



**Andy Beshear**  
GOVERNOR

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

**Eric Friedlander**  
SECRETARY

**Melissa A. Moore, Director**  
Division of Regulated Child Care  
Eastern Branch  
455 Park Place, Suite 120A  
Lexington, KY 40511

**Adam Mather**  
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Beechwood Elementary After School Program	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L354299
<b>Provider Address:</b> 54 Beechwood Road, Ft. Mitchell, KY, 41017		<b>Capacity:</b> 90
<b>Owner(s):</b> Children, Inc.		<b>Director(s):</b> Wright, Laura Michelle

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 292184
<b>Date Initiated:</b> 12/17/2019 2:00 PM	<b>Date Concluded:</b> 12/17/2019 3:40 PM	
	<b>No. of Children Present:</b> 19	

Inspection Report	
<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>Not In Compliance</b>
<b>345 - Staff Evaluation</b>	<b>Not In Compliance</b>

**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 review of documentation, three staff members hired 9/15/16, 2/8/11, and 9/21/17, did not have an evaluation in their personnel files for the 2018 year.

<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, a staff member with an unknown hire date had only a CPR/First Aid certification in their personnel file. The file did not contain the following for this individual: date of birth, date of employment, proof of educational qualification, tuberculosis screening, performance evaluation, and results of background checks. The surveyor was able to verify via KARES portal that this individual had completed background checks on 10/3/19, and had submitted fingerprints on 10/9/19. This individual was eligible for hire on 10/10/19.

Inspection Report

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, two staff members hired 9/15/16, and 9/21/17, had a negative tuberculin skin result on file that had exceeded two years. The record for staff member hired 9/15/16, was dated 9/19/17. The record for the staff member hired 9/21/17, was dated 9/20/17. In addition, a staff member with an unknown hire date, did not have a record of a negative tuberculin skin result, nor a physician's statement clearing this individual of active tuberculosis in their personnel file.

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
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, a child enrolled 9/19/19, had an immunization record on file that was not current as of 10/1/19.

1140 - 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, a child enrolled 8/14/19, did not have a physician contact number listed in their enrollment information.

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, a staff member hired 9/21/17, did not have a professional development plan in their personnel file that was current. The professional development plan reviewed for this individual was dated for 2017.

Posted Documentation

In Compliance

Animals

In Compliance

---

Signature of Provider/Representative

Title

Date