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Inspection Report

Provider Name: Ashland's Creative Activities Program (A-CAP)	Provider Information Provider Type: LICENSED TYPE I	CLR No: L358993
Provider Address: 195 North Ashland Ave, Lexington, KY, 40502		Capacity: 99
Owner(s): Fayette County Board Of Education		Director(s): Coleman, Rae Yvonne

Inspection Type: Renewal Application	Inspection Information	Inspection No: 219196
Date Initiated: 05/02/2017 2:45 PM	Date Concluded: 05/02/2017 4:15 PM	
	No. of Children Present: 62	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	In Compliance
Employee Records	Not In Compliance
300 - Background checks/left alone	Not In Compliance

922 KAR 2:090. Section 6. License Issuance.
(5) An individual described in subsection (4) of this section shall:
(a) Submit to background checks described in paragraph (b) of this subsection;
(b) May be employed or work with a child on a probationary basis for up to ninety (90) calendar days, pending completion of a:
1. Child abuse or neglect check using the central registry in accordance with 922 KAR 1:470;
2. Criminal records check required by KRS 199.896(19);
3. Criminal records check for any previous state of residence if the person resided outside the state of Kentucky in the last five (5) years; and
4. An address check of the Sex Offender Registry; and
(c) Not be left alone in the presence of a child until copies of the background checks in accordance with paragraph (b) of this subsection have been received by the licensee.

Findings:
General: Based on Review of Documentation, two (2) staff hired 8/9/16 and 8/11/16 had criminal records checks dated 11/9/16. The staff person in charge stated that the criminal records checks completed for these staff upon employment had gotten lost and had to be resubmitted.

320 - TB Verification	Not In Compliance
922 KAR 2:110. Section 5. 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, a staff person hired 8/10/09 had a TB skin test dated 12/5/14. She did not have any evidence of being free of TB on file that was dated within the past two (2) years. Also, two (2) staff did not have evidence of being free of TB prior to employment. The staff hired 8/9/16 had documentation dated 3/13/15. The staff hired 8/11/16 had documentation dated 3/15/17.

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340 - Training

Not In Compliance

922 KAR 2:110. Section 5. Staff Requirements.

(14) 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 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 pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on Review of Documentation, there were seven (7) staff who did not complete the required fifteen (15) hours of training for their current training year. The ECE-Tris database was reviewed and confirmed the lack of training.

Programming	In Compliance
Premises	In Compliance
Hygienic Practices	In Compliance
First Aid/Medication	In Compliance
Outdoor Play Area	In Compliance
Equipment	In Compliance
Transportation	Not Applicable
Food Service	In Compliance
Children's Records	Not In Compliance

1070 - Immunization

Not In Compliance

922 KAR 2:110. Section 3. 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, a staff person hired 8/10/09 had a TB skin test dated 12/5/14. She did not have any evidence of being free of TB on file that was dated within the past two (2) years.

1075 - Enrollment Information

Not In Compliance

922 KAR 2:110. Section 3. 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 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 situation 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, a child enrolled on 5/23/16 had "closest" listed for the preferred hospital.

Written Documentation

In Compliance

Inspection Report

Posted Documentation

Not In Compliance

1155 - Posting Requirements

Not In Compliance

922 KAR 2:110. Section 2. General.

(7) 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) Each statement of deficiency and civil penalty notice issued by the cabinet during the current licensure year;**
- (b) Each plan of correction submitted by the child-care center to the cabinet during the current licensure year;**
- (c) Information on the Kentucky Consumer Product Safety Program and the program's website as specified in KRS 199.897;**
- (d) 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;****
- (e) Minimum staff-to-child ratios and group size established in 922 KAR 2:120; and**
- (f) Daily schedule.**

Findings:

General: Based on Observation, the programs rates were not posted.

Animals

Not Applicable

Signature of Provider/Representative

Title

Date