

## Statement of Deficiencies

### 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 Based on record review: Provider did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center. Provider did not have documentation of an finger print based satisfactory criminal background check prior to the individual being present at the center. O1 was present at the Center on 11/17/16, 11/18/16, 11/21/16, 11/28/16, 11/29/16, 12/8/16, 12/9/16, 12/11/16, 12/16/16, 1/5/17, 1/12/17. The Provider did not have documentation for O1 to include a form with the person's name, address and phone number, a list of duties performed while present at the center and a fingerprint based CBC. O2 was present at the Center on 11/29/16, 12/6/16, 12/6/16, 12/12/16, 1/3/17, 1/11/17, 1/17/17. The Provider did not have documentation for O2 to include a form with the person's name, address and phone number, a list of duties performed while present at the center and a fingerprint based CBC.

### 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 Based on observations: Based on observations, the provider failed to have a completed evacuation pack. The provider failed to have the following: a battery powered flashlight and radio and batteries, food for children under the age of 4, including infant food and formula, disposable cups.