

## 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;
  - 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 at approximately 2:18 PM, S1 failed to have a cumulative file for C2 and C3, age 10 years old, that shall include an information form signed and dated by the parent and updated as changes occur, that contains: name of child, date of birth, sex, date of admission; name of parents and the home address of both child and parents; phone numbers where parents may be reached while child is in care name and phone number of person to contact in an emergency if parents cannot be located promptly; name and telephone number of child's physician, if applicable; name and telephone number of the child's dentist, if applicable; any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable; and any special dietary needs, restrictions or food allergies or intolerances as evidenced by there were no files available during inspection. Per S1's statement, she is unsure if C2 and C3 had their own files as the only file available to review was their little brother's file.

Corrective Action Plan: S1 stated that she will complete a file for C2 and C3 with the required information per licensing regulations. She will also ensure that all enrolled children have a cumulative file at the center.

### 1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

#### Finding:

1515.A.2. Based on record review/interviews at approximately 2:18 PM, S1 failed to have written authorization signed and dated by the parent to secure emergency medical treatment for C2 and C3, age 10 years old, as evidenced by there were no files available for specialist to review during the licensing inspection. Per S1's statement, she is unsure if C2 and C3 had their own files as the only file available to review was their little brother's file.

Corrective Action Plan: S1 stated that she will complete a file for C2 and C3 with the required information per licensing regulations. She will also ensure that all enrolled children have a cumulative file at the center.

### 1515.A.3.: Releasing of Children

Not Met

1515.A.3.: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

#### Finding:

1515.A.3. Based on record review/interview at approximately 2:18 PM, S1 failed to have written authorization signed and dated by the parent for C2 and C3, age 10 years old, noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center as evidenced by there were no files available for specialist to review during the licensing inspection. Per S1's statement, she is unsure if C2 and C3 had their own files as the only file available to review was their little brother's file.

Corrective Action Plan: S1 stated that she will complete a file for C2 and C3 with the required information per licensing regulations. She will also ensure that all enrolled children have a cumulative file at the center.

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### 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. Based on observations/interview at approximately 12:30 PM, S1 failed to perform administrative duties only when more than 42 children are present at the center as evidenced by specialist observed S1 supervising C2 and C3, age 10 years old, in her office during the licensing inspection. Per S1's statement, she is supervising C1 and C2 to ensure that the center stays in ratio in the classrooms. S1 corrected at 2:21 PM.

Corrective Action Plan: S1 stated that she will ensure children are not dropped off at the center without having enough staff to supervise them.

### 1711.A.&B.&D.&G.: Child to Staff Ratio

Not Met

1711.A.&B.&D.&G.: A. Child to staff ratios are established to ensure the safety of all children.

B. Minimum child to staff ratios shall be met at all times.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.

D. Minimum Child to Staff Ratios for Type II and Type III centers:

Ages of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	11:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

G. Mixed Age Groups - Minimum Child to Staff Ratios

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

#### Finding:

1711.A&B.&D Based on observations/interview at approximately 12:16 PM, S1 failed to meet child to staff ratios at all times as evidenced by specialist observed S2 and S3 in the infant room supervising eleven children ages 2 months old to 1 year old. Per S1's statement, C1, age 1 year old, does not like to take a nap in her classroom and was brought into the infant room with her while she gave S2 a break and she forgot to remove her when she exited the room. S1 corrected at 12:19 PM. The provider was previously cited on 10/23/2019.

Corrective Action Plan: S1 stated that she will ensure C1 stays in her designated classroom during nap time from this day forward.

### 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 at approximately 1:49 PM, S1 failed to maintain personnel files for S6,S8, S10, and S11 that shall include a copy of a state or federal government issued photo identification. Per S1's statement, she forgot to include each staff photo identification in their files. S1 corrected prior to specialist departure.

Corrective Action Plan: S1 stated that she will add this to the new employee checklist to ensure it does not happen again.