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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

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 319947
<b>Date Initiated:</b> 02/28/2022 2:53 PM	<b>Date Concluded:</b> 02/28/2022 5:07 PM	
	<b>No. of Children Present:</b> 49	

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>Not In Compliance</b>
<b>160 - Liability Insurance</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 6. License Issuance.</b> <b>(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:</b> <b>(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;</b>	
<b>Findings:</b>	
General: Upon request, written document verifying that the child care center has current liability insurance and has at least \$100,000 per occurrence was not presented for review on the day of the inspection.	
<b>305 - Fire Marshal/Zoning Compliance</b>	<b>Not In Compliance</b>
<b>922 KAR 2:120. Section 4. Premises Requirements.</b> <b>(2) A child-care center shall be in compliance with the codes administered by the Kentucky Fire Marshal and the local zoning laws.</b>	
<b>Findings:</b>	
General: Upon request, a current fire marshal report was not presented for review on the day of the inspection.	
<b>Director Requirements</b>	<b>Not In Compliance</b>
<b>355 - Staff Meeting</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 10. Director Requirements and Responsibilities.</b> <b>(1) A director shall:</b> <b>(i) Conduct, manage, and document in writing recurring staff meetings;</b>	
<b>Findings:</b>	
General: Upon request, verification that the child care center had conducted recurring staff meetings was not presented for review on the day of the inspection.	

**360 - 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: Upon request, a current written annual staff evaluation was not presented for review for a staff member with the hire date 07/19/2018.

**Employee Records**

**Not In Compliance**

**405 - 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: Upon request, a current written statement from a health care professional stating that two (2) staff member with the hire dates 07/19/2018 and 06/02/2010 were free of active tuberculosis or a copy of a tuberculin result was not presented for review on the day of the inspection.

**415 - CPR/First Aid Required Training**

**Not In Compliance**

**922 KAR 2:120. Section 7. First Aid and Medicine.**

**(8) Each center shall ensure that every staff member has received training on first aid and cardiopulmonary resuscitation (CPR).**

**Findings:**

General: Upon request, verification that the staff member with the hire date 07/19/2018 and had completed the required first aid and cardiopulmonary resuscitation training was not presented for review on the day of the inspection.

**420 - Adequate Substitute(s)**

**Not In Compliance**

**922 KAR 2:090. Section 11. Staff Requirements.**

**(6) Child-care centers shall have available in case of need:**

- (a) One (1) qualified substitute staff person for a Type II child-care center; or**
- (b) Two (2) qualified substitute staff persons for a Type I child-care center.**

**(7) Each qualified substitute staff person shall:**

- (a) Meet the staff requirements of this administrative regulation; and**
- (b) Provide the required documentation to verify compliance with this administrative regulation.**

**Findings:**

General: Upon request, verification that the child care center had hired two (2) adequate substitutes in case of need was not presented for review on the day of the inspection.

**435 - 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 completed within the first three (3) months of employment in a child-care program;**
- (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment in a child care program, 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 completed between July 1 and the following June 30 of each subsequent year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**

**(17) A staff person's compliance with training requirements of this section shall be verified through the cabinet-designated database maintained pursuant to 922 KAR 2:240.**

**Findings:**

General: Review of staff files revealed the following:

- 1. Verification that a staff member with the hire date 07/19/2018 had completed fifteen (15) hours of cabinet-approved early care and educational training was not presented for review on the day of the inspection. Review of the Early Care and Education Training Records Information System (ECE-TRIS) report did not verify that the fifteen (15) hours of cabinet-approved training had been completed by the staff member.
- 2. Verification that a staff member with the hire date 09/22/2021 had completed six (6) hours of cabinet-approved orientation training within the first three (3) months of employment was not presented for review on the day of the inspection. Review of the Early Care and Education Training Records Information System (ECE-TRIS) report did not verify that the six (6) hour of cabinet-approved orientation training had been completed by the staff member.

**Inspection Report**

**Programming**

**Not In Compliance**

**455 - Program of Activities Followed**

**Not In Compliance**

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

**(4) The child-care center shall provide a daily planned program:**

- (a) Posted in writing in a conspicuous location with each age group and followed;**
- (b) Of activities that are individualized and developmentally appropriate for each child served;**
- (c) That provides experience to promote the individual child's physical, emotional, social, and intellectual growth and well-being; and**
- (d) Unless the child-care center is a before- or after-school program that operates part day or less, that offers a variety of creative activities including:**

- 1. Art or music;**
- 2. Math or numbers;**
- 3. Dramatic play;**
- 4. Stories and books;**
- 5. Science or nature;**
- 6. Block building or stacking;**
- 7. Tactile or sensory activity;**
- 8. Multi-cultural exposure;**
- 9. Indoor and outdoor play in which a child makes use of both small and large muscles;**
- 10. A balance of active and quiet play, including group and individual activity;**
- 11. An opportunity for a child to:**
  - a. Have some free choice of activities;**
  - b. If desired, play apart from the group at times;**

**Findings:**

General: Upon request, a current daily activity plan was not presented for review on the day of the inspection. There was an activity plan posted; however, the document was empty.

**485 - School Age Care**

**Not In Compliance**

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

**(10) If school-age care is provided:**

- (a) A separate area or room shall be provided in a Type I child-care center; and**
- (b) Each child shall be provided a snack after school.**

**Findings:**

On the day of the inspection the children were not observed being served snack. Review of the child care center's daily schedule revealed the children would be served snack from 3:45p.m. to 4:30p.m. At 4:30p.m. the children and staff members were observed going outside to the playground. The surveyor asked a staff member when snack was going to be served to the children and he/she stated that, "The children will not be served snack today, it is too pretty outside, we are going outside today and if they want snack the children can get it as they leave." The staff member was observed pushing a metal food storage locker outside beside the child care center's entry door and leaving it. When a parent came to pick-up their child, the child was told to get a snack if they wanted one. Therefore, the children were not served snack.

**Premises**

**In Compliance**

**Hygienic Practices**

**In Compliance**

**First Aid/Medication**

**In Compliance**

**Outdoor Play Area**

**Not In Compliance**

**800 - Protective Surface**

**Not In Compliance**

**922 KAR 2:120. Section 4. Premises Requirements.**

**(21) A protective surface shall:**

- (a) Be provided for outdoor play equipment used to:**
  - 1. Climb;**
  - 2. Swing; and**
  - 3. Slide; and**
- (b) Have a fall zone equal to the height of the equipment.**

**Findings:**

General: Observation of the outside play area revealed there was not sufficient protective surfacing under the large plastic rock-climbing wall. The ground was visible.

**Equipment**

**In Compliance**

**Transportation**

**In Compliance**

**Kitchen Requirements**

**In Compliance**

**Food Service**

**In Compliance**

**Meal Planning/Center Provides Meals**

**In Compliance**

**Meal Planning/Center Does Not Provide Meals**

**Not Applicable**

**Children's Records**

**In Compliance**

**Inspection Report**

**Written Documentation**

**Not In Compliance**

**1265 - Policies and Procedures**

**Not In Compliance**

**922 KAR 2:090. Section 8. General.**

**(4) Program policies and procedures shall:**

**(a) Be in writing; and**

**(b) Include:**

**1. Staff policies;**

**2. Job descriptions;**

**3. An organization chart;**

**4. Chain of command; and**

**5. Other procedures necessary to ensure implementation of:**

**a. KRS 199.898, Rights for children in child-care programs and their parents, custodians, or guardians - posting and distribution requirements;**

**b. 922 KAR 2:120, Child-care center health and safety standards;**

**c. 922 KAR 2:280, Background checks for child care staff members, reporting requirements, and appeals; and**

**d. This administrative regulation.**

**Findings:**

General: Review of the child care center's documentation revealed the following:

- 1. Job descriptions for the director and substitute were not presented for review on the day of the inspection.
- 2. A current chain of command was not presented for review on the day of the inspection.

**1275 - Staff Schedule**

**Not In Compliance**

**922 KAR 2:090. Section 9. Records.**

**(1) A child-care center shall maintain:**

**(d) A written schedule of staff working hours;**

**Findings:**

General: Upon request, a current staff schedule was not presented for review on the day of the inspection.

**1280 - 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: Upon request, a current written professional development plan was not presented for review on the day of the inspection for a staff member with the hire date 07/19/2018.

**1305 - 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, shelter-in-place or lockdown drill, and tornado drill shall be:**

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

**(b) Documented.**

**Findings:**

General: Upon request, a written quarterly practiced lockdown drill detailing the date, time and the name of the children that participated in the drill for the fourth (4th) quarter of 2021 was not presented for review on the day of the inspection.

**Posted Documentation**

**Not In Compliance**

**1310 - 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: The child care center's license was not posted or readily available for review at the time of the inspection. Interview with the staff in-charge revealed the document was unavailable at the time of inspection.

**Animals**

**Not Applicable**

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Signature of Provider/Representative

Title

Date