

Statement of Deficiencies

1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

Finding:

1507.A. Based on record review at 2:31pm, S1 failed to have documentation of a daily attendance record for children that accurately reflect the children on the child care premises at any given time, as 23 children were present and 21 children were signed in on the log for 1/6/2021.

Corrective Action Plan: Effective 1/6/2021, S5 stated she and S1 will make sure to sign children in daily by keeping the clipboard near the front door.

1507.B.: Daily Attendance Records - Staff and Owners

Not Met

1507.B.: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

Finding:

1507.B. Based on observations/record review at 2:05pm, S1 failed to have documentation of a daily attendance record for S1 and S5, to include the time of arrival and departure. S1 and S5 stated they arrived at 7:00am, however was unable to provide documentation of the arrival time. S1 and S5's sign in sheets are kept in S5's classroom in building three. At 2:05pm, S5 stated she has been cleaning up in the classroom all day, is unable to find the sign in sheets, but will give them once she finds them.

Corrective Action Plan: Effective 1/6/2021, S5 stated she will make sure the documents are available upon request by having them accessible.

1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
 - a. name;
 - b. date of birth;
 - c. home address and phone number;
 - d. training,
 - e. work experience;
 - f. educational background;
 - g. hire date; and
 - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

1715.A.1. Based on record review/interview at 2:47pm, S1 failed to have documentation of an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, and first day on-site working with children, for staff: S2 and S4. Based on staff sign in records, S2's first day working was 10/5/2020, and S4's first day working was 12/1/2020. S1 stated she mistakenly put both staff folders in her bag and brought it home.

Corrective Action Plan: S5 stated S1 will ensure that all staff folders are on-site for review, by not taking them home.

Statement of Deficiencies

1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices.

B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention; and
6. CPR and first aid, as applicable.

Finding:

1719.A.&B. Based on record review at 2:47pm, S1 failed to have documentation that 2 of 5 staff, S2 and S4, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children. S1 also failed to have documentation that 1 of 5 staff, S2, received additional orientation within thirty days of date of hire. S2's date of hire is 10/5/2020, and S4's date of hire is 12/1/2020.

Corrective Action Plan: S5 stated S1 will be sure to have documentation of staff orientation forms by keeping all staff folders on-site at the center.

1911.E.: Daily Reports for Infants

Not Met

1911.E.: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

Finding:

1911.E. Based on record review at 3:03pm, S1 failed to have written daily infant reports for 4 of 4 infants present. S1 stated she had not had a chance to complete the infant reports earlier in the day.

Corrective Action Plan: S5 stated S1 will place the infant report clipboard near the cribs to ensure it is documented.