



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

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**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> 289194
<b>Date Initiated:</b> 05/28/2019 2:15 PM	<b>Date Concluded:</b> 05/28/2019 4:15 PM	
	<b>No. of Children Present:</b> 110	

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>                      (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.                      (2) A child care staff member hired on or after April 1, 2018, shall:                      (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                      (b)1. Have submitted to the background checks required in accordance with this administrative regulation;                      2. Not be left unsupervised with a child in care pending the completion of the background checks in accordance with this administrative regulation; and                      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>                      General: Based on observation and review of documentation, a staff member hired on 5/21/19 did not have written evidence of submitting his fingerprints for the National background check. The KARES system was reviewed and the staff member's status was pending, but the facility did not have written proof, on site, that the fingerprints were taken. This staff member was not working alone with the children.</p>	
<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>Not In Compliance</b>
<b>340 - Staff Meeting</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b>                      (1) A director shall:                      (i) Conduct, manage, and document in writing recurring staff meetings;</p> <p><b>Findings:</b>                      General: Based on observation and review of documentation, proof of required staff meetings was not presented.</p>	

**Inspection Report**

**345 - Staff Evaluation**

**Not In Compliance**

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

**(1) A director shall:**

- (j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;**

**Findings:**

General: Based on observation and review of documentation, this regulatory requirement was not met. Seven (7) staff did not have a current evaluation on file. These staff were hired on 8/25/14, 5/09/16, 6/06/16, 9/14/15, 8/12/09, 5/24/18, and 1/29/18.

**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, this regulatory requirement was not met. Eight (8) staff did not have personnel files on site that included their dates of employment.

**390 - 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, this regulatory requirement was not met. Four (4) staff did not have proof of education on file. These staff were hired on 1/23/17, 5/21/19, 1/29/18, and 8/15/18.

**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, this regulatory requirement was not met. Three (3) staff members did not have a statement from a health professional that they were free of active TB or a copy of negative tuberculin results prior to employment and every two (2) years thereafter. These staff were hired on 5/21/19, 1/29/18, and 8/15/18.

**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 observation and review of documentation, this regulatory requirement was not met. Four (4) staff did not complete the fifteen (15) hours of cabinet-approved early care and education training within their completed training year. These staff were hired on 1/29/18, 8/25/14, 8/12/09, and 5/24/18. A staff hired on 1/29/18 did not have written evidence of completing orientation and pediatric abusive head trauma training. A staff hired on 9/13/18 did not complete the orientation training. ECE-TRIS and the staff files were both reviewed.

**Programming**

**In Compliance**

**Premises**

**In Compliance**

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**In Compliance**

**Equipment**

**In Compliance**

**Transportation**

**In Compliance**

**Food Service/Food Program**

**In Compliance**

**Inspection Report**

**Food Service**

**In Compliance**

**Children's Records**

**In Compliance**

**Written Documentation**

**Not In Compliance**

**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, this regulatory requirement was not met. Seven (7) staff did not have current professional development plans on file. These staff were hired on 8/25/14, 5/09/16, 6/06/16, 9/14/15, 8/12/09, 5/24/18, and 1/29/18.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

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Signature of  
Provider/Representative

Title

Date