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OFFICE OF INSPECTOR GENERAL**

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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Elks' Learning Center	<b>Provider Information</b>	<b>CLR No:</b> L359033
<b>Provider Address:</b> 928 East Main St, Frankfort, KY, 40601	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 155
<b>Owner(s):</b> Franklin Co. Board Of Education		<b>Director(s):</b> Raglin, Amy Michelle

<b>Inspection Type:</b> Investigation	<b>Inspection Information</b>	<b>Inspection No:</b> 219836
<b>Date Initiated:</b> 04/25/2017 3:15 PM	<b>Date Concluded:</b> 04/25/2017 4:30 PM	
	<b>No. of Children Present:</b> 31	

Inspection Report	
Supervision	Not In Compliance
<b>5 - Children Supervised</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:120. Section 2. Child Care Services.</b>  <b>(3)(a) Each center shall maintain a child-care program that assures each child will be:</b>  <b>1. Provided with adequate supervision at all times by a qualified staff person who:</b>  <b>a. Ensures the child is within scope of vision and range of voice; or</b>  <b>b. For a school-age child, within scope of vision or range of voice;</b></p>	
<p><b>Findings:</b>                      General: Based on Observation, several school-age children were observed being dismissed from the cafeteria to go to the office to meet their parents for pick-up during the complaint investigation. The cafeteria is on the second floor of the building and the children must walk down a hall to an enclosed stairwell and then at the bottom of the stairs they exit a door that leads to the office. The school-age children were not in sight or sound when they exited the cafeteria and went to the office.</p>	
<b>Staffing Requirements</b>	<b>In Compliance</b>

Inspection Report

Employee Records

Not In Compliance

310 - Personnel File

Not In Compliance

922 KAR 2:110. Section 3. 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. Written record of training participation to include:
      - a. The training source;
      - b. Location;
      - c. Date; and
      - d. Number of clock hours completed;
    - 5. Every two (2) years, a:
      - a. Statement from a health professional that the individual is free of active tuberculosis; or
      - b. Copy of negative tuberculin results; and
    - 6. For a director, employee, volunteer, or any person with supervisory or disciplinary control over, or having unsupervised contact with, a child in care, the results of a:
      - a. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;
      - b. Criminal records check required by KRS 199.896(19);
      - c. Criminal records check from any previous state of residence completed once if:
        - (i) The individual resided outside the state of Kentucky in the last five (5) years; and
        - (ii) No criminal records check has been completed for the individual's previous state of residence; and
      - d. An address check of the Sex Offender Registry;

Findings:

General: Based on Review of Documentation, a staff member did not have a personnel file on site at the facility. It could not be determined when the staff member was hired with the after-school program. Based on conflicting interviews it was unclear if this staff member ever worked alone with the children.

Programming

In Compliance

First Aid/Medication

Not In Compliance

665 - Administration Record

Not In Compliance

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

- (5) The child-care center shall keep a written record of the administration of medication, including:
  - (a) Time of each dosage;
  - (b) Date;
  - (c) Amount;
  - (d) Name of staff person giving the medication;
  - (e) Name of the child; and
  - (f) Name of the medication.

Findings:

General: Based on Review of Documentation, the medication log for a child that was given insulin on 3/27/17 and 3/28/17 did not have listed the name of the staff member that gave the medication.

Posted Documentation

Not In Compliance

1165 - Daily Activities

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:
  - (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 Observation, the after-school program did not have a daily schedule posted.

Signature of Provider/Representative

Title

Date