

Statement of Deficiencies

1509.A.12.a.-d.: Monitoring Policy for Provisionally Employed Staff

Not Met

1509.A.12.a.-d.: Monitoring policy for provisionally employed staff members:

- Each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes;
- The monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1811.D;
- The center shall post a copy of the policy in the center in a place visible to all parents and staff;
- The center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

Finding:

****NEW****1509.A.12.a.-d. Based on record review at approximately 2:50pm, S1 failed to have a written monitoring policy for provisionally employed staff, S8, with incomplete CCCBC-based determination of eligibility for child care purposes.

Corrective Action Plan: S1 stated that she will write a monitoring policy and post it in the center where it is visible to everyone.

1811-D.2.&3.: Provisional Employment for Staff Members of Early Learning Centers

Not Met

1811-D.2.&3.: 2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

- A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
 - The center must designate a monitor for each provisionally-employed staff member present at the center.
 - The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
 - Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
 - A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
 - The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
 - At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

Finding:

****NEW****1811-D.2.&3.: Based on record review at approximately 2:37pm, S1 failed to perform at least one visual observation of each designated provisionally-employed staff member, S8, every 30 minutes. According to S8's orientation form and attendance log, her date of hire was 1/16/2020. S8 worked on the center's premises on 1/16/2020, 1/17/2020, 1/20/2020, and 1/21/2020. A visual check was completed on 1/16/2020, 1/20/2020, and 1/21/2020. However, S1 failed to have a written documentation of monitoring at least once every 30 minutes on 1/17/2020.

Corrective Action Plan: S1 stated that she will start filing all of her paperwork for provisional staff in one binder.

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:

****NEW****1901.C. Based on record review at approximately 1:44pm, S1 failed to document that the entire center and play yard is checked after the last child departs to ensure that no child is left unattended at the center.

- On 1/10/2020, there was there is no time documented for the visual check and no signature of the staff who conducted the visual check.
- On 1/13/2020, there was there is no time documented for the visual check and no signature of the staff who conducted the visual check.
- On 1/14/2020, there was there is no time documented for the visual check and no signature of the staff who conducted the visual check.
- On 1/15/2020, there was there is no time documented for the visual check and no signature of the staff who conducted the visual check.
- On 1/16/2020, there was there is no time documented for the visual check and no signature of the staff who conducted the visual check.
- On 1/17/2020, there was there is no time documented for the visual check and no signature of the staff who conducted the visual check.
- On 1/20/2020, S1 stated that the center was open, but she forgot to document the date and time of the visual check. Additionally, S1 failed to sign that she conducted the visual check.

Corrective Action Plan: S1 stated that she will bring the end of the day visual check book with her as she walks around the center to ensure she signs and dates it.