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Inspection Report

Provider Name: Children's Collaborative at Reiley Elementary	Provider Information Provider Type: LICENSED TYPE I	CLR No: L359025
Provider Address: 10631 Alexandria Pike, Alexandria, KY, 41001		Capacity: 99
Owner(s): Children's Collaborative, LLC		Director(s): Younse, Leslie

Inspection Type: Renewal Application	Inspection Information	Inspection No: 307044
Date Initiated: 05/05/2021 2:50 PM	Date Concluded: 05/05/2021 4:00 PM	
	No. of Children Present: 12	

Inspection Report	
Background Checks	In Compliance
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
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 interview, the staff person in charge informed the surveyor that staff files were not available for review, because the files were at an offsite location. Therefore, personnel files were not maintained for staff hired on 8/31/2017, 5/15/2018, and 10/29/2018. The hire date for a fourth staff person identified as a substitute is not known.

406 - Substitute Documentation **Not In Compliance**

922 KAR 2:090. Section 11. Staff Requirements.
(8) A qualified substitute who works in more than one (1) licensed child-care center shall provide the required documentation to verify compliance with this administrative regulation at the time of employment with each child-care center.

Findings:

General: Based on interview, the staff person in charge informed the surveyor that a staff file for a substitute was not available for review because the file was at an offsite location. The staff person in charge stated that this staff person works at another licensed program that she manages.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance

Inspection Report

First Aid/Medication

In Compliance

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service/Food Program

In Compliance

Food Service

Not In Compliance

1130 - Menu

Not In Compliance

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

(16) A weekly menu shall be:

- (a) Prepared;**
- (b) Dated;**
- (c) Posted in advance in a conspicuous place;**
- (d) Kept on file for thirty (30) days; and**
- (e) Amended in writing with any substitutions on the day the meal is served.**

Findings:

General: Based on interview, the surveyor was informed that the elementary school provides breakfast and snack to the school-age children enrolled in the before (a.m.) and after-school sessions (p.m.). A menu was not available for review.

Children's Records

In Compliance

Written Documentation

Not In Compliance

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 review of documentation, the names of the children who participated in fire drills during the months of January through May 2021, were not documented. Additionally, the names of the children who participated in earthquake and tornado drills were not documented.

Posted Documentation

In Compliance

Animals

Not Applicable

Emergency Regulation

Not Applicable

Signature of Provider/Representative

Title

Date