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**Inspection Report**

<b>Provider Name:</b> Woodfill Elementary After School Program Campbell County YMCA	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L353895
<b>Provider Address:</b> 1025 Alexandria Pike, Ft. Thomas, KY, 41075		<b>Capacity:</b> 51
<b>Owner(s):</b> Young Men's Christian Association Of Greater Cincinnati, Inc.		<b>Director(s):</b> Mosby, Samantha

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 306250
<b>Date Initiated:</b> 03/10/2021 2:47 PM	<b>Date Concluded:</b> 03/10/2021 4:20 PM	
	<b>No. of Children Present:</b> 11	

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<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>Not In Compliance</b>
<b>90 - Children Supervised</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:120. Section 2. Child Care Services.</b>  <b>(3)(a) Each center shall maintain a child-care program that assures each child will be:</b>  <b>1. Provided with adequate supervision at all times by a qualified staff person who ensures the child is:</b>  <b>a. Within scope of vision and range of voice; or</b>  <b>b. For a school-age child, within scope of vision or range of voice;</b></p> <p><b>Findings:</b>                      General: Based on observation at the beginning of the survey, there was only one staff person and eleven school-age children. At 3:21 p.m., a child told the staff person he needed to go to the restroom. At 3:24 p.m., the staff person left the cafeteria with the child and took him to the bathroom leaving ten school-age children unsupervised in the cafeteria. The bathroom is located down the hall from the cafeteria. The children in the cafeteria could not be supervised by sight and were not within range of voice.</p>	
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>Not In Compliance</b>
<b>155 - Liability Insurance</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 6. License Issuance.</b>  <b>(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:</b>  <b>(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;</b></p> <p><b>Findings:</b>                      General: Based on review of documentation, the liability insurance on file at the facility had a date of 1/1/2019 to 1/1/2020. Therefore, the insurance on file was not current.</p>	
<b>180 - Plan of Correction/15 days</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 15. Statement of Deficiency and Corrective Action Plans.</b>  <b>(2) Except for a violation posing an immediate threat as handled in accordance with KRS 199.896(5)(c), a child-care center shall submit a written corrective action plan to the cabinet or its designee within fifteen (15) calendar days of the date of the statement of deficiency to eliminate or correct the regulatory violation.</b></p> <p><b>Findings:</b>                      A PLAN OF CORRECTION WAS DUE ON 04/14/2021 AND AS OF 04/21/2021, THE PLAN OF CORRECTION HAS NOT BEEN RECEIVED.</p>	

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**Director Requirements**

**Not In Compliance**

**360 - 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 interview, at the beginning of the survey there was only one qualified staff person present in the cafeteria with eleven school-age children who are enrolled in the licensed program. There were other children in the cafeteria waiting for their rides to go home and were supervised by two teachers who were not part of the licensed program. The staff person who was present with the children enrolled in the licensed program asked the male teacher to take a group of children to the bathroom while she stayed in the cafeteria with the remaining children. The surveyor asked the staff person if this adult was employed by the program. She stated he is not employed by the program but is employed by the school. This male teacher was left alone with the children and does not meet the qualifications of a qualified staff person for a licensed child care facility.

**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 review of documentation, the following was found:

- 1) Out of five staff listed as staff members for the facility, there was one staff person who did not have a file on site at the time of the survey.
- 2) Out of the four staff files available for review, only one staff person had a documented date of hire.

**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**

**Written Documentation**

**Not In Compliance**

**1150 - 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, the last documented date an evacuation plan submitted for approval to local emergency management was 8/2/2019.

**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, there was no documentation to verify that a monthly fire drill had been conducted and documented including the date, time and names of the children who participated for November 2020, December 2020, January 2021 and February 2021.

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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, there was no documentation to verify that a monthly fire drill had been conducted and documented for November 2020, December 2020, January 2021 and February 2021.

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 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 interview, it was found that the required posted documents are kept in a binder and stored in a metal storage cabinet. The binder is not placed in an area that is accessible for public inspection.

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, there was not a posted diagram and written plan outlining the course of action to take in the event of manmade or natural disaster. A copy of a diagram was found in a binder that contained other documentation including staff files. This binder is kept in a metal storage cabinet.

Animals

Not Applicable

Emergency Regulation

Not In Compliance

1260 - Emergency Regulation

Not In Compliance

922 KAR 2:410E. Emergency Regulation.

Due to the current declared public health emergency caused by the Novel Coronavirus Disease (COVID-19), licensed child care centers must operate under Centers for Disease Control and Prevention and public health guidelines, as mandated by 922 KAR 2:410E, to prevent the spread of COVID-19.

Findings:

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

- 1) At the time of the survey, staff did not take the children's temperatures upon arrival to the program.
- 2) A review of staff files found one staff person had the results of a criminal records check but did not have the results of a child abuse and neglect (CAN) check or documentation verifying an application for the results of a CAN check had been submitted. There was not a documented date of hire for this staff person.

Signature of Provider/Representative

Title

Date