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Adam Mather
INSPECTOR GENERAL

Inspection Report

Provider Name: William H. Natcher After-School Program Provider Address: 1434 Cave Mill Road, Bowling Green, KY, 42104 Owner(s): Bowling Green - Warren County Community Education	Provider Information Provider Type: LICENSED TYPE I	CLR No: L354313 Capacity: 175 Director(s): Lightfoot, Erin Elizabeth
Inspection Type: Renewal Application Date Initiated: 08/24/2018 2:45 PM	Inspection Information Date Concluded: 08/24/2018 4:15 PM No. of Children Present: 20	Inspection No: 245879

Inspection Report	
Background Checks	In Compliance
Supervision	Not In Compliance
90 - Children Supervised	Not In Compliance
922 KAR 2:120. Section 2. Child Care Services. (3)(a) Each center shall maintain a child-care program that assures each child will be: 1. Provided with adequate supervision at all times by a qualified staff person who ensures the child is: a. Within scope of vision and range of voice; or b. For a school-age child, within scope of vision or range of voice;	
Findings: General: Based on Observation, nine (9) school-age children were not supervised, for approximately one minute, when each child left the cafeteria and went inside the adjacent restrooms located in the hall. The two (2) staff members remained in the cafeteria.	
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
340 - Staff Meeting	Not In Compliance
922 KAR 2:090. Section 10. Director Requirements and Responsibilities. (1) A director shall: (i) Conduct, manage, and document in writing recurring staff meetings;	
Findings: General: Based on Review of Documentation and interview, the center failed to provide documentation of more than one (1) staff meeting (0807/18) being conducted.	
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 Review of Documentation, a staff, hired on 08/21/17, did not have an annual written performance evaluation on file.	

Inspection Report**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, a staff, hired on 08/21/17, did not maintain education verification on file.

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, a staff, hired on 08/08/18, did not have education verification on file.

Programming**In Compliance****Premises****In Compliance****Hygienic Practices****In Compliance****First Aid/Medication****In Compliance****Outdoor Play Area****Not In Compliance****750 - Playground Conditions****Not In Compliance****922 KAR 2:120. Section 4. Premises Requirements.****(20) An outdoor play area shall be:**

- (d) Safe from foreseeable hazard;**
- (e) Well drained;**
- (f) Well maintained;**
- (g) In good repair; and**
- (h) Visible to staff at all times.**

Findings:

General: Based on Observation, black fabric weed block was raised above protective surface in several places on the outdoor playground.

Equipment**In Compliance****Transportation****In Compliance****Food Service/Food Program****In Compliance****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, a staff, hired on 08/21/17, did not have an annual professional development plan on file.

Inspection Report

1175 - Earthquake/Tornado/Fire Drills

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;

(i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;

Findings:

General: Based on review of documentation and interview, monthly, practiced fire drills were conducted but the date, time and names of children participants were not documented. Quarterly, practiced earthquake and tornado drills were conducted but the date, time and names of children participants were not documented.

1195 - Fire Drills

Not In Compliance

922 KAR 2:120. Section 3. General Requirements.

(12) A fire drill shall be:

(a) Conducted during hours of operation at least monthly; and

(b) Documented.

(13) An earthquake drill and a tornado drill shall be:

(a) Conducted during hours of operation at least quarterly; and

(b) Documented.

Findings:

General: Based on interview and review of documentation, monthly, practiced fire drills were conducted but were not documented. Quarterly, practiced earthquake and tornado drills were conducted but were not documented.

Posted Documentation

In Compliance

Animals

Not Applicable

Signature of Provider/Representative

Title

Date