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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Rich Pond After-School Program	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L353830
<b>Provider Address:</b> 530 Richpond Road, Bowling Green, KY, 42104		<b>Capacity:</b> 150
<b>Owner(s):</b> Bowling Green - Warren County Community Education		<b>Director(s):</b> Lightfoot, Erin Elizabeth

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 290662
<b>Date Initiated:</b> 09/11/2019 2:45 PM	<b>Date Concluded:</b> 09/11/2019 5:00 PM	
	<b>No. of Children Present:</b> 50	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance
<b>390 - Educational Requirements</b>	<b>Not In Compliance</b>

**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 and interview, two (2) staff hired 08/22/19 and 09/05/19, did not have education documentation available for review.

**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 and interview, a staff, hired on 12/16/13, had TB documentation on file that was dated 08/11/17. Two (2) staff, hired on 09/05/19 and 08/22/19, did not have their TB documentation on file.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance

**Inspection Report**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**In Compliance**

**Food Service/Food Program**

**In Compliance**

**Food Service**

**In Compliance**

**Children's Records**

**Not In Compliance**

**1135 - 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 a review of documentation and interview, one (1) child enrolled 08/07/19, did not have an immunization certificate on file.

**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 and interview, the posted chain of command was not updated to include current staff.

**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 and interview, a staff, hired on 08/01/06, had an annual professional development plan on file that was not dated.

**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 a review of documentation and interview, a written fire drill record for August 2019 was not on available.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

Signature of Provider/Representative

Title

Date