

Statement of Deficiencies

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 on 1/23/2018: The Director's duties did not consist only of administrative functions when the number of children in care exceeded 42 as there were 94 children at the center and neither S1 nor S2 were present. S3 stated she was the staff in charge but LS observed S3 outside on the center's playground performing supervision duties.

1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or 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:

1703.B Based on observation on 1/23/18: The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O2 and O3 at all times while they were on the center premises. Center documentation did not include the language stating that O2 and O3 were accompanied by the staff member at all times while they were on the premises.

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-G Based on observations on 1/23/18: The center failed to meet the required child to staff ratio for children of the following ages: 3 yr to 4 yr olds as LS observed 11 children in the care of O2 and O3 during the center visit without a staff member present. The children were observed engaging in extracurricular activities while being in the care of O2 and O3. The required ratio for children of this age is 14 children per 1 staff person.

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 on 1/23/2018: The center 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 for O1 and O4. The center did not have documentation of a fingerprint based satisfactory criminal background check dated prior to O4 being present at the center as LS observed O4's Right to Review was dated for 6/27/17, therefore, expiring 6/26/18. LS observed O4 present on the center premises on 4/5/17, 5/3/17, 5/24/17, 6/14/17, and 6/20/17 without a satisfactory criminal background check per center visitor log.

1903-C: Free of Hazards

Not Met

1903-C: Indoor and outdoor areas shall be free of hazards.

Finding:

1903-C Based on observations on 1/23/18: The indoor area was not free of hazards as LS observed (1) 6 plug electrical outlet in S12's classroom, not properly covered during the center visit.

1907-E.2: Cribs Free of Toys and Other Soft or Loose Bedding

Not Met

1907-E.2: Cribs shall be free of toys and other soft or loose bedding, including comforters, blankets, sheets, bumper pads, pillows, stuffed animals and wedges when the child is in the crib.

Finding:

1907-E.2 Based on observations on 1/23/18: The center's cribs were not free of toys or other soft or loose bedding (including comforters, blankets, sheets, bumper pads, pillows, stuffed animals and wedges) while the child was in the crib as evidence by LS observing (1) out of 8 children with a small toy in the bed of S4 and S5's classroom. LS also observed (1) out of 6 children in S6 and S7's classroom with (1) detached bib, (1) extra sheet, (1) pacifier with a toy attached, and an animal print mesh bumper pad in the crib while the child was asleep.

1917-K: Emergency Medication Plan and Records

Not Met

1917-K: Emergency Medications

1. Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months, and shall include:

- a. method of administration;
- b. symptoms that indicate the need for the medication;
- c. actions to take once symptoms occur;
- d. description of how to use the medication; and e. signature of parent and date of signature.

2. Medication administration records for emergency medication shall be maintained and include the following:

- a. symptoms that indicated the need for the medication;
- b. actions taken once symptoms occurred;
- c. description of how medication was administered;
- d. signature of administering staff member; and
- e. phone contact with the parent after administering emergency medication.

Finding:

1917-K Based on record review on 1/23/18: The center failed to maintain the emergency medication plan and records for C11 as S1 was unable to provide any documentation in concerns to C11's EpiPen medication.

Statement of Deficiencies

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 on 1/23/18: The center failed to maintain the evacuation pack as the center lacked a list of emergency phone numbers, emergency contact information, emergency pick form, and a radio.

2103-E: Master Transportation Log

Not Met

2103-E: Master Transportation Log

1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log,

Finding:

2103-E Based on record review on 1/23/18: The center failed to maintain the center's master transportation log as S2 was unable to provide LS this documentation during the center visit.

2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
 - a. date the transportation is provided;
 - b. name of the child;
 - c. name of driver and staff members;
 - d. pick up and drop off locations;
 - e. time child was placed on the vehicle;
 - f. time child was released and name of the person or entity to whom child was released; and
 - g. signature of staff person completing the log.

Finding:

2103-F Based on record review on 1/23/18: The center failed to maintain the center's passenger transportation log as S2 was unable to provide LS this documentation during the center visit.

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 on 1/23/18: The center failed to maintain the field trip records as S2 was unable to provide the LS any field trip documentation to review during the center visit.

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2107-B.1-3: Field Trip Visual Vehicle Check

Not Met

2107-B.1-3: For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

1. prior to leaving center for destination,
2. upon arrival at and prior to departure from each destination, and
3. upon return to center.

Finding:

2107-B.1-3 Based on record review on 1/23/18: The center failed to maintain the field trip documentation, therefore, LS was unable to review the field trip visual vehicle checks.

2109-B: Non-vehicular Excursions - Records

Not Met

2109-B: Centers shall maintain records of all non-vehicular excursion activities to include the date, time, list of children, staff, and other adults, and type of activity.

Finding:

2109-B Based on record review on 1/23/18: The center failed to maintain records of all non-vehicular excursion activities as S2 was unable to provide LS any information pertaining to non-vehicular excursions during the center visit.
