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Inspection Report

<b>Provider Name:</b> St. Matthews Elementary YMCA SACC	<b>Provider Information</b>	<b>CLR No:</b> L354360
<b>Provider Address:</b> 601 Browns Lane, Louisville, KY, 40207	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 294
<b>Owner(s):</b> The Young Mens Christian Association Of Greater Louisville		<b>Director(s):</b> Lee, Chaelyn Nicole

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 242166
<b>Date Initiated:</b> 11/17/2017 3:25 PM	<b>Date Concluded:</b> 11/17/2017 5:35 PM	
	<b>No. of Children Present:</b> 46	

Inspection Report

<b>Supervision</b>	<b>Not In Compliance</b>
<b>5 - Children Supervised</b>	<b>Not In Compliance</b>

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:
    - a. Ensures the child is 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, the child care center failed to maintain adequate supervision in accordance with regulatory requirements. Observation revealed seven (7) children intermittently entering into the cafeteria unsupervised to retrieve items. Each child remained in the cafeteria no longer than three (3) minutes.

Staffing Requirements

<b>35 - Adequate Adults/Qualified Staff</b>	<b>Not In Compliance</b>
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922 KAR 2:110. Section 5. Staff Requirements.

- (10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:
  - (a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;
  - (b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and
  - (c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.

Findings:

General: Based on observation and a review of documentation, the child care center failed to maintain staffing requirements. Observation revealed a staff member with a hire date of 9/6/17 being the sole caregiver for 24 children ranging in age from 5 years to 6 years. A review of documentation revealed the staff member to be under 18 years of age.

**40 - Ratios and Group Size**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**

**(2) Minimum staff-to-child ratios and group size for an operating child-care center shall be maintained as follows:**

**Age of Children Ratio Maximum Group Size\***

**Infant**

**1 staff for 5 children 10**

**Toddler**

**1 staff for 6 children 12**

**Preschool-age 2 to 3 years**

**1 staff for 10 children 20**

**Preschool-age 3 to 4 years**

**1 staff for 12 children 24**

**Preschool-age 4 to 5 years**

**1 staff for 14 children 28**

**School-age 5 to 7 years**

**1 staff for 15 children 30**

**School-age 7 and older**

**1 staff for 25 children**

**(for before and after school) 30**

**1 staff for 20 children**

**(full day of care) 30**

**\*Maximum Group Size shall be applicable only to Type I child-care centers.**

**Findings:**

General: Based on observation, the child care center failed to comply with staffing requirements. Observation revealed a staff member supervising 24 school age children. Interview with the supervising staff revealed the children ranged in age from five (5) to six (6) years of age.

**General Administration**

**Not In Compliance**

**75 - Liability Insurance**

**Not In Compliance**

**922 KAR 2:090. Section 6. License Issuance.**

**(11) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:**

**(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;**

**Findings:**

General: Based on review of documentation, the child care center failed to comply with the regulatory requirements. A review of documentation failed to reveal written proof of liability coverage of at least \$1,000,00 per occurrence.

**Director Requirements**

**Not In Compliance**

**255 - Staff Meeting**

**Not In Compliance**

**922 KAR 2:110. Section 4. Director Requirements and Responsibilities.**

**(1) Effective with the adoption of this administrative regulation, a director shall:**

**(i) Conduct, manage, and document in writing staff meetings;**

**Findings:**

General: Based on review of documentation, the child care center director failed to assure compliance with regulatory requirements. A review of documentation failed to reveal written documentation showing staff meetings had been conducted and managed by the director.

**265 - Health, Safety, Comfort**

**Not In Compliance**

**922 KAR 2:110. Section 4. Director Requirements and Responsibilities.**

**(1) Effective with the adoption of this administrative regulation, a director shall:**

**(l) Provide for the health, safety, and comfort of each child;**

**Findings:**

General: Based on observation and interview, the child care center director failed to assure compliance with regulatory requirements. An observation conducted on 11/17/17 revealed approximately 70 children ranging in age from five (5) years to ten (10) years of age in care in the cafeteria. Interview with a staff member revealed the staff member was unsure how many children she was escorting out of the cafeteria to the restroom. The staff member stated she would count the children upon arriving back into the cafeteria. When the staff member was asked how she would know if she was bringing back all of the children she had taken out of the cafeteria, she replied "Cause I know what children I have".

**275 - Caregiver Alone**

**Not In Compliance**

**922 KAR 2:110. Section 4. Director Requirements and Responsibilities.**

**(1) Effective with the adoption of this administrative regulation, a director shall:**

**(n) Assure that a person acting as a caregiver of a child in care shall not be left alone with a child, if the licensee has not received the results of the background checks as described in Section 3(1)(e)6 of this administrative regulation;**

**Findings:**

General: Based on observation and a review of documentation, the child care center director failed to assure compliance with regulatory requirements. Observation revealed staff members with hire dates of 8/25/17, and 9/6/17 were the sole caregivers of school age children between approximately 4:00 P.M., when the children were separated into groups, until approximately 5:30 P.M., when the surveyor exited the building. A review of documentation revealed the aforementioned staff members failed to have completed child abuse and neglect results contained in the files.

**300 - Background checks/left alone**

**Not In Compliance**

**922 KAR 2:090. Section 6. License Issuance.**

**(5) An individual described in subsection (4) of this section shall:**

- (a) Submit to background checks described in paragraph (b) of this subsection;**
- (b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:**
  - 1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;**
  - 2. Criminal records check required by KRS 199.896(19);**
  - 3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and**
  - 4. An address check of the Sex Offender Registry; and**
- (c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.**

**Findings:**

General: Based on observation and review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. Observation revealed staff members with hire dates of 8/25/17 and 9/6/17 were the sole caregivers of school age children from approximately 4:00 P.M. to 5:30 P.M. A review of staff records revealed that the aforementioned staff members failed to have results of a child and abuse neglect check contained in their file. Further review revealed files for staff members with hire dates of 02/09/09 and an unknown hire date failed to have documentation revealing results of a CRC and child and abuse neglect checks.

**315 - Educational Requirements**

**Not In Compliance**

**922 KAR 2:110. Section 5. 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, the child care center failed to maintain employee records in accordance with regulatory requirements. A review of staff files revealed staff members with hire dates of 2/9/09, 8/25/17, and 9/6/17 failed to have documentation contained in the file showing a high school diploma, GED or other qualifying documentation from a comparable educational entity, or a Commonwealth Child Care Credential.

**320 - TB Verification**

**Not In Compliance**

**922 KAR 2:110. Section 5. 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, the child care center failed to maintain employee files in accordance with regulatory requirements. A review of staff files revealed that negative results of a tuberculin test or a written statement from a health care professional that the individual is free of tuberculosis failed to be contained in the file for staff members with hire dates of, 2/9/09, 05/30/17, and an unknown hire date.

**325 - CPR/First Aid Coverage**

**Not In Compliance**

**922 KAR 2:110. Section 5. Staff Requirements.**

**(3) For a child-care center licensed for infant, toddler, or preschool-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**

- (a) Infant and child cardiopulmonary resuscitation; and**
- (b) Infant and child first aid.**

**(4) For a child-care center licensed for school-age children, at least one (1) person on duty and present with the children shall be currently certified by a cabinet-approved training agency in the following skills:**

- (a) Adult cardiopulmonary resuscitation; and**
- (b) First aid.**

**Findings:**

General: Based on review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. A review of documentation failed to reveal a current first aid/CPR certification on any staff members who were supervising or present at the time of the survey, from approximately 4:00 P.M. to 6:00 P.M.

**340 - Training**

**Not In Compliance**

**922 KAR 2:110. Section 5. Staff Requirements.**

**(14) 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 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 pediatric abusive head trauma training completed once every five (5) years.**

**Findings:**

General: Based on review of documentation, the child care center failed to maintain employee records in accordance with regulatory requirements. A review of documentation failed to reveal 15 hours of cabinet approved training for staff members with a hire date of 2/9/09. A staff member with a hire date of 5/30/17 failed to have documentation showing six (6) hours of cabinet approved training within the first 90 days of employment.

**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>Not In Compliance</b>

**810 - Transportation Notification/Third Party Contracts** **Not In Compliance**

**922 KAR 2:120. Section 12. Transportation.**  
**(3) Prior to transporting a child, a center providing transportation services of a child shall notify the cabinet or its designee in writing of the:**  
**(f) Contracts, agreements, or documents detailing arrangements with any third party for services;**

**Findings:**

General: Based on review of documentation, the child care center failed to comply with regulatory requirements regarding transportation. A review of documentation failed to reveal documentation revealing a third party contract with JCPS.

<b>Food Service</b>	<b>In Compliance</b>
<b>Children's Records</b>	<b>Not In Compliance</b>

**1070 - Immunization** **Not In Compliance**

**922 KAR 2:110. Section 3. 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, the child care center failed to maintain children's records in accordance with regulatory requirements. A review of children's files revealed that children enrolled on 08/16/17, 08/09/17, 08/17/17, 07/21/17, 07/25/17, 07/25/17, and 07/13/17 failed to have current immunization certificates contained in the file.

**1075 - Enrollment Information** **Not In Compliance**

**922 KAR 2:110. Section 3. 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 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 situation 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, the child care center failed to maintain children's files in accordance with regulatory requirements. A review of children's files revealed that children enrolled on 07/25/17, 08/12/17 and 07/13/17 failed to have a written record for each child, completed and signed by the parent. Further review revealed that the file for a child enrolled on 08/12/17 failed to have contact information to enable a person in charge to contact the child's physician. A file for a child with an enrollment date of 08/16/17 failed to have the name of each person designated in writing to pick up the child, and also failed to have the name and number of each person to be contacted in case of emergency impacting the child.

<b>Written Documentation</b>	<b>Not In Compliance</b>
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**1115 - Earthquake/Tornado Drills** **Not In Compliance**

**922 KAR 2:110. Section 3. 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;**

**Findings:**

General: Based on review of documentation and interview, the child care center failed to maintain written documentation in accordance with regulatory requirements. Documentation revealing times, dates and names of the children participating, were not available at the time of the survey. Interview with the staff in charge revealed the documents were not accessible.

**Inspection Report**

**1120 - Fire Drills**

**Not In Compliance**

**922 KAR 2:110. Section 3. Records.**  
**(1) A child-care center shall maintain:**  
**(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, the child care center failed to maintain written documentation in accordance with regulatory requirements. Documentation of fire drills was not available at the time of the survey. Interview with the staff in charge revealed the documentation was inaccessible at the time of the survey.

**1135 - Orientation Procedure**

**Not In Compliance**

**922 KAR 2:120. Section 2. Child Care Services.**  
**(3)(b) The program shall include:**  
**2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.**

**Findings:**

General: Based on review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. Review of documentation failed to reveal a written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child care member staff.

**Posted Documentation**

**In Compliance**

**Animals**

**In Compliance**

Signature of Provider/Representative

Title

Date