

## **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/observations on 2/6/2020 at 8:30am: The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as upon arrival to the center at 8:30am, Specialist observed S1, S10, S12 and S13 in the center, however, they were not signed in on the staffs daily attendance record. S13 corrected daily attendance log prior to Specialist departure.

Corrective Action Plan: S13 stated that she will have a meeting today, 2/6/2020, with staff about signing into the center. If staff continue to not sign in, S13 stated that she will write staff up.

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