



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

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Inspector General

**Inspection Report**

<b>Provider Name:</b> Extended School Program-Maxwell Elem	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L358281
<b>Provider Address:</b> 301 Woodland Ave., Lexington, KY, 40508		<b>Capacity:</b> 275
<b>Owner(s):</b> Lexington Fayette Urban County Government		<b>Director(s):</b> Prater, Lee Marie

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 244607
<b>Date Initiated:</b> 05/23/2018 2:30 AM	<b>Date Concluded:</b> 05/23/2018 4:30 PM	
	<b>No. of Children Present:</b> 126	

<b>Inspection Report</b>	
<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>In Compliance</b>
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>In Compliance</b>
<b>Employee Records</b>	<b>Not In Compliance</b>
<b>385 - Personnel File</b>	<b>Not In Compliance</b>

**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, out of twenty (20) staff files reviewed there were two (2) staff persons who had been hired but there was no date documented to verify the date of hire. One (1) of those staff had been rehired. There was another staff person who was hired in March 2018 but the date the staff person was hired could not be determined.

<b>395 - TB Verification</b>	<b>Not In Compliance</b>
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**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, there were two (2) staff who had a T.B. skin test read on 5/4/16 and 8/25/15. This exceeds the two (2) year time-frame for T.B. test.

**Inspection Report**

**410 - Training**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**  
**(16) In accordance with KRS 199.896(15) and (16), a staff person with supervisory authority over a child shall complete the following:**  
**(a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment;**  
**(b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training; and**  
**(c) Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**

**Findings:**

General: Based on Review of Documentation and ECE-Tris records, there was one (1) staff person hired 10/13/17 who did not complete orientation training until 3/12/18. There were nine (9) staff who did not have documentation verifying they had completed fifteen (15) hours of annual training. There was one (1) staff person hired 1/23/17 who had not completed pediatric abusive head trauma training.

<b>Programming</b>	<b>In Compliance</b>
<b>Premises</b>	<b>In Compliance</b>
<b>Hygienic Practices</b>	<b>In Compliance</b>
<b>First Aid/Medication</b>	<b>In Compliance</b>
<b>Outdoor Play Area</b>	<b>In Compliance</b>
<b>Equipment</b>	<b>In Compliance</b>
<b>Transportation</b>	<b>Not In Compliance</b>

**835 - Maintain Records**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**  
**(1) A child-care center shall maintain:**  
**(I) A written record of transportation services provided in accordance with 922 KAR 2:120, Section 12.**

**Findings:**

General: Based on Interview, it was found that although the facility has a third party transportation contract which was able to be shown to HSS, the center had no other transportation records at the facility at the time of this survey. No transportation records were able to be reviewed for off site field trips.

**960 - Children's Transportation Records**

**Not In Compliance**

**922 KAR 2:120. Section 12. Transportation.**  
**(17) Transportation services provided shall:**  
**(a) Be recorded in writing and include:**  
**1. The first and last name of the child transported; and**  
**2. The time each child gets on and the time each child gets off;**  
**(b) Be completed by a staff member other than the driver; and**  
**(c) Be kept for five (5) years.**

**Findings:**

General: Based on Interview, it was found that although the facility has a third party transportation contract which was able to be shown to HSS, the center had no other transportation records at the facility at the time of this survey. No transportation records were able to be reviewed for off site field trips.

<b>Food Service/Food Program</b>	<b>In Compliance</b>
<b>Food Service</b>	<b>In Compliance</b>
<b>Children's Records</b>	<b>In Compliance</b>
<b>Written Documentation</b>	<b>In Compliance</b>
<b>Posted Documentation</b>	<b>In Compliance</b>
<b>Animals</b>	<b>In Compliance</b>

Signature of  
Provider/Representative

Title

Date