

## 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. 1. Based on record review: The daily attendance record for staff member and owners did not reflect the departure times as follows: On 1/11/19, S8 did not sign out. On 2/8/19, S2 did not sign out.

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### 1515.A.2.: Emergency Medical Treatment

**Not Met**

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

**Finding:**

1515.A.2. Based on record review: There was no authorization signed and dated by the parent of C1 to secure emergency medical treatment.

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### 1707.A.1.&2.: Required Staffing - Director or Director Designee

**Not Met**

1707.A.1.&2.: Director or Director Designee. Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the daytime hours of operation (prior to 9 p.m.). When the director is not an on-site full-time employee at the licensed location, there shall be a qualified director designee who is an on-site full-time employee at the licensed location.
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

**Finding:**

1707 A1. The director was not on-site full time during the daytime hours of operation. According to attendance records, the director was on-site as follows: weeks of 1/7/19-on-site 7.25 hours; week of 1/14/19-on-site 24.25 hours; weeks of 1/21/19-on-site 20.5 hours; week of 1/28/19-on-site 21.75 hours; week of 2/5/19-on-site 28.5 hours; week of 2/11/19-on-site 26.25 hours.

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### 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 A.D.G.2 G.3. The required child to staff ratio was not met for children of the following ages: 6 children age 2 months to 11 months with 1 staff. The required ratio for children of this age is 5 children per 1 staff person. 11 children age 1-2 years with 1 staff. The required ratio for children of this age is 7 per 1 staff. During the initial walk through of the center at 8:05 am, the Specialist observed 6 children ages 2 months to 11 months with one staff (S4).

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During the initial walk through of the center at 8:05 am, the Specialist observed 11 children ages 1-2 years with one staff (S5). S2 arrived at 8:18 am and went to the infant room which met child/staff ratio when she arrived at 8:18 am. S2 was not in the center during the initial walk through of the center. S8 arrived at the center at 8:25 am and went to the 1-2 year old classroom which met the child/staff ratio when she arrived at 8:25 am. The center was in compliance with child/staff ratio at 8:25 am. The center did not meet child/staff ratio from 8:05 am to 8:25 am or 20 minutes. S1 stated that S9 was scheduled to start her work day at 8:00 am. S9 did not arrive until 8:26 am.

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