

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: At approximately 10:12am, S1 failed to have a daily attendance record for children that included the time of departure of each child and the name of the person to whom the child was released for the following:

- On 1/24/20, 15 of 27 children did not have the departure time.
- On 1/17/20, 4 of 27 children did not have the departure time; 1 of 27 did not have the first and last name of the person the child was released to.
- On 1/16/20, 10 of 15 children did not have the departure time; 1 of 15 did not have the first and last name of the person the child was released to.
- On 1/6/20, 5 of 5 children did not have the departure time and the first and last name of the person the child was released to.
- On 1/13/20, 1 of 15 children did not have the first and last name of the person the child was released to.

Corrective Action Plan: S1 stated she will make sure the teachers sign the children out before getting on the bus.

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: At approximately 9:35 am, S1 failed to have a daily attendance record for staff and owner's daily attendance that accurately reflect persons on the child care premises as there was no documentation of S2 and S6's arrival time. S1 stated S6 punched in electronically at 7:49am, however the system did not read the punch. S2 has a written sign in log that was not on-site upon request by Specialist as it was located in another licensed center's building across the street. S2's attendance sheet was provided at 10:02am.

Corrective Action Plan: S1 stated she will have staff make sure their punches register in the system.

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: At approximately 9:54am, S1 failed to have documentation on file for Independent Contractors that included the person's name, address, phone number, list of duties performed while at the center for O1 and O2. O1 was present on 9/27/2019, and O2 was present on 12/11/2019. S1 stated she believes that staff didn't realize they needed to have a form on file for class observers.

Corrective Action Plan: S1 stated she will make sure to have O1 and O2 complete a form on their next visit, and for all other class observers.

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: At approximately 7:55am, S1 failed to have documentation that the entire center and play yard was checked on

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1/23/20, 1/24/20, and 1/27/20 after the last child departs to ensure that no child is left unattended at the center. S1 stated that S9 closed on those days and normally conducts the visual check of the entire building and play yard around 4:00pm.

Corrective Action Plan: S1 stated she will make sure S9 completes the log when a visual check is done in the future.

1915.A.: Health Services - Observation

Not Met

1915.A.: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

Finding:

1915.A. Based on record review: At approximately 8:22am, S1 failed to have documentation of observations, when something is observed upon a child's arrival to the center, including an explanation from parent and/or child for the following:

- On 12/10/19, a child had a rash on the face.
- On 12/11/19, a child had a cut under the eye/a bump that he scratched.
- On 12/16/19, a child had a scratch on face/fell on snow board.

Corrective Action Plan: S1 stated she will make sure staff document the observations and include the explanation from the parent or child.

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: At approximately 9:03am, S1 failed to have documentation of the current passenger transportation log for 1/27/20 that included the time child was placed on the vehicle, the time child was released, and name of the person or entity to whom child was released to.

Corrective Action Plan: S1 stated she will make sure S9 completes the form completely to include the pick up and drop off locations, time child was placed on the vehicle, and time child was released and name of the person or entity to whom child was released.