annual performance evaluation;</b> <b>4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and</b> <b>5. The results of background checks conducted in accordance with 922 KAR 2:280;</b>	
<b>Findings:</b> General: Based on review of documentation, a staff member hired on 8/1/01, did not maintain a personnel file at the center.	

# Inspection Report

## 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 review of documentation, the center had only one (1) substitute staff person available.

## 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 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 documentation, a caregiver hired on 10/7/18, completed one and a half (1 ½) hours of cabinet approved pediatric abusive head trauma training on 10/04/13, and did not complete the training again within 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, a two (2) feet by two (2) feet area of tile flooring was broken and chipped in the boys' restroom near the library.

#### 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

Not In Compliance

## 1130 - Menu

Not In Compliance

### 922 KAR 2:120. Section 9. Food and Meal Requirements.

(16) A weekly menu shall be:

- (a) Prepared;
- (b) Dated;
- (c) Posted in advance in a conspicuous place;
- (d) Kept on file for thirty (30) days; and
- (e) Amended in writing with any substitutions on the day the meal is served.

#### Findings:

General: Based on observation, a weekly snack menu was not posted.

**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, a child enrolled on 2/28/21, did not have information on file for staff to contact the child's physician.

**Written Documentation****Not In Compliance****1155 - 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, the center's policies and procedures, including staff policies and job descriptions, were not available for review.

**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 caregiver hired on 10/7/18, had an annual professional development plan on file that was dated 1/4/19.

**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 in January and February 2020, but the names of children participants 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 Web site 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>		
<b>Findings:</b>  General: Based on observation, the rights for children in child care programs and their parents, custodians, or guardians; the center's regular license; statement of deficiency and plan of correction for the current licensure year; information on the Kentucky Consumer Product Safety Program and its website, and description of services and current rates were not posted.		
	Animals	Not Applicable
	Emergency Regulation	In Compliance