

## Statement of Deficiencies

### 7312-B: Quarterly Training

**Not Met**

7312-B: The director shall conduct, at a minimum, one staff training session/meeting every three months. Documentation shall consist of the date of the training session, training topics, and signatures (not initials) of all staff in attendance.

**Finding:**

7312-B Based on record review: Provider lacked documentation that the director conducted one staff training session each three month quarter consisting of dated minutes of the training sessions including training topics and signatures (not initials) of staff in attendance. Documentation reflects the provider had a meeting in June 2013 and did not have another quarterly meeting with staff until November 2013. As the provider should have conducted a quarterly meeting in September 2013.

### 7312-C: Annual Review

**Not Met**

7312-C: All staff, including substitutes and foster grandparents, shall have a signed and dated checklist/statement that the following topics are annually reviewed:

- center policies and practices including health and safety procedures;
- emergency and evacuation plan;
- supervision of children;
- discipline policy;
- job description;
- individual needs of the children enrolled;
- detecting and reporting child abuse and neglect;
- current Child Day Care Class "A" Minimum Standards;
- confidentiality of information regarding children and their families.

**Finding:**

7312-C Based on record review:  
Provider lacked documentation that staff, S2, S3, S4, and S7, have annually reviewed training topics.

### 7323-A.1: Indoor - Exclusive Use

**Not Met**

7323-A.1: The center shall be used exclusively by the children and center staff during operating hours. Area licensed for use as a child care center shall not be dually licensed. A child care facility, except those located in a church or school, shall be physically separated from any other business or enterprise.

**Finding:**

7323-A.1 Based on observations/interviews:  
The center was not used exclusively by the children and center staff during operating hours as specialist observed a student from Lafayette High School parking in the center's parking lot. According to S1, the student is allowed to park in the center's parking lot while she is in class at Lafayette High School which is located directly across the street.