

## Statement of Deficiencies

### 1501.A.: Operations

Not Met

1501.A.: A center shall operate within the licensed capacity, age range, hours of operation and other specific services designated on its license.

#### Finding:

1501.A. Based on record review/interview(s) on 01/09/2019, center failed to operate within the specific services designated on its license as evidence by the center's license states that transportation will be used for field trips only however the center provides daily transportation to after school children enrolled in the daycare. Per S15's statement, the center has always had transportation designated on its license and the previous director attempted to add field trip transportation instead of adding field trips only.

### 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 on 01/09/2019, daily attendance records for children were not maintained to include the child's arrival and departure times for each child, first and last name of person or entity to whom the child is released, and accurately reflect children on the center premises at any given time as evidenced by the center's daily attendance log for children dated 12/17/2018 through 12/21/2018 indicate that on 12/17/2018 20 of 29 children failed to have a departure time and/or first and last name of person to whom the child was released. On 12/18/2018, 23 of 29 children failed to have departure time and/or first and last name of person to whom the child was released. On 12/19/2018, 19 of 25 children failed to have a departure time and/or first and last name of person to whom the child was released. On 12/20/2018, 13 of 22 children failed to have a departure time and/or first and last name of person to whom the child was released. On 12/21/2018, 10 of 18 children failed to have a departure time and/or first and last name of person to whom the child was released. Per S15's statement, she will discuss with parents the importance of signing their child in and out daily.

### 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.&3. Based on record review/interviews on 1/09/20019, S15 failed to maintain a personnel file for each staff member at the center to include an application or staff information form and upon termination resignation of employment, the last date of employment and reason for leaving as evidenced by the personnel file for S21 was unavailable during inspection and S19 file failed to document the last date of employment and reason for leaving. Per S15's statement, the center completed a file for S21 however she did not know where it was located at the time of inspection. Also, she was unaware that the termination or resignation date and reason for leaving had to be documented for staff no longer employed and plans to create a form to ensure it the information is recorded immediately.

### 1715.A.2.: Photo Identification

Not Met

1715.A.2.: Personnel files for each staff member shall be maintained at the center and shall include the following:

2. copy of a state or federal government issued photo identification;

#### Finding:

1715.A.2. Based on record review on 01/09/2019, S15 failed to maintain a personnel file for S21 to include a copy of a state or federal government issued photo identification as evidenced by S21 did not have a personnel file available during inspection. Per S15's statement, a personnel file was completed for S21 however she was unable to locate it prior to specialist departure.

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### 1715.B.: Staff Records - Retention

Not Met

1715.B.: Records Retention. Staff records and personnel files shall be maintained for a minimum of three years from the date of termination of employment.

#### Finding:

1715.B. Based on record review on 01/09/2019, S15 failed to maintain a personnel file for S21 a minimum of three years from the date or termination of employment as evidenced by S15 could not locate S21's personnel file during inspection. Per S15's statement, S21 was last employed in April 2018 and had a completed personnel file however she could not locate prior to specialist departure.

### 1901.J.&K.: Items That Can be Harmful to Children

Not Met

1901.J.&K.: J. Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, shall kept in a locked cabinet or other secure place that ensures they are inaccessible to children.  
K. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

#### Finding:

1901.J.&K.: J. Based on Observations on 1/09/2019, specialist observed one tube of Cortizone cream, one tube of Aveeno eczema lotion, one Babyganics Sunscreen stick, one pair of Blue adult scissors, and one pair of green adult scissors by located in the top third drawer in the wooden cabinet on the left side of the room near the entrance door in S2's classroom, one roll of black plastic trash bags and one screwdriver with a black and yellow handle located in the cabinet located directly under the changing table in S7's classroom, one roll of black trash bags located in the wooden cabinet near the entrance door in S8's classroom, and one roll of black trash bags, two brown plastic bags, eight blue plastic bags, one small screwdriver with an red and black handle, one large screwdriver with a yellow and black handle, one pair of adult scissors with a black and blue handle, and one bottle of white out located in the brown wooden cabinet in S9's classroom. The Cortizone cream, sunscreen stick, eczema lotion and white out all stated to keep out of reach of children. These items were not in a locked cabinet or made inaccessible to children. S1, S2, S7, S8, and S9 removed prior to specialist departure. S2, S7, and S9's classroom had a safety latch installed on the cabinet however it was not operative at the time of inspection.

### 1909.D.: Infants - Car Seats

Not Met

1909.D.: Written authorization from a physician is required for a child to sleep in a car seat or other similar device and shall include the amount of time that the child is allowed to remain in said device.

#### Finding:

1909.D. Based on observations on 01/09/2019, specialist observed C1 asleep in a bouncer and C2 asleep in a swing in S7's classroom without written authorization from a physician. Per S7's statement, she was unaware the children could not sleep in the devices. On 1/10/2019, specialist observed C5 asleep in a swing and C7 asleep in a rocker in S9's classroom. S9 and S7 corrected prior to specialist departure.

### 1911.G.: Pacifier Attached

Not Met

1911.G.: Pacifiers attached to strings or ribbons shall not be placed around the neck or attached to the clothing of a child.

#### Finding:

1911.G. Based on observations on 01/09/2019, specialist observed a pacifier attached to the clothing of C3 at approximately 10:30 AM. Per S6's statement, C3's father attached the pacifier at drop off. C3 was signed in the center at 10:00 AM as evidenced by the center's daily attendance log dated 01/09/2019. S6 corrected prior to specialist departure. Specialist observed on 01/10/2019, a pacifier attached to the clothing of C11 in S6's classroom. S6 removed prior to specialist departure.

### 1917.A.: Medication Authorization

Not Met

1917.A.: Written Authorization. No medication or special medical procedure shall be administered to a child unless authorized in writing by the parent. Such authorization shall include:

1. name of child;
2. drug name and strength;
3. date(s) to be administered;
4. directions for use, including the route (oral, topical), dosage, frequency, time and schedule and special instructions, if any. It is not acceptable to note "as indicated on bottle"; and
5. signature of parent and date of signature.

#### Finding:

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1917.A. Based on record review on 01/09/2019, provider failed to receive written authorization to include drug strength, dates to be administered, directions for use, including the route (oral, topical), dosage, frequency, time and schedule prior to administering medication to C4 as evidenced by the center's as needed medication authorization form dated 10/16/2018.

### 1917.H.: Medication Administration Records

**Not Met**

1917.H.: Records. Medication administration records shall be maintained for all children regardless of who administers the medication. Records shall include the following:

1. name of the child and medication name and dosage administered;
2. date and time medication administered;
3. documentation of telephone contact with parent prior to giving "as needed" medication;
4. signature of person administering medication or witnessing the child administering own medication;
5. signature of person completing the form; and
6. when a parent administers medication to his/her own child on center premises, the medication administration record shall be documented by either the parent or a staff member.

#### Finding:

1917.H. Based on record review on 01/09/2019, provider failed to document telephone contact with parent prior to giving "as needed" medication to C4 as evidenced by the center's as needed medication authorization form dated 10/16/2018 indicate that S12 administered Tylenol to C4 and failed to contact parent prior to giving "as needed" medication.

### 1919.H.: Infants Held While Bottle Fed

**Not Met**

1919.H.: Infants that cannot hold a bottle shall be held while being bottle-fed. A child shall not be placed lying down on a mat or otherwise with a bottle, sippy cup, etc. A bottle shall not be propped at any time.

#### Finding:

1919.H. Based on observations on 1/10/2019, provider failed to hold an infant while being bottle-fed as evidenced by specialist observed S9 feeding C7 while the child was sitting in a swing. S9 corrected prior to specialist departure.

### 2103.E.: Master Transportation Log

**Not Met**

2103.E.: Master Transportation Log

1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log,

#### Finding:

2103.E. Based on record review on 1/10/2019, S15 failed to have a copy of current transportation log maintained on file at the center to include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released.

### 2107-B.1.-3.: Field Trip Visual Vehicle Check

**Not Met**

2107-B.1.-3.: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

#### Finding:

2107-B.1.-3. Based on record review on 01/10/2019, provider failed to complete a visual passenger check and face to name count prior to leaving center for destination, upon arrival at and prior to departure from each destination, and upon return to center as evidenced by the center's field trip transportation log dated 10/18/2018 indicate that no visual checks were performed per licensing regulations.