

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 at 10:33am, S1 failed to have documentation of a staff and owner's daily attendance record that accurately reflect persons on the child care premises at any given time.

- There is no documentation of S2'S arrival time. S2 stated she arrived at 9:30am. The
- Staff sign in records show that S5 was signed in at 7:00am, however S5 was not on premises at 10:33am. S3 stated S5 left to go on lunch. The Specialist observed S5 arrive at 10:56am. This was corrected prior to departure.

Corrective Action Plan: Effective 2/19/20, S2 stated she will post a sign near the front entrance to remind staff to sign in and out. S2 stated she will also recommend to S1 on 2/19/20, that all staff sign in sheets are kept in building one to make sure staff sign in when they arrive and before leaving.

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:

NEW 1719.A. Based on record review at 11:23am, S1 failed to have documentation that S5 received orientation training within seven days of the first day working at the center.

NEW 1719.B. Based on record review at 11:23am, S1 failed to have documentation that S5 received additional training to the policies and practices of the center within thirty days of the first date working at the center. S5's date of hire is 10/8/2019. S2 stated additional training will be conducted with S5 on 2/19/20, and will be documented.

Corrective Action Plan: Effective 2/19/2020, S2 stated that S1 or S3 will thoroughly go through a new hire training packet and checklists to ensure that training is completed and documented for all future new hires.