

## 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 interview(s) on 2/5/19, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure as LS requested to review S5's daily attendance due to S5's date of hire not being documented on the orientation form or within S5's file. S1 stated she was unable to locate the daily attendance logs for September 2018, therefore, LS could not verify S5's initial date of hire.

### 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:

1711.B.1.:Based on record review on 2/5/19, S1 did not have at a minimum of 2 child care staff present at an early learning center when more than one child is present as LS observed the following:

On 2/5/19, S1 was supervising 6 children (ages 1 yr to 4 yr) from 6:00 am until 7:00 am, which is when S2 arrived at the center.  
On 1/25/19, S1 was supervising 4 children (ages 8 mths - 4yrs old) from 6:00 am until 8am, which is when S3 arrived at the center.  
On 1/24/19, S1 was supervising 4 children (ages 8 mths - 4yrs old) from 6:00 am until 8am, which is when S3 arrived at the center.

LS observed S1 was the only staff present when S4 or S5 do not arrive to the center at 6:00am. LS observed the next staff member does not arrive to the center until approximately 8:00am.

### 1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
  - a. name;
  - b. date of birth;
  - c. home address and phone number;
  - d. training,
  - e. work experience;
  - f. educational background;
  - g. hire date; and
  - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

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1715.A.1.G.&H.: Based on record review on 2/5/19, S1 failed to maintain staff member, (S5) files to include the hire date and first day on-site working with children as LS observed this information was not located in S5's file for LS to review.

### 1921.A.: Emergency Preparedness and Evacuation Planning

**Not Met**

1921.A.: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds, including food and formula;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

#### Finding:

1921.A. Based on record review on 2/5/19, S1 failed to have the following documented in the center's evacuation preparedness plan:

3. Include specific procedures for handling infants through two year olds.
7. include a system to reunite children and parents following an emergency; and failed to ensure that practice drills were conducted at least twice a year as LS observe this information was omitted from the center's evacuation plan.

### 1921.C.: Evacuation Pack

**Not Met**

1921.C.: Evacuation Pack

The center shall have an evacuation pack, the location of which is known to all staff, that at a minimum shall contain:

1. a list of area emergency phone numbers;
2. a list of emergency contact information and emergency medical authorization for all enrolled children;
3. an emergency pick up form;
4. first aid supplies, hand sanitizer, wet wipes, and tissue;
5. diapers for children who are not toilet trained and plastic bags for diapers;
6. a battery powered flashlight and radio and batteries or a crank flashlight and crank radio; and
7. disposable cups and bottled water.

#### Finding:

1921.C. Based on record review on 2/5/19, S1 failed to have a complete evacuation pack as LS observed the following was not available for review: a list of emergency contact information and emergency medical authorization for all enrolled children and an emergency pick up form.

### 1921.E.: Tornado Drills

**Not Met**

1921.E.: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

#### Finding:

1921.E.: Based on record review on 2/5/19, dates of tornado drill were 3/14/18 at 9:00 am, 4/3/18 at 9:00 am, 5/14/18 at 9:30 am, and 9/4/18 at 9:30 am, therefore, S1 failed to conduct tornado drills at various times of the day.

Based on record review on 2/5/19, S1 did not have documentation of tornado drills that were conducted at least once per month during the months of March, April, May, and June as LS observed S1 failed to conduct a tornado drill in May 2018. The date of tornado drills were 3/14/18, 4/3/18, 5/14/18 and 9/4/18. .