



**Andy Beshear**  
GOVERNOR

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

**Melissa A. Moore, Director**  
**Division of Regulated Child Care**  
Eastern Branch  
455 Park Place, Suite 120A  
Lexington, KY 40511  
Phone: (859) 246-2301 Fax: (859) 246-2307  
<https://chfs.ky.gov/agencies/os/oig>

**Eric Friedlander**  
SECRETARY

**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

|   |  |   |
|---|--|---|
| <b>Provider Name:</b> Extended School Program at Athens<br>Chilesburg Elem<br><br><b>Provider Address:</b> 930 Jouett Creek Drive, Lexington, KY, 40509<br><b>Owner(s):</b> Lexington Fayette Urban County Government | <b>Provider Information</b><br><b>Provider Type:</b> LICENSED TYPE I   | <b>CLR No:</b> L358333<br><br><b>Capacity:</b> 120<br><b>Director(s):</b> Prater, Lee Marie |
| <b>Inspection Type:</b> Renewal Application<br><b>Date Initiated:</b> 03/11/2021 2:45 PM  | <b>Inspection Information</b><br><b>Date Concluded:</b> 03/11/2021 4:05 PM<br><b>No. of Children Present:</b> 46 | <b>Inspection No:</b> 293878  |

| Inspection Report   |  |
|---|--|
| <b>Background Checks</b><br><b>Supervision</b><br><b>Staffing Requirements</b><br><b>General Administration</b><br><b>Director Requirements</b>   | <b>In Compliance</b><br><b>In Compliance</b><br><b>In Compliance</b><br><b>In Compliance</b><br><b>Not In Compliance</b> |
| <b>340 - Staff Meeting</b>  | <b>Not In Compliance</b>   |
| <b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b><br><b>(1) A director shall:</b><br><b>(i) Conduct, manage, and document in writing recurring staff meetings;</b><br><b>Findings:</b><br>Based on review of documentation, this regulatory requirement was not met. A review of the staff meeting documentation revealed that the last documented staff meeting was 2/26/19.   |  |
| <b>Employee Records</b>   | <b>Not In Compliance</b>   |
| <b>385 - Personnel File</b>   | <b>Not In Compliance</b>   |
| <b>922 KAR 2:090. Section 9. Records.</b><br><b>(1) A child-care center shall maintain:</b><br><b>(e) A current personnel file for each child-care center staff person to include:</b><br><b>1. Name, address, date of birth, and date of employment;</b><br><b>2. Proof of educational qualifications;</b><br><b>3. Record of annual performance evaluation;</b><br><b>4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and</b><br><b>5. The results of background checks conducted in accordance with 922 KAR 2:280;</b><br><b>Findings:</b><br>General: Based on review of documentation and interview, the facility failed to maintain staff files. The following was found:<br>1. One staff person did not have a personnel file on site. The staff person in charge identified the staff person's hire date as 11/23/20, and stated that the file was at their main office. The staff person's background checks and educational documentation could not be verified during the visit.<br>2. A review of staff files during the inspection found three staff that did not have the date of employment listed in their file. The staff person in charge thought for a second and then verbally identified the dates - 6/1/15, 2/16/21, and 2/16/21 as the hire dates. However, there was no written documentation of the hire dates and the dates of hire were not maintained in the personnel files. |  |

**Inspection Report**

|                                  |                          |
|----------------------------------|--------------------------|
| <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>In Compliance</b>     |
| <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>Not In Compliance</b> |

**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 review of documentation, this regulatory requirement was not met. A letter from the DRCC office stating the facility had submitted an acceptable plan of correction and would be recommended for relicensure was posted; however, the statement of deficiency and plan of correction from the 9/16/19, renewal inspection was not posted.

**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 review of documentation and the Training Records Information System (TRIS), the following was found:

1. One staff person (hire date: 11/23/20) did not have evidence of completing the required ECE 202 training class (Requirements for Reopening Child Care in Kentucky).
2. One staff person (hire date: 9/16/19) had a completed criminal records check (CRC) in her file; however, she did not have a completed child abuse/neglect check (CAN). The staff person in charge presented the surveyor with a parent authorization form for the CAN check to be processed and stated that the staff person was under 18 years old when she was hired. It is important to note that this staff person turned 18 years old in 2020; therefore, is required to have a completed CAN check on file.

Signature of Provider/Representative

Title

Date