

Statement of Deficiencies

1507.C.: Daily Attendance Records - Independent Contactors

Not Met

1507.C.: Independent Contractors. A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name of the contractor, date of visit, arrival and departure times, name of staff member that accompanied contractor, if required, and purpose of the visit.

Finding:

1507.C. Based on record review: At approximately 2:01pm, the daily attendance record did not accurately reflect O1 and O2's purpose of the visit.

Corrective Action Plan: Effective 3/3/2020, S1 stated a meeting with the office managers will be held to ensure all visitors/contractors are signing in and out on the visitor's log.

1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

Finding:

1807.C. Based on record review/interview: At approximately 2:02pm, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for O1, O2, O3, and O4, prior to the persons being present at the center or performing services. S1 stated she checks the eligibility status of O1, O2, O3, and O4 once a month, but not each time the contractor was present on the premises. However, during the licensing visit she was unable to locate the printed copies for each contractors eligibility status. According to the visitor's log O1 was on the present on the premises on 9/12/2019, 9/17/2019 and 9/19/2019. O2 was present on the premises on 9/12/2019, 9/16/2019 and 9/19/2019. O3 was present on the premises on 9/19/2019. An eligibility check was conducted for O3 on 10/29/2019 and 1/24/2020, but not for 9/19/2019. In addition, S1 stated that O3 accidentally signed she accompanied herself. O4 was present on the premises on 9/22/2019. Additionally, S1 did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1, O2, O3 and O4 at all times while on the center premises.

Corrective Action Plan: Effective 3/3/2020, S1 stated a meeting with be held with the office managers to discuss the importance of checking contractors CCCBC eligibility status and having staff accompany the contractor.