

## 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/observation: The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by 1 of 9 staff not signed in the log when reviewed at 10:05 a.m. S7 was not signed in on the log.

Corrective Action Plan - Specialist spoke to S10 by phone. S10 stated S7 will be reprimanded for not signing in(clocking in on time card), as she's been previously reminded of documenting her time. S10 stated the director on premises (herself, S11 or S4) will check to ensure S7 is clocking her time card on the time clock appropriately every day effective tomorrow, 2/28/2020.

### 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: Although S10 did document conducting tornado drills in 2019, they were not conducted at various times of the day. All of the tornado drills in 2019 were conducted prior to 10:30 a.m. and not at various times of the day when reviewed at 11:35 a.m.

Corrective Action Plan - Specialist spoke to S10 by phone. S10 stated she will post a reminder in the tornado drill folder to complete a tornado drill in the afternoon to ensure it does not happen again. She will conduct and document a tornado drill effective March 2020, to be completed in the afternoon by 3/31/2020.