

## Statement of Deficiencies

### 713.A: Office of Public Health, State Fire, City Fire, Office of Early Childhood approval

Not Met

713.A: Current approvals by the Office of Public Health, Office of State Fire Marshal, City Fire (if applicable), Office of Early Childhood and the Licensing Division shall be required before the expiration of an existing license.

#### Finding:

713.A Based on observations the center lacked documentation of a current annual inspection and approval from Office of Public Health. The date of the last approval is 09/28/16.

### 1507-E: Daily Attendance Records - Visitors

Not Met

1507-E: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

#### Finding:

1507-E Based on record review the center's daily attendance record for all visitors did not include the arrival and departure times, and the purpose of the visit for all visitors.

### 1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1703.B Based on record review a satisfactory fingerprint based CBC was not obtained for each visitor, prior to the person being present at the center or performing services as evidence by: O4, O5, and O6 were present in the center during January 2018. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied visitor at all times while they were on the center premises. Documentation did not include the departure time for O5 and the language stating that they were accompanied by the staff member at all times while on the premises for all visitors without a satisfactory fingerprint based cbc, signature of the contractor, signature of the staff member.

### 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, Department of Education, Office of Early Childhood staff and local school district staff:

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 of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717-A Based on record review the center did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O1, O2, and O3.; There was no affidavit or fingerprint based satisfactory criminal background check provided for O2, the fingerprint based satisfactory criminal background check provided for O1 and O3 were not a right to review or a CBC ran by the center and the affidavit observed for O1 was dated 03/17/15.

The center did not have documentation of of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member for O1, O2, and O3. Based on review of the visitors log dated 01/08/18-01/25/18, O1 was present in the center on 01/09/18, 01/11/18, and 01/25/18, O2 was present in the center on 01/10/18 and 01/24/18, and O3 was present in the center on 01/18/18 and 01/22/18.