

Statement of Deficiencies

1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices.

B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention; and
6. CPR and first aid, as applicable.

Finding:

1719.A. Based on record review at approximately 1:34pm, S1 failed to have documentation that 2 of 18 staff, S17 and S18, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children.;

1719.B. Based on record review at approximately 1:34pm, S1 failed to have documentation that 1 of 18 staff, S17, received additional orientation within thirty days of the first day present at the center. S17's date of hire is 1/27/2020, and S18's date of hire is 2/5/2020. S1 stated orientation training was completed by Human Resources, and she never received S17 or S18's orientation form when they started. S1 was informed she is responsible for ensuring that staff orientation forms are completed. S1 stated she will conduct additional training for S17 and S18 before the end of day today.

Corrective Action Plan: S1 stated she will start to utilize a new hire checklist today to verify that all new hires, sent from human resources, have a complete employee packet. Also effective today, S1 will review all training topics, and will document on the orientation form that training has been completed within seven and thirty days.