

Statement of Deficiencies

1501.A.: Operations

Not Met

1501.A.: A center shall operate within the licensed capacity, age range, hours of operation and other specific services designated on its license.

Finding:

1501-A. Based on observation/record review: S1 made changes that had an effect on the license as the provider is licensed to care for 35 children and 36 children were being cared for on the childcare premises upon Specialist's arrival at 10:15 a.m. A review of the children's daily attendance log for 1/23/2020 indicated there were 36 children in the center from 8:35 a.m. until C1 departed the child care premises at 10:24 a.m. The center exceeded their licensed capacity and served 36 children for 1 hour and 49 minutes. S1 stated C1 was a drop-in on 1/23/2020.

Corrective Action Plan - S1 stated they will call the parent of a child taking off site occupational therapy to determine if the child be attendance on the day a drop-in child arrives on the child care premises.

1507.B.: Daily Attendance Records - Staff and Owners

Not Met

1507.B.: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

Finding:

1507.B. Based on record review/observation: The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by Specialist observation of 8 staff on premises at 10:15 a.m., but 7 staff signed in the daily attendance log for 1/23/2020. S1 has not signed in the log. S1 stated she'd been on premises since 6:30 a.m., but forgot to sign in.

Corrective Action Plan - S1 stated she will have assistant to scan the sign in to ensure she is signed in the log.

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, local school district staff, and departmental staff other than those responsible for inspecting centers:

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 CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A. Based on record review: S1 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. S1 failed to provide an information form for O1, a family advocate with Total Community Action. S1 was not aware she must keep the information form on independent contractors no longer visiting the center. Total Community Action family advocates take their folder from site to site.

Corrective Action Plan - S1 stated she will ensure she keeps the information form on file for all independent contractors.