

Statement of Deficiencies

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 on 1/24/2019, S3 failed to sign in or out when he was observed on the center premises. S1 stated that he has been advised that he will need to sign in and out.

1807.B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807.B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

Finding:

1807.B. Based on record review on 1/24/2019, A CCCBC-based determination of eligibility for child care purposes from the department was not obtained timely for S3, prior to S3 being present at the center or performing services as evidence by Specialist observed S3 on the center premises on 1/24/2019. Specialist was advised by S1 that S3 transports the children to and from the center. S3's hire date is 9/9/2015. His CCCBC was not approved until 1/25/2019.

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 1/24/2019, the current passenger transportation log for the weeks of 1/8/2019-1/11/2019 and 1/14/2019-1/18/2019 failed to be incorrect. Specialist noted for the week of 1/8/2019-1/11/2019, the transportation log failed to state the time the children were placed on the center vehicle, at the center, prior to being transported home in the evenings. Specialist noted that the times documented as to when the children were placed on the center vehicle, in the evening, at the center, were the same time documented as the time they were released off of the center vehicle, once they were dropped off in the evening.

Specialist noted for the the week of 1/14/2019-1/18/2019, the transportation failed to have the correct time the children were placed on the center vehicle at the center, prior to being transported home in the evenings, on 1/14/2019, 1/15/2019, 1/17/2019, and 1/18/2019. Specialist noted that the times the children were released off of the center vehicles, once they were dropped off in the evenings, failed to be documented on the following dates: 1/14/2019, 1/15/2019, 1/17/2019, and 1/18/2019. The name of the person the children were released to failed to be documented for the week of 1/14/2019-1/18/2019.