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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> 319493
<b>Date Initiated:</b> 01/05/2022 1:50 PM	<b>Date Concluded:</b> 01/05/2022 4:10 PM	
	<b>No. of Children Present:</b> 33	

Inspection Report	
Background Checks	Not In Compliance
<b>5 - Background check/left alone/dismissed/relocated</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 3. Implementation and Enforcement.</b></p> <p>(1) A person who is a child care staff member prior to January 1, 2018, shall submit to and complete background checks in accordance with this administrative regulation no later than September 30, 2018.</p> <p>(2) A child care staff member hired on or after April 1, 2018, shall:</p> <p>(a) Have completed the background checks required in accordance with this administrative regulation and been found to have no disqualifying offense prior to becoming a child care staff member; or</p> <p>(b) 1. Have submitted to the background checks required in accordance with this administrative regulation;</p> <p>2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and</p> <p>3. Be dismissed or relocated from the residence if the person is found to have a disqualifying background check result.</p> <p><b>Findings:</b></p> <p>General: Based on observation and review of documentation, one staff did not have a KARES background check. This staff person was alone with children several times while assisting with bathroom breaks. A review of KARES was completed and confirmed this finding.</p>	
<b>15 - Submit fingerprints</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:280. Section 4. Procedures and Payments.</b></p> <p>(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.</p> <p>(b) The child care staff member shall:</p> <p>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</p> <p>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.</p> <p><b>Findings:</b></p> <p>General: Based on review of documentation, one staff member who was present and alone at times with the children, did not have documentation of submitting fingerprints in KARES to initiate the background check process. A review of KARES confirmed this finding.</p>	
<b>Supervision</b>	<b>In Compliance</b>

**Inspection Report**

**Staffing Requirements**

**Not In Compliance**

**125 - Ratios and Group Size**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

**(2) For an operating child-care center, minimum staff-to-child ratios and group size shall be maintained as established in the table established in this subsection.**

**Age of Children Ratio Maximum Group Size\***

**Infant**

**1 staff for 5 children 10**

**Toddler 12 to 24 months**

**1 staff for 6 children 12**

**Toddler 24 to 36 months**

**1 staff for 10 children 20**

**Preschool-age 3 to 4 years**

**1 staff for 12 children 24**

**Preschool-age 4 to 5 years**

**1 staff for 14 children 28**

**School-age 5 to 7 years**

**1 staff for 15 children 30**

**School-age 7 and older**

**1 staff for 25 children**

**(for before and after school) 30**

**1 staff for 20 children**

**(full day of care) 30**

**\*Maximum Group Size shall be applicable only to Type I child-care centers.**

**(b) The age of the youngest child in the group shall determine the:**

- 1. Staff-to-child ratio; and**
- 2. Maximum group size.**

**Findings:**

General: Based on observation, on the day of the survey there were 33 children present, which is over max group size of 30 for children ages five and up. In this group there were six children who are five/six years old. Also, the group was left out of ratio several times while taking children to use the bathroom. At one point in the survey, one staff was left with 24 children while the other staff took the other nine children to the bathroom.

**General Administration**

**Not In Compliance**

**150 - Fire Marshal**

**Not In Compliance**

**922 KAR 2:090. Section 6. License Issuance.**

**(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:**

**(b) Be approved by the Office of the State Fire Marshal or designee;**

**Findings:**

General: Based on review of documentation, there was no documentation made available at the time of survey regarding a recent Fire Marshal report. The one on file was dated 2/11/2019.

**290 - Abuse/Neglect Report Procedure**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

**(3)(b) The program shall include:**

**1. A procedure to ensure compliance with and inform child care staff of the laws of the Commonwealth pertaining to child abuse or neglect set forth in KRS 620.030;**

**Findings:**

General: Based on review of documentation, there was no evidence of an abuse/neglect reporting procedure for staff on file at the facility.

**Director Requirements**

**Not In Compliance**

**335 - Operation instruction/Regulation copy**

**Not In Compliance**

**922 KAR 2:090. Section 8. General.**

**(2) Child-care center staff shall be:**

**(a) Instructed by the child-care center's director regarding requirements for operation; and**

**(b) Provided with a copy of this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280.**

**Findings:**

General: Based on review of documentation, there was no evidence of a current copy of the child care regulations presented at the time of survey.

**355 - Staff Meeting**

**Not In Compliance**

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

**(1) A director shall:**

**(i) Conduct, manage, and document in writing recurring staff meetings;**

**Findings:**

General: Based on review of documentation, there was no documentation of staff meetings being conducted during the current year presented at the time of survey.

Inspection Report

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, two staff who were present the day of the survey, did not have staff files at the facility. Therefore, no identifying information that could be obtained.

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, two staff did not have education documentation on file at the facility. These two staff members did not have a staff file, therefore their date of hire was unknown.

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 review of documentation, two staff did not have have documentation of negative TB results on file at the facility. Both staff were present the day of the survey. These two staff members did not have a staff file, therefore their date of hire was unknown.

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 review of documentation, two staff did not have files at the facility; therefore, it is unknown if either have the required First Aid/CPR certification needed.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

**Inspection Report**

**First Aid/Medication**

**Not In Compliance**

**760 - First Aid Supplies**

**Not In Compliance**

**922 KAR 2:120. Section 7. First Aid and Medicine.**

- (1) First aid supplies shall:**
  - (a) Be available to provide prompt and proper first aid treatment;**
  - (b) Be stored out of reach of a child;**
  - (c) Be periodically inventoried to ensure the supplies have not expired;**
  - (d) If reusable, be:**
    - 1. Sanitized; and**
    - 2. Maintained in a sanitary manner; and**
  - (e) Include:**
    - 1. Liquid soap;**
    - 2. Adhesive bandages;**
    - 3. Sterile gauze;**
    - 4. Medical tape;**
    - 5. Scissors;**
    - 6. A thermometer;**
    - 7. Flashlight;**
    - 8. Cold pack;**
    - 9. First aid book;**
    - 10. Disposable gloves; and**
    - 11. A cardiopulmonary resuscitation mouthpiece protector.**

**Findings:**

General: Based on observation, the first aid kit did not have a proper, working flashlight at the time of survey.

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**In Compliance**

**Kitchen Requirements**

**In Compliance**

**Food Service**

**In Compliance**

**Meal Planning/Center Provides Meals**

**Not In Compliance**

**1190 - Snack Requirements**

**Not In Compliance**

**922 KAR 2:120. Section 10. Meal Planning Requirements for a Center that Provides Meals.**

- (2) A snack shall include two (2) of the following components:**
  - (a) Milk;**
  - (b) Meat or meat alternative;**
  - (c) Bread or grain; or**
  - (d) 1. Fruit;**
    - 2. Vegetable; or**
    - 3. 100 percent juice.**

**Findings:**

General: Based on observation, the center did not meet this regulation. The center offered the children a choice of goldfish or chips for their snack. No other components were offered on the date of inspection.

**1220 - Menu**

**Not In Compliance**

**922 KAR 2:120. Section 10. Meal Planning Requirements for a Center that Provides Meals.**

- (9) 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 review of documentation, there was not a current menu on file at the facility. The only menu present was dated for October.

**Meal Planning/Center Does Not Provide Meals**

**In Compliance**

**1245 - 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 review of documentation, one child enrolled on 8/16/21, did not have an immunization record on file at the facility.

**1250 - 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, the following was found:

- 1.) Three children did not have a preferred hospital on file at the facility.
- 2.) Two children did not physician contact information on file at the facility.
- 3.) One child did not have medical or emergency information in their enrollment papers at the facility. This information is kept on a separate form from the other enrollment information; this child was missing that form.

**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 review of documentation, there was no policies or procedures made available at the time of survey regarding staff policies, chain of command or job descriptions.

**1275 - 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 review of documentation, there was no documentation made available at the time of survey regarding a staff schedules.

Inspection Report

1285 - 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 evidence provided at the time of survey of drills being conducted every three months or attendance records. The only drill on file was for 9/28/2021 which did not have attendance records.

1300 - Orientation Procedure

Not In Compliance

922 KAR 2:120. Section 2. Child Care Services.

(3)(b) The program shall include:

2. Written policy that states that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.

Findings:

General: Based on review of documentation, there was no documentation of an Orientation policy on file at the facility.

1305 - 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, shelter-in-place or lockdown drill, and 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 evidence provided at the time of survey of fire drills being conducted monthly or attendance records. The only drill on file was for 9/28/2021 which did not have attendance records.

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 review of documentation, the statement of deficiencies and plan of correction from the previous year was not available at the facility. Also, there was no documentation of any planned programming at the facility.

Animals

In Compliance

Signature of Provider/Representative

Title

Date