

## Statement of Deficiencies

### 713.A.: Office of Public Health, State Fire, City Fire Approval

Not Met

713.A.: Annual licensing inspections by the department, current approvals by the Office of Public Health, Office of State Fire Marshal, and city fire (if applicable), and academic approval by the department (if type III center) shall be required before the expiration of an existing license. However, if a center has documentation establishing that the center requested an inspection by the Office of Public Health or the Office of State Fire Marshal prior to the expiration of the existing license, these approvals may be submitted to the department within 90 calendar days of the date of the license renewal.

#### Finding:

713.A. Based on record review/interview(s): During Specialist visit on 1/6/20 at 12:15pm, S1 failed to provide documentation of a current or previous annual inspection and approval from the Office of Public Health. S1 stated that the Health Department has been out, however, S1 did not have any documentation. S1 was unable to get the documentation during Specialist visit and stated that she will request copies and send them into the office once she receives it.

### 1503.A.-C.: General Liability Insurance Policy

Not Met

1503.A.-C.: A. A center shall maintain in force at all times current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.

B. A center is responsible for payment of medical expenses of a child injured while in the center's care.

C. Documentation of commercial liability insurance shall consist of the insurance policy or current binder that includes the name of the early learning center, physical address of the center, name of the insurance company, policy number, period of coverage and explanation of the coverage.

#### Finding:

1503.A.-C. Based on record review/interview(s): During Specialist visit on 1/6/20 at 12pm, S1 failed to provide documentation of current documentation of current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury. S1 provided specialist with a policy that expired on 1/4/20. S1 stated that she did not have a copy of the current policy. S1 stated that S4, the director, would have to get the current copy.

### 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;
  - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

#### Finding:

1515.A.1. Based on record review/interview(s): On 1/6/20 at 10:30am, S1 failed to provide a file for C1. S1 provided Specialist with a file, however, the file had another child's name on it, C2, which is C1's brother. S1 stated that C1's information was in C2's file, however, when Specialist reviewed the file it only contained information with C2's name on it. S1 stated that C1 no longer attends the center, however, she will ensure that each child has their own file.

### 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.

## **Statement of Deficiencies**

**Finding:**

1719.A&B.: Based on record review/interview: During Specialist visit on 1/6/20 at 1pm, S1 failed to provide documentation that S2 received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children, and received additional orientation within thirty days of date of hire. Specialist reviewed staff files and did not see an orientation for S2. S1 stated that S2 did receive the training, however, she could not locate S2's orientation. S1 stated that she will complete another orientation on S2.

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**1921.E.: Tornado Drills**

**Not Met**

1921.E.: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

**Finding:**

1921.E. Based on record review/interview(s): During Specialist visit on 1/6/20 at 11:45am, S1 failed to provide documentation of tornado drills that were conducted at least once per month during the months of March, April, May, and June. S1 only had documentation of tornado drills that were conducted in the month of June. S1 stated that she will ensure that tornado drills are conducted in designated months.

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