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Inspection Report

Provider Name: Elks' Learning Center	Provider Information	CLR No: L359033
Provider Address: 928 East Main St, Frankfort, KY, 40601	Provider Type: LICENSED TYPE I	Capacity: 155
Owner(s): Franklin Co. Board Of Education		Director(s): Hobbs, Jamie Marcelle

Inspection Type: Renewal Application	Inspection Information	Inspection No: 278961
Date Initiated: 03/20/2019 9:55 AM	Date Concluded: 03/20/2019 11:30 AM	
	No. of Children Present: 11	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance
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, it was found that there was one (1) uncovered electrical outlet in the preschool classroom. This outlet was located beside the shelf that contains the CD player.	
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, it was found that one (1) staff did not have evidence of an annual evaluation on file at the facility. The hire date for this staff is 06/01/2017.	
Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance

Inspection Report

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

In Compliance

Food Service/Food Program

In Compliance

Food Service

In Compliance

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, the following was found:

1.) The medical information section of the enrollment paperwork was not filled out on one child's enrollment. Instead "TBA" was listed as the child had not been born when the paperwork was filled out. The date of enrollment for this child is 08/13/2018.

2.) Two children's files listed the physician's name, but there was not a contact number listed. The dates of enrollment for these children are 08/15/2018 and 09/17/2018.

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, it was found that one (1) staff did not have evidence of a professional development plan on file at the facility. The hire date for this staff is 06/01/2017.

Posted Documentation

In Compliance

Animals

In Compliance

Signature of Provider/Representative

Title

Date