



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

| | | |
|--|--|---|
| Provider Name: Children's Collaborative at Campbell Co. High School Teen Center | Provider Information Provider Type: LICENSED TYPE I | CLR No: L359026 |
| Provider Address: 909 Camel Crossing, Alexandria, KY, 41001 | | Capacity: 25 |
| Owner(s): Children's Collaborative, LLC | | Director(s): Hernandez, Ruby Leinani |

| | | |
|---|---|------------------------------|
| Inspection Type: Renewal Application | Inspection Information | Inspection No: 278917 |
| Date Initiated: 03/28/2019 11:40 AM | Date Concluded: 03/28/2019 2:45 PM | |
| | No. of Children Present: 7 | |

| Inspection Report | |
|--|--------------------------|
| Background Checks | Not In Compliance |
| 10 - Submit background check | Not In Compliance |
| <p>922 KAR 2:280 - Section 4. Procedures and Payments.</p> <p>(1) To initiate the process for obtaining background checks on a prospective child care staff member, the child care provider shall:</p> <p>(a) Request that the prospective child care staff member provide a copy of his or her driver's license or other government-issued photo identification and verify that the photograph clearly matches the prospective child care staff member;</p> <p>(b) Request that the prospective child care staff member complete and sign the:</p> <ol style="list-style-type: none"> DCC-500, Applicant Child Care Staff Member Waiver Agreement and Statement; and DCC-501, Disclosures to Be Provided to and Signed by the Applicant Child Care Staff Member; and <p>(c) Log on to the NBCP portal and enter the prospective child care staff member's demographic information for a check of the:</p> <ol style="list-style-type: none"> Child abuse and neglect central registry pursuant to 922 KAR 1:470; National Crime Information Center's National Sex Offender Registry in accordance with 34 U.S.C. 20921; and Sex Offender Registry established in accordance with KRS 17.500 through 17.580. | |
| Findings: | |
| <p>General: Based on observation and interview, this regulatory requirement was not met. At the time of the survey it was found by the staff person in charge that students from the school volunteer in the classroom daily. While the surveyor was present, two (2) student volunteers came in the room. One (1) of those student volunteers was observed holding an infant and interacting with the other children. The other student volunteer was observed interacting and playing with three (3) children ages one to three (1-3) years old in the gross motor area. The staff person in charge of this group also walked out of the gross motore space where this student volunteer and the children were playing. The staff person took a child to the changing table, leaving the student volunteer in the gross motor area with two (2) children. A review of records found there are four (4) student volunteers who come in the room. It was also found that a child abuse and neglect (CAN) check had not been completed on these student volunteers. An interview with staff found they had been informed they no longer needed to complete a CAN check on their volunteer students. However, due to the fact that these volunteer students are interacting with the children a CAN check would need to be conducted in accordance with 922 KAR 1:470.</p> | |
| Supervision | In Compliance |
| Staffing Requirements | In Compliance |
| General Administration | In Compliance |

Inspection Report

Director Requirements

Not In Compliance

320 - Operation instruction/Regulation copy

Not In Compliance

922 KAR 2:090. Section 8. General.

(2) Child-care center staff shall be:

- (a) Instructed by the child-care center's director regarding requirements for operation; and**
- (b) Provided with a copy of this administrative regulation, 922 KAR 2:120, and 922 KAR 2:280.**

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. Documentation regarding a copy of the regulatory requirements for child care facilities found that the copy available was from 2014. This is not current as there were changes made to regulatory requirement in 2018.

350 - Health, Safety, Comfort

Not In Compliance

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.

(1) A director shall:

- (l) Assure the health, safety, and comfort of each child;**

Findings:

General: Based on observation, this regulatory requirement was not met.

- 1) At the time of the survey children were put down for nap. A child who was twenty-three-months old was placed in a crib with a pacifier attached to a tether that could be clipped to the child's clothing. Although the tether was not clipped to the child's clothing, it remained attached to the end of the child's pacifier while the child slept. The child's pacifier is the only item that can be in the crib with the child.
- 2) A box fan that was plugged in and turned on was observed on the floor in the doorway of the space that leads from the nursery area into the block area. There are low half walls that separate each area. There was an eight-month-old mobile infant on the floor in the nursery area. The fan was accessible to the children.
- 3) In the block area there was an area where a receptacle was in the wall but there was nothing covering the open space. A stack of vinyl blocks was also observed beside the receptacle.
- 4) A mop was observed in the sink behind the changing table at the time of the survey. The sink is used for handwashing after diaper changing.

Employee Records

Not In Compliance

405 - 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: Based on interview, this regulatory requirement was not met. An interview with staff found there is only one (1) qualified substitute available if needed. A review of documents confirmed there is only one (1) qualified substitute which is the named director.

420 - 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 or 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: Based on observation and interview, this regulatory requirement was not met. At the time of the survey there was not a posted planned of activities for the infants. The surveyor asked the staff person in the infant room if she had a planned program of activities for the infants in her care. The staff person stated she uses the same planned program of activities planned for the preschool children but modifies the activities for the infants. An observation of a planned program of activities with no date was posted on the outside of a cabinet in the office area. This plan contained activities that included but are not limited to counting petals on a flower, matching colors and shapes, hopping like a bunny and leaping like a frog and Easter egg sponge painting. A posted program of planned activities is required to be posted and followed for each age group. Further interview with staff found that they had been informed that they could use the same lesson plan for each age group and then note at the top of the plan that the activities are modified to fit the age group without noting those modifications.

480 - Infant/Toddler Combined with Older Children

Not In Compliance

922 KAR 2:120. Section 5. Infant and Toddler Play Requirements.

- (2) Except in accordance with subsection (3) of this section or Section 2(2)(c) of this administrative regulation, an infant or toddler under twenty-four (24) months of age shall not participate in an activity with an older child for no more than one (1) hour per day.**
- (3) If a toddler is developmentally appropriate for a transition to a preschool age group, a toddler may participate in an activity with an older child for more than one (1) hour per day if:**
 - (a) Space for the toddler is available in the preschool-age group;**
 - (b) The staff-to-child ratios and group sizes are maintained based on the age of the youngest child;**
 - (c) The center has a procedure for listing a transitioning toddler on attendance records, including a specific day and time the toddler is with either age group; and**
 - (d) The child care center has obtained the signature and approval of the toddler's parent on the toddler's transition plan.**

Findings:

General: Based on observation, this regulatory requirement was not met. At the time of the survey there were two (2) groups of children in care. One (1) group consisted of four (4) infants ages four to eight months old with a staff person and a student volunteer in the infant area. In another group in the gross motor area there were three (3) children ages twenty-three months old to three (3) years old and one (1) staff person and a student volunteer. The child who was twenty-three-months old was the youngest child and remained in the group for the duration of the survey. An interview with staff found that the child stays with the group all day. Because the child was under twenty-four months old the child would only be allowed to be mixed with older children for no more than one (1) hour per day.

495 - Bedding/Toys in Crib

Not In Compliance

922 KAR 2:120. Section 6. Sleeping and Napping Requirements.

- (3) Rest time shall include adequate space specified by the child's age as follows:**
 - (a) For an infant:**
 - 3. No loose bedding, such as a bumper or a blanket; and**
 - 4. No toys or other items except the infant's pacifier;**

Findings:

General: Based on observation, this regulatory requirement was not met. At the time of the survey children were put down for nap. A child who was twenty-three months old was placed in a crib with a pacifier with tether attached.

Inspection Report

Premises

Not In Compliance

580 - Floors, Walls, Ceilings

Not In Compliance

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

(9) Floors, walls, and ceilings shall be smooth, in good repair, and constructed to be easily cleaned.

Findings:

General: Based on observation, this regulatory requirement was not met.

- 1) In the gross motor area on the half wall there were areas of tape residue with an accumulation of dirt and grime and several areas where the paint had peeled away from the surface.
- 2) At the bottom of a wall that separates the sink used for handwashing after diapering and the sink in the kitchen area, clear packing tape had been used to secure the gray cove base to the wall. The surface of the wall had bubbled up and was damaged where the packing tape was found.
- 3) In the space used as the nursery space the 1/2 wall as you enter the area had holes in the drywall and areas of chipping paint near the baseboard.
- 4) The half wall where the child sized sink is located had areas of chipping and peeling paint.

645 - Sink

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(3) A sink shall be:

- (a) Located in or immediately adjacent to toilet rooms;**
- (b) Equipped with hot and cold running water that allows for hand washing;**
- (c) Equipped with hot water at a minimum temperature of ninety (90) degrees Fahrenheit and a maximum of 120 degrees Fahrenheit;**
- (d) Equipped with liquid soap;**
- (e) Equipped with hand-drying blower or single use disposable hand drying material;**
- (f) Equipped with an easily cleanable waste receptacle; and**
- (g) Immediately adjacent to a changing area used for infants and toddlers.**

Findings:

General: Based on observation, this regulatory requirement was not met. A portable sink was observed in the gross motor area against the wall between two (2) windows. An interview with staff found that the sink is not hooked up and currently not in use. The staff person stated in interview that their enrollment is low right now and they only use it when enrollment is higher. The staff person stated they have not used the sink for several years but were told to leave it in the room because if they take it out they won't be able to put it back in the room if needed. Because the sink was not hooked up it could not be determined if the sink is equipped with hot water with a temperature of no less than ninety (90) degrees Fahrenheit and not greater than 120 degrees Fahrenheit.

Hygienic Practices

Not In Compliance

685 - Diaper Changing Area/Surface

Not In Compliance

922 KAR 2:120. Section 10. Toilet, Diapering, and Toiletry Requirements.

(10) When a child is diapered, the child shall:

- (b) Be placed on a surface that is:**
 - 1. Clean;**
 - 2. Padded;**
 - 3. Free of holes, rips, tears, or other damage;**
 - 4. Nonabsorbent;**
 - 5. Easily cleaned; and**
 - 6. Free of any items not used for diaper changing.**

Findings:

General: Based on observation, this regulatory requirement was not met. The mat used for diaper changing had a tear in the corner leaving the foam exposed. This does not allow for the mat to be properly sanitized after changing a child's diaper.

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service/Food Program

Not In Compliance

990 - Snack Requirements

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

(18) A snack shall include two (2) of the following:

- (a) Milk;**
- (b) Protein;**
- (c) Bread; or**
- (d) 1. Fruit;**
- 2. Vegetable; or**
- 3. 100 percent juice.**

Findings:

General: Based on observation and review of documentation, this regulatory requirement was not met. A review of the posted snack menu found that for Monday, Wednesday and Friday only one (1) component was listed to be served. Two (2) approved components are required to be served for snack. On Tuesday cheese and crackers were listed and on Thursday cottage cheese and crackers were listed. Further interview found that the facility does not participate in the federal food program.

Inspection Report

Food Service

Not In Compliance

1075 - Bottle Preparation by Parent

Not In Compliance

922 KAR 2:120. Section 9. Food and Meal Requirements.

(4) Formula or breast milk provided by the parent shall be prepared and labeled.

Findings:

General: Based on interview, this regulatory requirement was not met. An interview with staff found that they prepare bottles at the facility. The staff measure powdered formula provided by the parents. Further interview with staff found that the facility does not participate in the federal food program.

Children's Records

Not In Compliance

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, this regulatory requirement was not met. A review of children's enrollment information found one (1) child's information did not include a preferred hospital. The facility's statement in the enrollment packet indicates they will take the child to the nearest hospital and then leaves a blank for parents to make a preference.

Written Documentation

Not In Compliance

1150 - Evacuation Plan

Not In Compliance

922 KAR 2:090. Section 5. Evacuation Plan.

(1) A licensed child-care center shall have a written evacuation plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard for a child in care in accordance with KRS 199.895 and 42 U.S.C. 9858c(c)(2)(U).

Findings:

General: Based on review of documentation, this regulatory requirement was not met. A review of documents found that the last time a written evacuation plan in the event of a fire, natural or manmade disaster was submitted for approval was 12/5/17. This does not meet the requirements for submission and approval of an evacuation plan in accordance with KRS 199.895 and 42 U.S.C. 9858c(C)(2)(U).

1160 - Daily Attendance Records

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;

Findings:

General: Based on observation and interview, this regulatory requirement was not met. Staff indicated there are two (2) children enrolled that receive child care assistance. A review of records found that the form referenced in 922 KAR 2:160 required to document the time of arrival and time of departure of children who receive child care assistance is not used daily to record this information. Staff stated in interview that they were told they could document the time of arrival and time of departure on a different document and then transfer the information to the required form at the end of the week and then have the parent sign the form verifying the times are correct.

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 observation and review of documentation, this regulatory requirement was not met. The document provided to show practiced fire, earthquake and tornado drills had drills listed as storm. There was no separation of what was fire, earthquake and tornado drills; this included the date, time and names of children that participated in each drill. Staff indicated that this is the same form that was presented during the renewal survey conducted on 3/1/18 and it was found to meet the requirements for documenting all required drills.

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 review of documentation, this regulatory requirement was not met. The document provided to show practiced fire, earthquake and tornado had drills listed as storm. There was no separation of what was fire, earthquake and tornado drills. Staff indicated that this is the same form that was presented during the renewal survey conducted on 3/1/18 and it was found to meet the requirements for documenting all required drills.

Posted Documentation

Not In Compliance

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 Website 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 observation, this regulatory requirement was not met.

1) At the time of the survey there was not a posted planned of activities for the infants. The surveyor asked the staff person in the infant room if she had a planned program of activities for the infants in her care. The staff person stated she uses the same planned program of activities planned for the preschool children but modifies the activities for the infants. An observation of a planned program of activities with no date was posted on the outside of a cabinet in the office area. This plan contained activities that included but are not limited to counting petals on a flower, matching colors and shapes, hopping like a bunny and leaping like a frog and Easter egg sponge painting. A posted program of planned activities is required to be posted and followed for each age group. Further interview with staff found that they had been informed that they could use the same lesson plan for each age group and then note at the top of the plan that the activities are modified to fit the age group without noting those modifications.

2) The staff to child ratios posted did not include staff to child ratios and group size for toddlers twelve months to twenty-four months and toddlers twenty-four months to thirty-six months. The staff to child ratios posted were the staff to child ratios that had been previously used prior to changes made in the regulations in 2018.

1210 - Disaster Course of Action

Not In Compliance

922 KAR 2:090. Section 9. Records.

- (1) A child-care center shall maintain:
 - (j) A written plan and diagram outlining the course of action in the event of a natural or manmade disaster, posted in a prominent place;

Findings:

General: Based on observation, this regulatory requirement was not met. At the time of the survey a copy of the facility diagram was posted but there was not a written plan posted with the diagram that outlines the course of action in the event of natural or manmade disaster.

1215 - Daily Activities

Not In Compliance

922 KAR 2:090. Section 10. Director Requirements and Responsibilities.

- (1) A director shall:
 - (h) Post a schedule of daily activities, to include dates and times of activities to be conducted with the children in each classroom;

Findings:

General: Based on review of documentation, this regulatory requirement was not met. There was not a daily schedule posted for the infants. An interview with infant staff found that they follow the same daily schedule as the older children. In addition there was not a posted plan of activities for the infants with the dates and times the activities would be conducted. An interview with infant staff found that the infants do the same activities as planned for the preschool children but are modified to fit the age of the infants. A review of the posted activities for the preschool children found there was not a date that indicated when these activities would be conducted.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date