

## Statement of Deficiencies

### 1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

#### Finding:

1507.A. Based on record review on 1/24/19, the daily attendance log for children did not include the name of the child and the time of arrival of each child as LS observed 11 children were present and only 10 children were signed in on the center's daily attendance log. S1 was able to identify the child that was missing from the center documentation.

### 1515.A.1.: Child Records and Cumulative Files

Not Met

1515.A.1.: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
  - a. name of child, date of birth, sex, date of admission;
  - b. name of parents and the home address of both child and parents;
  - c. phone numbers where parents may be reached while child is in care;
  - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
  - e. name and telephone number of child's physician, if applicable;
  - f. name and telephone number of the child's dentist, if applicable;
  - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;

#### Finding:

1515.A.1. Based on record review on 1/24/19, 1 of 6 children's records reviewed lacked the required information on the Child's Information Form as the date of admission information was omitted for C7.

### 1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

#### Finding:

1515.A.2. Based on record review on 1/24/19, 1 of 6 children's records lacked a signed and dated parental authorization to secure emergency medical treatment as LS observed this information was omitted for C5.

### 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:

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1711.B.2.: Based on record review/interviews on 01/24/19, S1 allowed S4 to directly provide care, supervision, and guidance to children without S4 being qualified to do so, therefore, child to staff ratio was not met. S4 is a staff that only drives for transportation purposes and does maintenance at the center. S1 and S4 were observed with 18 children ages 6 months to 11 years from 6:27AM until 7:00AM. The required ratio for children of this age is 15 children per 1 staff person as C3 (6mths) arrived to the center at 7:00 am. Once C3 arrived at 7:00 am, the required ratio for children of this age is 5 children per 1 staff person.

### 1713.A.&B.&C.: Supervision

Not Met

1713.A.&B.&C.:

A: Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.

B: Children shall not be left alone in any room, (except the restroom as indicated in Subsection G), outdoors, or in vehicles, even momentarily, without staff present.

C: A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

#### Finding:

1713.A.B.: Based on observation, children were not under supervision at all times as LS arrived to the center at 11:00 am. Upon entering the center, LS observed 7 children (2 yr to 3yr) sitting at a table in the front room without a staff member present. S1 immediately walked out of the kitchen area which is adjacent to the front area where the children were located. S1 then informed one child to "Go get changed" and LS observed the child walking towards the back to S2's classroom.

### 1721.A.-C.: Continuing Education Training

Not Met

1721.A.-C.: A. Early learning centers shall provide opportunities for continuing education of staff members who are left alone with children, or who have supervisory or disciplinary authority over children.

1. Staff members of early learning centers, excluding foster grandparents, shall obtain a minimum of 12 clock hours of continuing education per center anniversary year.

B. Staff members of type I, type II and type III centers who are neither left alone with children, nor have supervisory or disciplinary authority over children, shall obtain a minimum of three clock hours of continuing education in job related topics per center's anniversary year.

C. Continuing education for all types of centers shall be conducted by trainers approved by the department. The department shall keep a registry of approved trainers.

#### Finding:

1721.A.-C. Based on record review on 1/24/19, 1 of 5 staff did not have the required continuing education training as LS observed S3 had completed 8 out of 12 required continuing education hours for the center's 2017-2018 licensing year.

### 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:

1901.C. Based on record review on 1/24/19, the provider's end of day check did not include time of visual check and the signature of the staff conducting the visual check as LS observed this information was not documented on 1/23/19.

### 1907.A.1.&2.: High Chairs

Not Met

1907.A.1.&2.:

1. The high chair manufacturer's restraint device shall be used when children are sitting in a high chair.

2. Children who are either too small or too large to be restrained using the manufacturer's restraint device shall not be placed in a high chair.

#### Finding:

1907.A.1.: Based on observation/interview on 1/24/19, the high chair manufacturer's restraint device was not used when children are sitting in a high chair as LS observed an infant sitting in a high chair without restraints in S2's classroom during the center walk through. S2 stated that she had just sat the child in the high chair before LS walked into the room and failed to fasten the restraints.