

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 11:15am, S4 failed to maintain the daily attendance log for children as the attendance record dated 1/8/2021 did not have the time departure of each child and the name of the person to whom the child was released for C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, C11, and C12. C1 was signed in at 7:36 and again at 3:30.

Corrective Action Plan: Effective 2/1/21, S4 stated she will ensure all children's daily attendance are completed with full name, arrival and departure date, and the person or entity to whom the child is released.

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 11:15am, S4 failed to maintain the center's staff and owner's daily attendance record. It failed to accurately reflect persons on the child care premises at any given time as evidenced by S3 was signed in at 9:02am and S4 was signed in at 10:15am. Neither S3 nor S4 was present in the center at 10:45am upon specialist's arrival. S3 and S4 failed to sign out.

Based on record review of staff and owner's daily attendance for 1/8/2021, S6 signed in at 5:15am and S11 signed in at 10:00am, both failed to sign out. S4 provided a staff daily attendance log as well as time cards for 1/8/2021. The log and the time cards are not consistent with staff's time of arrival and departure, staff are signed in on the log but did not work according to the time cards or the log shows staff not present, but worked on the time card. The daily attendance log does not include am and pm for the times staff arrive or depart and center is licensed for night time care. The time cards do not reflect the specific dates and times do not reflect whether am or pm.

Corrective Action Plan: Effective 2/1/2021, S4 stated she will ensure all staff members/owners will sign in using full name, arrival and departure time.

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;
 - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

Finding:

1515.A.1. Based on record review/interview(s) at 2:00pm, S4 failed to have 11 of 19 children's records containing the required information on the Child's Information Form as the following information was omitted Child's name, birth date, sex, date of admission, name of parents and the home address of both child and parents, phone numbers where parents may be reached while child is in care, name and phone number of person to contact in an emergency if parents cannot be located promptly, name and phone number of child's physician and dentist(if applicable), any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, (if applicable), any special dietary restrictions or food allergies or intolerances (if applicable); signed and dated by parent and updated as changes occur. S4 stated C8 and C9 are S8's children and she has not completed the paperwork and C10, C11, and C12 were just drop ins and she did not get a file for them. S4 could not locate a file for C7, C15, C16, C17, C20 and C21.

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Corrective Action Plan: Effective 2/1/21, S4 stated she will have a completed child record for every child who attends the daycare going forward.

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/interview(s) at 2:00pm, 11 of 19 children's records lacked a signed and dated parental authorization to secure emergency medical treatment. S4 did not have a children's file for C7,C8,C9, C10, C11, C12, C15, C16, C17, C20 and C21.

Corrective Action Plan: Effective 2/1/21, S4 stated she will have a completed child record containing a written authorization signed and dated to secure emergency medical treatment for all children.

1515.A.3.: Releasing of Children

Not Met

1515.A.3.: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- A child shall never be released to anyone unless authorized in writing by the parent.
- Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- The center shall verify the identity of the authorized person prior to releasing the child.

Finding:

1515.A.3. Based on record review/interview(s) at 2:00pm, S1 failed to have written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center for 11 of 19 children C7, C8, C9, C10, C11, C12, C15, C16, C17, C20 and C21.

Corrective Action Plan: Effective 2/1/21, S4 stated she will have a completed child's record for each child that contains written authorization for whom the child or children may be released to.

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.

- Minimum child to staff ratios shall be met at all times.
- There shall be a minimum of two staff members present at an early learning center when more than one child is present.
- Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- 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

- An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
- Child to staff ratios for children under age two are excluded from averaging.
- 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.
- An average may be applied to a mixed age group consisting only of children ages 5 and older.

Finding:

1711. A.B.D.: Based on record review/interviews at 12:00pm, S1 and S4 failed to have at least two staff present as well as meet the required child to

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staff ratio for infants and one year olds on 1/8/2021 from approximately 2:33pm to 3:30pm. At approximately 3:30pm, S7 was the only staff present on 1/8/2021 when S11 and S8 arrived from completing the bus route. According to the children's attendance record for 1/8/2021, there were at least 13 children present to include two-infants, two-1 year olds, two-2 year olds, and two - 4 year olds. The ages of the other five children could not be determined due to the Child Information for those children not being available. S11 stated upon returning to the center from her bus route, S7 was in the center alone. The bus log shows S11 and S8, started the route at 2:00 pm, children were released to the center off the bus at 3:30pm. Two staff were required.

1711. A.B.D.: Based on record review/interviews at 12:00pm, S1 and S4 failed to meet the required child to staff ratio on 1/8/2021 from approximately 3:30pm - 5:36pm. S11 stated after arriving from the bus route at 3:30pm, she stayed to assist S8 as someone was running late. She took an unknown number of children to the front classroom because S8 had too many children in the back classroom. She doesn't recall how many children S8 had but remembers the youngest child was C2, a 10 month old, and that S8 was caring for more than 5 children. At least 2 staff were required with S8.

On 2/1/21, S1 failed to have at least 2 staff present when more than one child is present. S1 arrived at 5:30am and the next staff person S2 arrived at 6:56am. C13 arrived at 5:50am, C20 arrived at 6:10am and C21 at 6:10am.

Corrective Action Plan: Effective 2/1/21, S4 stated she will ensure that ratio is met at all times.

1713.E.&F.: Supervision Participation

Not Met

1713.E.&F.:

E: While supervising a group of children, staff shall devote their time to supervising the children, meeting the needs of the children, and participating with them in their activities.

F: Staff duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children.

Finding:

1713.E&F.: Based on observations at 10:45am, while supervising a group of children, S1 failed to devote her time to supervision of the children, meeting the needs of the children, and in participation with the children in their activities; staff was observed in the kitchen preparing lunch while supervising 3 children ages 2 to 4 years of age. The children were in the adjacent classroom being observed through the opened kitchen door.

Corrective Action Plan: Effective 2/1/2021, S1 stated she will ensure that all staff will not be completing any other duties while supervising a group of children.
