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**Inspection Report**

<b>Provider Name:</b> G. C. Burkhead Elementary (S.A.C.C.) School Age Child Care  <b>Provider Address:</b> 1323 Saint John Road, Elizabethtown, KY, 42701  <b>Owner(s):</b> Hardin County Board Of Education	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I   <b>Inspection Information</b> <b>Date Initiated:</b> 12/11/2018 2:14 PM <b>Date Concluded:</b> 12/11/2018 4:30 PM <b>No. of Children Present:</b> 43	<b>CLR No:</b> L354518  <b>Capacity:</b> 200 <b>Director(s):</b> Wood, Amy Danielle
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Inspection Report	
Background Checks	In Compliance
Supervision	Not In Compliance
<b>90 - Children Supervised</b>  <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 ensures the child is:</b> <b>a. 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>	<b>Not In Compliance</b>
<b>Findings:</b> General: Based on observation, the child care center failed to maintain adequate supervision in accordance with regulatory requirements. Observation revealed a staff member standing at the cafeteria door to supervise a child going to the restroom while also supervising the remainder of the children in her group who remained in the cafeteria; however, when the staff member who had been standing in the doorway alternated positions with another staff member, the staff member was not informed as to who or how many children were in the restroom and expected to return back to the cafeteria. As the surveyor was leaving the center at approximately 4:30 P.M., two (2) female children who had been observed in the cafeteria as enrolled children, were observed in the bathroom. As the surveyor turned around to notify a staff member about the female children, a male child was at the water fountain and returned to the group in the gym. The male child was observed passing a custodial closet containing multiple container of cleaning products, and was also in close proximity to an exit door located within feet of where the child was observed. Staff members in both the gym and the cafeteria were unaware the children had left their designated area. The amount of time the children were unsupervised is unknown.	

**Inspection Report****Staffing Requirements****Not In Compliance****125 - Ratios and Group Size****Not In Compliance****922 KAR 2:120. Section 2. Child Care Services.**

(2) For an operating child-care center, minimum staff-to-child ratios and group size shall be maintained as established in the table established in this subsection.

**Age of Children Ratio Maximum Group Size\*****Infant**

1 staff for 5 children 10

**Toddler 12 to 24 months**

1 staff for 6 children 12

**Toddler 24 to 36 months**

1 staff for 10 children 20

**Preschool-age 3 to 4 years**

1 staff for 12 children 24

**Preschool-age 4 to 5 years**

1 staff for 14 children 28

**School-age 5 to 7 years**

1 staff for 15 children 30

**School-age 7 and older**

1 staff for 25 children

(for before and after school) 30

1 staff for 20 children

(full day of care) 30

\*Maximum Group Size shall be applicable only to Type I child-care centers.

(b) The age of the youngest child in the group shall determine the:

1. Staff-to-child ratio; and
2. Maximum group size.

**Findings:**

General: Based on interview, and observation, the child care center failed to maintain staffing ratios in accordance with regulatory requirements. Upon entering into the gym, the staff in charge was asked how many children were in her care "at that moment". The staff in charge replied 51 children. An additional staff member stated "all" of the children were in her care; however, she was unsure how many children were in the gym at that time. The staff in charge was asked multiple times how many children were in care to which each time she replied 51. The maximum group size for a mixed age group with the youngest child aged 4 years is 28. Observation revealed 43 children were in attendance "at that moment".

**General Administration****Not In Compliance****155 - Liability Insurance****Not In Compliance****922 KAR 2:090. Section 6. License Issuance.**

(8) To qualify for a preliminary license, or maintain a regular license, a child-care center shall:

(d) Provide written proof of liability insurance coverage of at least \$100,000 per occurrence;

**Findings:**

General: Based on review of documentation, the child care center failed to comply with regulatory requirements. A review of documentation failed to reveal a current liability insurance policy that was effective 12/11/18. The documentation presented had expired in 07/2018. An interview with the staff in charge revealed the documentation was not available at the time of the survey.

**300 - Defined Groups****Not In Compliance****922 KAR 2:120. Section 2. Child Care Services.**

(2) For an operating child-care center, minimum staff-to-child ratios and group size shall be maintained as established in the table established in this subsection.

(a) In a Type I child-care center, a group size shall:

1. Be separately maintained in a defined area unique to the group; and
2. Have specific staff assigned to, and responsible for, the group.

**Findings:**

General: Based on observation, and interview, the child care center failed to assure compliance with regulatory requirements. Observation revealed 43 children in the gym. Interview with the staff in charge and an additional staff revealed they were responsible for "all of the children" until the children were divided into groups. The children were not separated into groups for approximately 15-20 minutes.

**Director Requirements****Not In Compliance****340 - Staff Meeting****Not In Compliance****922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**

(1) A director shall:

(i) Conduct, manage, and document in writing recurring staff meetings;

**Findings:**

General: Based on review of documentation, the child care center director failed to assure compliance with regulatory requirements. A review of documentation failed to reveal evidence that a staff meeting had been conducted, managed and documented in writing. The documentation was not presented after multiple requests.

**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, and interview, the child care center director failed to assure compliance with regulatory requirements. Upon entering into the program, the staff in charge stated there were 51 children in care. Multiple times the staff in charge was asked how many children to which she repeatedly stated 51. The surveyor requested the staff in charge to gather the children to get an accurate account. Due to the lack of authority, and chaos observed, the approximate time it took to gather the children for an accurate count was 15-20 minutes. The children failed to follow the directives given and were running and ignoring the authority of the staff. Observation revealed little to no control creating an unsafe environment for the 43 children who were in attendance at the time. Also when returning from the playground approximately 30 yards away, into the cafeteria, there was not a count taken to assure all children had remained in the group and returned to the cafeteria from each separate group of children. Additionally, a person entered the program to pick up a child. A staff member instructed another staff member to check the ID as she did not recognize the person. The staff member reviewed the person's ID, but failed to review the file to verify the person was a listed pick-up person.

**Employee Records****Not In Compliance****395 - 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: Based on review of documentation, and interview, the child care center failed to maintain the employee records in accordance with regulatory requirements. A review of documentation revealed a staff member with a hire date of 12/15/14 failed to have negative results of a tuberculin test or a written statement from a health professional stating the individual is free of tuberculosis. Interview with the staff member indicated the documentation was not available at the time of the survey.

**410 - 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 within the first three (3) months of employment;**
- (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment, 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 during each subsequent year of employment, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.**

**Findings:**

General: Based on review of documentation, and interview, the child care center failed to maintain employee records in accordance with regulatory requirements. A review of documentation revealed that a staff member with a hire date of 10/05/15 failed to have documentation verifying 15 hours of cabinet approved training had been completed for the current year. A review of ECE-TRIS records failed to reveal the training hours also. Interview with the staff in charge revealed the documentation was not available at the time of the survey.

**Programming****In Compliance****Premises****Not In Compliance****520 - Inaccessible Items****Not In Compliance****922 KAR 2:120. Section 3. General Requirements.**

- (7) The following shall be inaccessible to a child in care:**

- (a) Toxic cleaning supplies, poisons, and insecticides;**
- (b) Matches, cigarettes, lighters, and flammable liquids; and**
- (c) Personal belongings and medications of staff.**

**Findings:**

General: Based on observation, the child care center failed to maintain the premises in accordance with regulatory requirements. Observation revealed an unsupervised child in the hallway having access to a custodial closet with an open door containing a multitude of cleaning products, which were accessible to the child.

**Inspection Report****Hygienic Practices****Not In Compliance****655 - Child Personal Care/Handwashing****Not In Compliance****922 KAR 2:120. Section 3. General Requirements.****(4) A child shall:**

- (a) Be helped with personal care and cleanliness based upon his or her developmental skills;  
(b) Except as established in paragraph (c) of this subsection, wash his or her hands with liquid soap and warm running water:

1. a. Upon arrival at the center; or
- b. Within thirty (30) minutes of arrival for school-age children;
2. Before and after eating or handling food;
3. After toileting or diaper change;
4. After handling animals;
5. After touching an item or an area of the body soiled with body fluids or wastes; and
6. After outdoor or indoor play time; and

(c) Use hand sanitizer or hand-sanitizing wipes if liquid soap and warm running water are not available in accordance with paragraph (b) of this subsection. The child shall wash the child's hands as soon as practicable once liquid soap and warm running water are available.

**Findings:**

General: Based on observation, the child care center failed to maintain hygienic practices in accordance with regulatory requirements. Observation revealed children were allowed to use the restroom when requested; however, not all of the children went to the restroom. The children who did go to the restroom were observed entering back into the program without washing their hands prior to or following, eating a snack.

**First Aid/Medication****In Compliance****Outdoor Play Area****In Compliance****Equipment****In Compliance****Transportation****Not Applicable****Food Service/Food Program****In Compliance****Food Service****In Compliance****Children's Records****Not In Compliance****1135 - Immunization****Not In Compliance****922 KAR 2:090. Section 9. Records.****(1) A child-care center shall maintain:**

(a) A current immunization certificate for each child in care within thirty (30) days of the child's enrollment, unless an attending physician or the child's parent objects to the immunization of the child pursuant to KRS 214.036;

**Findings:**

General: Based on review of documentation, the child care center failed to maintain children's files in accordance with regulatory requirements. Of ten children's files which were reviewed, 9 of the files failed to contain a current immunization certificate. Two (2) children's files failed to contain information to enable a person in charge to contact the child's physician.

**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, the child care center failed to maintain written documentation in accordance with regulatory requirements. A review of documentation failed to reveal a current evacuation plan in the event of a fire, natural disaster or other threatening situation which may pose a health or safety hazard for a child. The plan submitted was dated 9/19/14.

**1155 - 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: Based on review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. A review of files failed to reveal written policies regarding staff policies, an organizational chart, and other procedures necessary to ensure implementation of KRS 199.898, 922 KAR2:120 and 922 KAR 2:280. Additionally, three (3) chain of command documentations reviewed failed to be consistent with the information listed.

# Inspection Report

## 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 review of documentation, the child care center failed to maintain written documentation in accordance with regulatory requirements. The daily attendance records were incomplete as the staff in charge was not able to determine the number of children in care when referring to her attendance record.

#### Posted Documentation

In Compliance

#### Animals

In Compliance

Signature of Provider/Representative

Title

Date