

## Statement of Deficiencies

### 1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
  - a. name;
  - b. date of birth;
  - c. home address and phone number;
  - d. training,
  - e. work experience;
  - f. educational background;
  - g. hire date; and
  - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715.A.1.&3.: Based on record review/interviews at 11:30am, S1 failed to provide an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, first day onsite working with children, upon termination or resignation of employment, the last date of employment, reason for leaving, for S3. S1 stated that S3 has a file, however, she could not find it.

Corrective Action Plan: S1 stated that she will immediately complete another file for S3 and ensure that she keeps a file for all staff.

### 1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
  2. emergency preparation;
  3. licensing regulations; and
  4. safe sleep practices.
- B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:
1. child development;
  2. child guidance;
  3. learning activities;
  4. health and safety;
  5. shaken baby prevention; and
  6. CPR and first aid, as applicable.

#### Finding:

1719.A.&B.: Based on record review/interviews at 11:30am, S1 failed to provide documentation that S3, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children. S1 also failed to provide documentation that S3 received additional orientation within thirty days of date of hire. S1 stated that S3 received orientation, however, she could not find the documentation.

Corrective Action Plan: S1 stated that she will immediately complete an orientation for S3 and ensure that all staff's orientation always remain in their files.

### 1915.A.: Health Services - Observation

Not Met

1915.A.: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

#### Finding:

1915.A. Based on record review/interviews at 11:45am, S1 failed to document observations, when something is observed, noted on children upon arrival to the center. S1 stated that her staff has not been completing daily observations.

Corrective Action Plan: S1 stated that she will speak with all staff and ensure that they immediately start completing observations daily.

### 1919.J.: Bottled Formula/Breast Milk Properly Labeled

Not Met

1919.J.: Bottled formula/breast milk for infants shall be labeled with the child's name.

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**Finding:**

1919.J. Based on observations/interviews at 10:10am, Specialist observed that S2 did not have bottle formula/breast milk for infants labeled with the child's name. Specialist observed that 0 of 3 infants had labels on their bottles. Specialist informed S1 and S2 that all bottles should be labeled with the child's name.

Corrective Action Plan: S1 stated that she will speak with her staff and immediately ensure that they are aware that all bottles should be labeled with the child's name.

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