

## Statement of Deficiencies

### 2105-E: Field Trip - Record

Not Met

2105-E: A written record for each field trip shall be maintained and shall include the following:

1. date, destination(s) and method of transportation;
2. names of all the children being transported in each vehicle;
3. names of the driver, staff members and other adults being transported in each vehicle;
4. names of other adults who joined the field trip at the destination(s) to assist with supervision of children; and
5. the presence of each child each time the children enter or exit the vehicle.

#### Finding:

2105-E Based on record review:

The Provider's record of all field trips taken was incomplete as it did not include the total number of passengers that was transported in the vehicle.

12/13/16

Children were taken on a field trip to Bass Pro shop. Two classes were transported on Bus#14 (capacity 35.) according to the center's field trip log a total of 29 children and 5 adults were on the vehicle; however, the field trip record only had 33 passengers documented as being on bus#14

12/15/16

Children were taken to Shreve Memorial Library on bus#26 which has a capacity of 45. Two classes were taken on bus#26. According to the center's field trip log a total of 34 children and 5 adults were on the vehicles; however, the field trip record had only 34 passengers documented as being on bus#26.

12/16/16

Children were taken to Bass Pro Shop. Two classes were taken on bus#26 which has a capacity of 45. According to the center's field trip log a total of 33 children and 5 adults were on the vehicle; however, the field trip record only 33 passengers documented as being on Bus#26.

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