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**Inspection Report**

<b>Provider Name:</b> YMCA Crayon Club	<b>Provider Information</b>	<b>CLR No:</b> L353613
<b>Provider Address:</b> 1080 U.S. Highway 68, Maysville, KY, 41056	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 128
<b>Owner(s):</b> Limestone Family YMCA, Inc.		<b>Director(s):</b> Gentry, Lola

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 319820
<b>Date Initiated:</b> 06/15/2022 10:12 AM	<b>Date Concluded:</b> 06/15/2022 12:44 PM	
	<b>No. of Children Present:</b> 42	

**Inspection Report**

**Background Checks**

**Not In Compliance**

**10 - Submit background check**

**Not In Compliance**

**922 KAR 2:280 - Section 4. Procedures and Payments.**

- (1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:**
- (a) Request that the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;**
  - (b) Request that the prospective child care staff member complete and sign the:**
    - 1. DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and**
    - 2. DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and**
  - (c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:**
    - 1. Child abuse and neglect central registry pursuant to 922 KAR 1:470;**
    - 2. National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and**
    - 3. Sex Offender Registry established in accordance with KRS 17.500 through 17.580.**

**Findings:**

General: Based on observation, interview, and review of documentation, the following was found:

- 1.) A staff member was observed working alone with fourteen children ages eight-to-twelve-years-old. This individual did not have an employee file at the facility. This staff member did not have evidence of initiating the background check process to obtain a background check in the Kentucky National Background Check System (KARES).
- 2.) An underage staff member was paired with a qualified staff member during the inspection process. There was no evidence of submission or results of a Child Abuse and Neglect check for the underage staff member.
- 3.) An additional underage staff member did not have evidence of submission or results of Child Abuse and Neglect check in their personnel file. This individual was not present on the date of the survey.
- 4.) A staff member hired 8/25/2020, did not have evidence of initiating the process to obtain a background check in the Kentucky National Background Check System (KARES). This individual had a Child Abuse and Neglect Check completed 9/9/2020, and an Office of Administrative Courts background check completed 1/11/2021. This staff member was paired with a qualified staff member during the inspection process.
- 5.) Five staff members did not have evidence of initiating the background check process to obtain a background check in the Kentucky National Background Check System (KARES). The five individuals were not observed working on the date of the survey. These individuals did not have a documented date of hire.

**15 - Submit fingerprints**

**Not In Compliance**

**922 KAR 2:280. Section 4. Procedures and Payments.**

**(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-504, Applicant Child Care Staff Member Live Scan Fingerprinting Form, from the NBCP portal and provide the form to the child care staff member.**

**(b) The child care staff member shall:**

- 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**
- 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.**

**Findings:**

Based on review of documentation, it was found that seven staff members had not yet submitted an application to obtain a background check through the KARES system. Therefore, these staff members have yet to have their fingerprints taken.

**Supervision**

**In Compliance**

**Staffing Requirements**

**In Compliance**

**General Administration**

**In Compliance**

**Director Requirements**

**Not In Compliance**

**370 - Caregiver Alone**

**Not In Compliance**

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

**(1) A director shall:**

**(m) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in 922 KAR 2:280;**

**Findings:**

General: Based on observation and review of documentation, a staff member was observed working alone with 14 children ages eight-to-twelve-years-old. This individual did not have an employee file at the facility. There was no evidence on file that the facility initiated the process for a background check in the Kentucky National Background Check (KARES) system. Therefore, this staff member did not have results of a background check on file.

**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, nine of eleven staff members did not have a documented date of hire.

**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 review of documentation, eight staff members with an unknown date of hire, did not have documentation of educational qualifications in their personnel files. The only documentation available for these individuals was an employment application. Two of these individuals were present during the inspection process.

**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 and review of documentation, the following was found:

- 1.) A staff member hired 1/15/2020, had a negative tuberculin skin result on file that exceeds two years and is no longer current. The skin result was dated 1/17/2020.
- 2.) Nine staff files did not contain a negative tuberculin skin result, nor a physician's statement clearing these individuals of active tuberculosis; these individuals did not have a documented date of hire.

**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 and review of documentation, only one staff member present had documentation of current CPR and First aid certification. This staff member presented a schedule and was scheduled from 8:00AM until 4:00PM. There was no evidence that a staff member certified in CPR/First aid was present from 6:00AM to 8:00AM, and from 4:00PM to 6:00PM. The staff person in charge stated that several staff members have been trained and certified but have not received documentation of their training at this time.

**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 documentation, a staff member hired 8/25/2020, has not yet completed cabinet-approved Orientation training. This staff member has been employed more than ninety days. A review of ECE-TRIS supports this finding.

**Programming**

**In Compliance**

**Premises**

**Not In Compliance**

**625 - 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, the following was found:

- 1.) A rubber transition strip was detaching from under the door in the Day Camp classroom.
- 2.) Drop in ceiling tiles were missing in the bathroom area of the Preschool classroom.
- 3.) There were several areas of chipping paint and missing baseboards within the Mini-Camp classroom.
- 4.) A significant amount of tape residue was observed on a closet door within the Preschool classroom; the tape residue had accumulated dirt and grime.

**685 - Toilet Room**

**Not In Compliance**

**922 KAR 2:120. Section 12. Toilet, Diapering, and Toiletry Requirements.**

**(2) A toilet room shall:**

- (a) 1. Be provided for each gender; or**
- 2. A plan shall be implemented to use the same toilet room at separate times;**
- (b) Have a supply of toilet paper; and**
- (c) Be cleaned and disinfected daily.**

**Findings:**

General: Based on observation, several pieces of discarded toilet paper were observed on the bathroom floor of the Preschool classroom.

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Inspection Report**

**Outdoor Play Area**

**Not In Compliance**

**800 - Protective Surface**

**Not In Compliance**

**922 KAR 2:120. Section 4. Premises Requirements.**  
**(21) A protective surface shall:**  
**(a) Be provided for outdoor play equipment used to:**  
**1. Climb;**  
**2. Swing; and**  
**3. Slide; and**  
**(b) Have a fall zone equal to the height of the equipment.**

**Findings:**

General: Based on observation, the swings on the playground did not have a sufficient amount of protective surfacing underneath them.

**Equipment**

**In Compliance**

**Transportation**

**In Compliance**

**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**

**Not In Compliance**

**1255 - Documentation for Off Premises Trip**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**  
**(1) A child-care center shall maintain:**  
**(b) A written record for each child:**  
**3. To contain:**  
**g. A permission form for each trip off the premises signed by the child's parent in accordance with 922 KAR 2:120, Section 12;**

**Findings:**

General: Based on interview and review of documentation, during interview the staff person in charge stated that the children in care utilize the YMCA's Pool, Gymnastics room, and forested area/green space outside of the building. Two out of ten children's files reviewed allowed permission to use the forested area/green space outside of the facility, however no other documentation was found indicating parental permission for children to use the unlicensed spaces listed above.

**Written Documentation**

**Not In Compliance**

**1260 - Evacuation Plan**

**Not In Compliance**

**922 KAR 2:090. Section 5. Evacuation Plan.**  
**(1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U).**

**Findings:**

General: Based on review of documentation, an emergency preparedness plan and verification that the plan had been submitted to the proper emergency management authority was not presented for review.

**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 observation and review of documentation, staff policies and procedures, job descriptions, and a chain of command were not available for inspection.

**Inspection Report**

**Posted Documentation**

**Not In Compliance**

**1310 - Posting Requirements**

**Not In Compliance**

**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.**

**Findings:**

General: Based on observation and review of documentation, it was found that information pertaining to the Consumer Product Safety Commission was not posted for public inspection.

**1320 - Disaster Course of Action**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

**(1) A child-care center shall maintain:**

- (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;**

**Findings:**

General: Based on observation and review of documentation, a diagram and written instructions directing individuals on the proper actions to take during an emergency were not posted.

**1325 - 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:**

Based on observation, it was found that daily schedules were not posted nor available in the three classrooms.

**Animals**

**In Compliance**

Signature of Provider/Representative

Title

Date