



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

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Inspection Report

Provider Name: Sixth District After School Program	Provider Information	CLR No: L353788
Provider Address: 19th And Maryland Avenue, Covington, KY, 41011	Provider Type: LICENSED TYPE I	Capacity: 60
Owner(s): Children, Inc.		Director(s): Beane-Wright, Laura Michelle

Inspection Type: Renewal Application	Inspection Information	Inspection No: 245577
Date Initiated: 09/14/2018 2:30 PM	Date Concluded: 09/14/2018 3:30 PM	
	No. of Children Present: 13	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	In Compliance
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
Food Service/Food Program	In Compliance
Food Service	In Compliance
Children's Records	In Compliance

Inspection Report

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 Observation, and interview, this regulatory requirement was not met. During a tour of the facility, the surveyor found that the Children and Parent's rights document was not posted. When asked about the required posted items, the staff person in charge went into a storage room and pulled out a tri-fold display board that contained this document. The staff person in charge stated, "We haven't been using this board because we don't really have a place to display it".

1165 - Staff Schedule

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(d) A written schedule of staff working hours;

Findings:

General: Based on Observation, this regulatory requirement was not met. At the time of the survey, there was not a written schedule for the staff. There was a form on the facilities tri-fold display board that was labeled "Staff Schedule"; however, it was blank.

Posted Documentation

Not In Compliance

1200 - 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 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.**

Findings:

General: Based on Observation, and interview, this regulatory requirement was not met. During a tour of the facility, the surveyor found that required documents (facility license, statement of deficiencies and plan of correction from the 9/19/17 relicensure inspection, information on the Kentucky Consumer Product Safety Program, facility services and rates, and the staff-to-child ratios) were not posted. When asked about the required posted items, the staff person in charge went into a storage room and pulled out a tri-fold display board that contained these documents. The staff person in charge stated, "We haven't been using this board because we don't really have a place to display it".

1210 - 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 interview, this regulatory requirement was not met. During a tour, the surveyor found that the facility did not have a written emergency plan and diagram posted. When asked about the required posted items, the staff person in charge went into a storage room and pulled out a tri-fold display board that contained these documents. The staff person in charge stated, "We haven't been using this board because we don't really have a place to display it".

1215 - 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:

General: Based on Observation, this regulatory requirement was not met. The facility did not have a schedule of daily activities posted.

Animals

Not Applicable

Signature of
Provider/Representative

Title

Date