

## Statement of Deficiencies

### 1507-C: Daily Attendance Records - Independent Contractors

Not Met

1507-C: A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name, date of visit, arrival and departure times, and purpose of the visit.

#### Finding:

1507-C Based on record review the center staff did not maintain documentation of a daily attendance record for Independent Contractors to include first and last name, date of visit, arrival and departure times, and purpose of the visit. Based on review of daily attendance record dated 01/24/18-02/06/18 a visitor/independent contractor was present in the center on 01/25/18, the visitor/independent contractor failed to document their first and last name and purpose of the visit, on 01/25/18, O2 failed to document the purpose of their visit, on 01/29/18, O3 failed to document the departure time and purpose of visit, on 01/31/18, O4 failed to document the departure time and purpose of visit, and on 02/01/18, O5 and O6 failed to document the departure time and purpose of visit.

### 1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1703.B Based on record review a satisfactory fingerprint based CBC was not obtained for each visitor/independent contractor, prior to the person being present at the center or performing services as evidence by: review of the daily visitor record dated 01/24/18-02/06/18, O2 was present in the center on 01/25/18 and O3 was present in the center on 01/29/18. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O2 and O3 at all times while they were on the center premises. Documentation did not include the departure time of O3, language stating that they were accompanied by the staff member at all times while on the premises, signature of the contractor, signature of the staff member.

### 1901-C: End-of-Day Check

Not Met

1901-C: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

#### Finding:

1901-C Based on record review on 02/20/2018, center failed to have documentation that the entire center and play yard was checked after the last child departed on 02/13/2018,02/14/2018, and 02/15/2018 as evidenced by the visual check of facility form dated 01/18/2018 through 02/16/2018.

### 1921-E: Tornado Drills

Not Met

1921-E: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

#### Finding:

1921-E Based on record review on 02/20/2018, center failed to have documentation that tornado drills were conducted at least once per month in the months of March, April, May, and June of 2017.

### 2109-A: Non-vehicular Excursions - Parental Authorization

Not Met

2109-A: Written parental authorization shall be obtained for all non-vehicular excursions. Authorization shall include the name of the child, type and location of the activity, date and signature of the parent, and shall be updated at least annually.

#### Finding:

2109-A Based on record review on 02/20/2018, center failed to have documentation of written parental authorization for a non-vehicular excursion

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completed on 01/23/2018. Center failed to receive permission slips for 8 children that were escorted across the street to the small gym for the 100'th day of school activity.

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