

Statement of Deficiencies

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 record review/interviews on 1/10/19, attendance records for staff members and owners are not maintained daily as evidenced by the staff's daily attendance log consists of a set schedule of days and times for the months of December 2018 to January 11, 2018. Per S1's statement, the staff does not sign in upon arrival or sign out upon departure from the center but states that each employee arrives and departs timely per their schedule. Explained to S1 that the staff attendance form should be maintained just like she does the children's attendance. It can not be completed in advance for days to come. S1 corrected daily attendance log prior to specialist departure.
