

## Statement of Deficiencies

### 1515.A.1: Child Records and Cumulative Files

Not Met

1515.A.1: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
  - a. name of child, date of birth, sex, date of admission;
  - b. name of parents and the home address of both child and parents;
  - c. phone numbers where parents may be reached while child is in care;
  - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
  - e. name and telephone number of child's physician, if applicable;
  - f. name and telephone number of the child's dentist, if applicable;
  - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;

**Finding:**

1515.A.1.a Based on record review: 3 of 5 children's records reviewed lacked the required information on the Child's Information Form as the following information was omitted: Child's date of admission was not complete for C2, C3, C5.

### 1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

**Finding:**

1717-A.3 Based on record review:

Provider did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O1 who was present at the center on 1/9/2018 and whose CBC expired on 1/3/2018. O1 failed to signed out of the center on 11/28/17.

### 1725-A.-D.: Medication Management Training

Not Met

1725-A.-D.: A. All staff members who administer medication shall have medication administration training.

- B. Whether administering medication or not, each early learning center shall have at least two staff members trained in medication administration.
- C. Such training shall be completed every two years with an approved Child Care Health Consultant.
- D. A licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

**Finding:**

1725-A.-D. Based on record review: The provider did not have at least two staff members trained in medication administration whether the early learning center administers medication or not. S1 is the only staff member who completed medication administration training in January 2016.

### 1901-C: End-of-Day Check

Not Met

1901-C: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

**Finding:**

1901-C Based on record review: The center staff did not document that the entire center and play yard was checked after the last child departed to ensure that no child was left unattended at the center on 1/9/2018 and 1/10/2018.

### 1901-M: Strings and Cords

Not Met

1901-M: Strings and cords, including but not limited to those found on equipment, window coverings, televisions and radios, shall be inaccessible to children under age 4.

**Finding:**

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1901-M Based on observations: Strings and cords were accessible to children under age 4 as Licensing Specialist observed the radio cords in S2's classroom to not be secured to the wall and accessible to children.

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### **1921-C: Evacuation Pack**

**Not Met**

1921-C: Evacuation Pack. The center shall have an evacuation pack, the location of which is known to all staff, that at a minimum shall contain:

1. a list of area emergency phone numbers;
2. a list of emergency contact information and emergency medical authorization for all enrolled children;
3. an emergency pick up form;
4. first aid supplies, hand sanitizer, wet wipes, and tissue;
5. diapers for children who are not toilet trained and plastic bags for diapers;
6. a battery powered flashlight and radio and batteries;
7. food for children under the age of 4, including infant food and formula; and
8. disposable cups and bottled water.

### **Finding:**

1921-C.4,5,7,8 Based on observations: Based on observations, the provider failed to have a completed evacuation pack. The provider failed to have the following: wet wipes, and tissue, plastic bags for diapers, food for children under the age of 4, including infant food and formula, and disposable cups.

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