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Inspection Report

Provider Name: Meadowthorpe Elementary Post Time Program	Provider Information Provider Type: LICENSED TYPE I	CLR No: L359147
Provider Address: 1710 N. Forbes Road, Lexington, KY, 40511		Capacity: 300
Owner(s): Fayette County Board Of Education		Director(s): Swinford, Susan

Inspection Type: Renewal Application	Inspection Information	Inspection No: 218490
Date Initiated: 02/21/2017 3:25 PM	Date Concluded: 02/21/2017 4:55 PM	
	No. of Children Present: 87	

Inspection Report	
Supervision	In Compliance
Staffing Requirements	In Compliance
General Administration	In Compliance
Director Requirements	Not In Compliance

260 - Staff Evaluation **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:
(j) Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation;

Findings:

General: Based on Review of Documentation, one (1) staff person eligible for an annual performance review did not have documentation of a review on file in the facility.

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, this regulatory requirement was not met. One (1) staff person (hire date: 8/10/16) had a child abuse/neglect check (CAN) that was submitted on 8/22/16; therefore, it was not submitted within the required time frame. This same staff person had a processed criminal records check (CRC) completed by "Criminal Watch Dog". However, this is not in compliance with Kentucky Revised statute which states criminal records checks must be processed by the Ky Justice Cabinet or Administrative Office of the Courts.

Inspection Report

315 - Educational Requirements

Not In Compliance

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

(1) Child-care center staff:

- (a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:
 - 1. High school diploma;
 - 2. GED or qualifying documentation from a comparable educational entity; or
 - 3. Commonwealth Child Care Credential as described in 922 KAR 2:250;

Findings:

General: Based on Review of Documentation, this regulatory requirement was not met. Three (3) staff (all were hired 8/10/16) did not have educational documentation on file.

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 1/2) 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 1/2) hours of pediatric abusive head trauma training completed once every five (5) years.

Findings:

General: Based on Review of Documentation, and the Training Records Information System (TRIS), three (3) staff files (hire dates: 8/13/14, 10/27/14 and 8/12/15) did not contain the required fifteen (15) hours 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	In Compliance
Written Documentation	Not In Compliance

1085 - 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.

Findings:

General: Based on Review of Documentation, this regulatory requirement was not met. The facility had an emergency preparedness plan; however, did not have evidence that the plan had been submitted to the local emergency management official.

1105 - Professional Development

Not In Compliance

922 KAR 2:110. Section 3. 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 and interview, nine (9) staff did not have evidence of a current staff professional development plan on file in the facility. The staff person in charge stated that she was not aware of this regulatory requirement.

Posted Documentation	Not In Compliance
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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 Review of Documentation and interview, this regulatory requirement was not met. The facility did not have a schedule of daily activities posted. The staff person in charge stated that staff had this documentation on their clipboard that they carry around with them; however, indicated that the documentation was not posted.

Animals	Not Applicable
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Signature of Provider/Representative

Title

Date