



Andy Beshear
GOVERNOR

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

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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: Summit School Age Child Care	Provider Information	CLR No: L353979
Provider Address: 830 State Route 716, Ashland, KY, 41102	Provider Type: LICENSED TYPE I	Capacity: 99
Owner(s): Boyd County Board Of Education		Director(s): Skiles, Pam

Inspection Type: Renewal Application	Inspection Information	Inspection No: 306918
Date Initiated: 03/24/2021 10:59 AM	Date Concluded: 03/24/2021 12:40 PM	
	No. of Children Present: 5	

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
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, it was found that one staff file did not contain an annual performance evaluation.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	In Compliance

Inspection Report	
Equipment	Not In Compliance
805 - Cots/Mats Disinfected	Not In Compliance
922 KAR 2:120. Section 6. Sleeping and Napping Requirements. (8)(a) Cots or mats not labeled for individual use by a child shall be cleaned after each use. (b) Cots or mats labeled for individual use by a child shall be: 1. Cleaned at least weekly; and 2. Disinfected immediately if it is soiled or wet.	
Findings: General: Based on observation, it was found that there was a blue cot/mat that was laying on the floor in the cafeteria. This mat was ripped and torn very badly. This left the foam padding exposed and unable to be cleaned/sanitized. This mat was thrown away during the survey.	
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 review of documentation, it was found that one child's file did not contain a current immunization certificate.	
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, it was found that during the inspection, there were no staff policies at the facility. The staff in charge reported that the handbook is on the school website and they used to have an employee manual on file at the facility; however, it could not be located during the survey.	
Posted Documentation	In Compliance
Animals	In Compliance
Emergency Regulation	In Compliance

Signature of Provider/Representative

Title

Date