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**Adam Mather**  
INSPECTOR GENERAL

**Inspection Report**

<b>Provider Name:</b> Howell Elementary YMCA Kids	<b>Provider Information</b>	<b>CLR No:</b> L359264
<b>Provider Address:</b> 909 Central Row Street, Erlanger, KY, 41018	<b>Provider Type:</b> LICENSED TYPE I	<b>Capacity:</b> 100
<b>Owner(s):</b> Young Men's Christian Association of Greater Cincinnati, Inc.		<b>Director(s):</b> Chapman, Tami Joan

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 278941
<b>Date Initiated:</b> 04/22/2019 2:42 PM	<b>Date Concluded:</b> 04/26/2019 4:23 PM	
	<b>No. of Children Present:</b> 19	

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
<b>390 - Educational Requirements</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 11. Staff Requirements.</b> <b>(1) Child-care center staff:</b> <b>(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:</b> <b>1. High school diploma;</b> <b>2. GED or qualifying documentation from a comparable educational entity; or</b> <b>3. Commonwealth Child Care Credential as described in 922 KAR 2:250;</b>	
<b>Findings:</b> General: Based on review of documentation, one (1) staff hired on 2/01/19 was missing proof of education on file.	
<b>410 - Training</b>	<b>Not In Compliance</b>
<b>922 KAR 2:090. Section 11. Staff Requirements.</b> <b>(16) In accordance with KRS 199.896(15) and (16), a staff person with supervisory authority over a child shall complete the following:</b> <b>(a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment;</b> <b>(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</b> <b>(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.</b>	
<b>Findings:</b> General: Based on review of documentation, two (2) staff did not complete the fifteen (15) hours of cabinet-approved early care and education training during their completed training year. A staff hired on 1/09/18 completed 7.50 hours of training and a staff hired on 5/12/14 completed 8.50 hours of training. ECE-TRIS and the staff files were both reviewed.	
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	In Compliance
Children's Records	Not In Compliance
<b>1140 - Enrollment Information</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 9. Records.</b></p> <p><b>(1) A child-care center shall maintain:</b></p> <p><b>(b) A written record for each child:</b></p> <ol style="list-style-type: none"> <li><b>1. Completed and signed by the child's parent;</b></li> <li><b>2. Retained on file on the first day the child attends the child-care center; and</b></li> <li><b>3. To contain:</b> <ol style="list-style-type: none"> <li><b>a. Identifying information about the child, which includes, at a minimum, the child's name, address, and date of birth;</b></li> <li><b>b. Contact information to enable a person in charge to contact the child's:</b> <ol style="list-style-type: none"> <li><b>(i) Parent at the parent's home or place of employment;</b></li> <li><b>(ii) Family physician; and</b></li> <li><b>(iii) Preferred hospital;</b></li> </ol> </li> <li><b>c. The name of each person who is designated in writing to pick-up the child;</b></li> <li><b>d. The child's general health status and medical history including, if applicable:</b> <ol style="list-style-type: none"> <li><b>(i) Allergies;</b></li> <li><b>(ii) Restriction on the child's participation in activities with specific instructions from the child's parent or health professional; and</b></li> <li><b>(iii) Permission from the parent for third-party professional services in the child-care center;</b></li> </ol> </li> <li><b>e. The name and phone number of each person to be contacted in an emergency involving or impacting the child;</b></li> <li><b>f. Authorization by the parent for the child-care center to seek emergency medical care for the child in the parent's absence;</b></li> </ol> </li> </ol> <p><b>Findings:</b></p> <p>General: Based on a review of documentation, one (1) child's enrollment paperwork did not contain a physician's phone number.</p>	
<b>Written Documentation</b>	<b>Not In Compliance</b>
<b>1165 - Staff Schedule</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 9. Records.</b></p> <p><b>(1) A child-care center shall maintain:</b></p> <p><b>(d) A written schedule of staff working hours;</b></p> <p><b>Findings:</b></p> <p>General: Based on review of documentation, the facility did not have a written schedule of staff working hours.</p>	
<b>1190 - Orientation Procedure</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:120. Section 2. Child Care Services.</b></p> <p><b>(3)(b) The program shall include:</b></p> <p><b>2. Written policy that specifies that the procedures that were taught at the orientation training shall be implemented by each child-care center staff member.</b></p> <p><b>Findings:</b></p> <p>General: Based on review of documentation, the facility did not have a written policy that specifies that the procedures that were taught in orientation training will be implemented by each child-care center staff member.</p>	
<b>Posted Documentation</b>	<b>In Compliance</b>
<b>Animals</b>	<b>Not Applicable</b>

Signature of Provider/Representative

Title

Date