

Statement of Deficiencies

1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

Finding:

1507.A. Based on record review/observations at 1:17pm, S1 failed to have a daily attendance record for children that accurately reflect the children on the child care premises, as 19 children were present and 17 children were signed in on the log. 1 of 17 children, did not have the child's first and last name. S1 stated she forgot to check the sign in sheet this morning to verify that all children were signed in, as previously stated in the corrective action plan on 1/15/2020. S1 stated she recently had a parent meeting to remind parents to sign children in and out. The Specialist observed that the children's sign in record was corrected during the licensing visit.

Correction Action Plan: Effective today, S1 stated she will post a "Sign In/Out" reminder on the door, and will verbally remind parents every morning and afternoon to sign children in and out. S1 will put a reminder in the center's newsletter that will be given to parents on 3/1/2020. S1 will update the children's sign in sheet to include the first and last name of all children. S1 also stated she will have a staff meeting on Monday, 2/24/2020, to discuss if the children's sign in sheets will be moved to classrooms and make teachers responsible for ensuring the sign in sheets are correct for each class.