

## **Statement of Deficiencies**

### **7305-H: Children's Daily Attendance**

**Not Met**

7305-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:**

7305-H Based on observations/record review, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 76 children were present and 70 children were signed in on the log.

### **7315-A: Child-to-Staff Ratio**

**Not Met**

7315-A: Child/staff ratios are established to ensure the safety of all children. Only those staff members directly involved in child care and supervision shall be considered in assessing child/staff ratio. Child/staff ratios shall be met at all times as the number of children supervised by one staff person shall not exceed the ratios as indicated below; however, there shall always be a minimum of two child care staff present during hours of operation when children are present:

Ages of Children	Child/Staff Ratio
Infants under 12 months	5:1
One year old	7:1
Two year old	11:1
Three year old	13:1
Four year old	15:1
Five year old	19:1
Six year old and up	23:1

An average of the child/staff ratio may be applied to mixed groups of children ages two, three, four, and five. Ratios for children under two or over five years old are excluded from averaging. When a mixed group includes children less than two years of age, the age of the youngest child determines the ratio for the group to which the youngest child is assigned. When a mixed group includes children both older and younger than six years old and older, the ages of the children less than six determine the ratio for the group. During naptime, required staffing shall be present in the center to satisfy child/staff ratios.

**Finding:**

7315-A Based on observations, the provider did not meet the required child to staff ratio for children.

**FINDINGS INCLUDE:**

At 3:02 PM, specialists observed S8 leave the toddler classroom, leaving 11 children ages 1-2 (5 one year olds and 6 two year olds) with S7. An additional staff was needed with S7 to meet the child/staff ratio. The provider's freezer had broken and S8 left the room to advise the director. S8 reentered the room at 3:05 PM and the child staff ratio was met at that time.

## Statement of Deficiencies

### 7328.G.1: Fire Drills

**Not Met**

7328.G.1: Fire drills shall be conducted at least once per month. Drills shall be conducted at various times of the day to include all children (children attending on certain days only and/or at certain times only) and shall be documented. Documentation shall include:

date and time of drill;  
number of children present;  
amount of time to evacuate the center;  
problems noted during drill and corrections noted; and  
signatures (not initials) of staff present.

The Licensing Section recommends that at least one fire drill every six months be held at rest time.

#### Finding:

7328.G.1 Based on record review/interview(s), the provider did not have documentation of fire drills that were conducted at least once per month.

#### FINDINGS INCLUDE:

Specialists observed that the last documented fire drill was completed on October 30, 2012. In addition, statements obtained from staff indicated that the provider does not conduct the fire drills monthly and S6 has staff sign fire drill forms to give the appearance that fire drills are completed monthly. S6 stated that the date and time of the fire drill is scheduled and written on the form but the drill may not be completed on that day due to possible extenuating circumstances and then is completed on a different day.

A review of fire drills and children's daily attendance logs for August - October 2012 reflected a discrepancy between the number of children present in the center and the number of children documented on the fire drill. In addition, a review of the staff attendance logs reflected a discrepancy between the staff present in the center and the staff who signed the fire drill form.

### 7328.H.1: Tornado Drills

**Not Met**

7328.H.1: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June. Drills shall be conducted at various times of the day to include all children (children attending on certain days only and/or at certain times only) and shall be documented. Documentation shall include:

date and time of drill;  
number of children present;  
problems noted during drill and corrections noted; and  
signatures (not initials) of staff present.

NOTE: For additional information contact the Office of Emergency Preparedness (Civil Defense) in your area.

#### Finding:

7328.H.1 Based on record review/interview(s), the provider did not have documentation of tornado drills that were conducted in the months of March, April, May and June.

#### FINDINGS INCLUDE:

A review of the tornado drills indicated that the provider completed a drill on April 29, 2012 which was a Sunday. S6 stated that the date and time of the tornado drill is scheduled and written on the form but the drill may not be completed on that day due to possible extenuating circumstances and then is completed on a different day.

A review of tornado drills and children's daily attendance logs for March - June 2012 reflected a discrepancy between the number of children present in the center and the number of children documented on the tornado drill.