

Statement of Deficiencies

5305-H: Children's Daily Attendance

Not Met

5305.H. A daily attendance record for children, completed by the parent or center staff, including the time of arrival and departure of each child and the name of the person to whom the child was released, shall be maintained. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out. A computerized sign in/out procedure is acceptable if the record accurately reflects the time of arrival and departure as well as the name of the person to whom the child was released.

Finding:

(old tag #5305.H.) The daily attendance log for children did not include the time of arrival and departure of each child. Specialist observed the attendance records for center for the week of 02/08/10 to 2/11/10 in 8 classroom. Specialist observed 3 of 8 classrooms with attendance logs not met; in the 2nd classroom on the right as you enter building specialist observed on 2/10/10 C9 not signed out of center and no time; in the second to the last classroom on the left specialist observed on 2/8/10 C2 and C14 no time out of the center; on 2/11/10 C2 and C6 were not signed in; the last classroom on the left specialist observed on 2/10/10 C6 and C15 children had no time in on sheets; C9 and C13 had no time out on time sheets.