

## 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. Daily Attendance Records - Children. Based on record review: On 01/08/2020 at 12:30 PM, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 54 children were present and 41 children were signed in on the log.

Corrective Action Plan: S7 states that she will assign the staff accepting children in each classroom in the mornings at drop off to mark the time the children arrive to the center.

### 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.1, Daily Attendance Records - Staff and Owners. Based on record review. Specialist reviewed staff attendance at 1:30 PM and noted no time of departure listed for S7 on 1/2/2020. Staff interviewed advised that S7 was at work earlier today, but no time of arrival or departure was noted for 1/08/2020 for S7. S7 arrived to the center at 3:00 PM.

Corrective Action Plan: S7 states that she will leave the time sheet on her desk so that she ensures she is signing in and out each day.

### 1707.C.: Administrative Duties

Not Met

1707.C.: More than 42 Children in Care. When the number of children present at an early learning center exceeds 42, the duties of the director or director designee shall consist only of performing administrative duties or there shall be an individual present whose job duties consist solely of administrative duties and of ensuring that staff members working with children do not leave their classrooms to handle administrative duties.

#### Finding:

1707.C. Administrative Duties. Based on observations: Specialist arrived to the center at 12:30 PM and observed that the director's duties did not consist only of administrative functions when the number of children in care exceeded 42 as there were 54 children at the center and both directors, S1 and S4 was performing child care duties. S1 was responsible for 5 children under age one and S4 was responsible for 13 three to five year-old children. No designated staff was performing administrative duties during licensing visit.

Corrective Action Plan: S7 stated that she will ensure there is staff available solely for administrative duties if more than 42 children are present at the center.

### 1711.H.: Rest Time - Minimum Child to Staff Ratio

Not Met

1711.H.: Rest Time - Minimum Child to Staff Ratios

1. Sufficient staffing needed to satisfy child to staff ratios shall be present on the premises during rest time and available to assist as needed.
2. Children ages one and older may be grouped together at rest time with one staff member in each room supervising the resting children.

#### Finding:

1711.H.1. Rest Time - Minimum Child to Staff Ratios. Based on observations: On 1/08/2020 at 12:30 PM, Specialist observed that S7 did not have the required staffing present in the building during rest time to satisfy child/staff ratio as evidenced by the following: 13 children age one to two year-old were present with 1 staff and 23 children age two to three year-old were present with 1 staff. Two additional staff members were needed to meet ratio standards. S5 arrived at 12:46 PM. S6 arrived at 1:14 PM, however, S3 left the center at 1:01 PM. The issue was corrected when S3 returned to the center at 1:28 PM.

Corrective Action Plan: S7 stated that she will ensure there is sufficient staff present on the premises during nap time by requesting staff remain on premises during their lunch breaks which are scheduled during nap time unless a floater is available.