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**Inspection Report**

<b>Provider Name:</b> Miles Elementary YMCA Kids	<b>Provider Information</b>	<b>CLR No:</b> L359265
<b>Provider Address:</b> 208 Sunset Avenue, 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		<b>Director(s):</b> Nooe, Rebecca Michelle

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 243916
<b>Date Initiated:</b> 04/20/2018 3:00 PM	<b>Date Concluded:</b> 04/20/2018 4:05 PM	
	<b>No. of Children Present:</b> 23	

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

**345 - Staff Evaluation** **Not In Compliance**

**922 KAR 2:090. Section 10. Director Requirements and Responsibilities.**  
**(1) 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, two (2) staff eligible for an annual performance review did not have documentation of a review on file in the facility. These two (2) staff were hired on 5/24/16 and 9/5/16.

**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 Review of Documentation and interview, this regulatory requirement was not met. A review of staff files during the inspection found two (2) staff that did not have the date of employment listed in their file. The staff person in charge reviewed internal documentation and then identified 3/31/18 and 4/1/18 as the hire dates.

**Inspection Report**

**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 the Training Records Information System (TRIS), two (2) staff files (hire dates: 12/14/15 and 9/5/16) did not contain the required fifteen (15) hours of training.

<b>Programming</b>	<b>In Compliance</b>
<b>Premises</b>	<b>In Compliance</b>
<b>Hygienic Practices</b>	<b>In Compliance</b>
<b>First Aid/Medication</b>	<b>In Compliance</b>
<b>Outdoor Play Area</b>	<b>In Compliance</b>
<b>Equipment</b>	<b>In Compliance</b>
<b>Transportation</b>	<b>Not Applicable</b>
<b>Food Service/Food Program</b>	<b>In Compliance</b>
<b>Food Service</b>	<b>In Compliance</b>
<b>Children's Records</b>	<b>In Compliance</b>
<b>Written Documentation</b>	<b>Not In Compliance</b>

**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, this regulatory requirement was not met. The emergency preparedness plan on file had not been updated since 8/2016.

**1170 - Professional Development**

**Not In Compliance**

**922 KAR 2:090. Section 9. 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, two (2) staff (hire dates: 5/24/16 and 9/5/16) did not have evidence of a current staff professional development plan on file in the facility.

<b>Posted Documentation</b>	<b>In Compliance</b>
<b>Animals</b>	<b>Not Applicable</b>

Signature of Provider/Representative

Title

Date