

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 on 03/07/19, today's attendance record for children failed to accurately reflect the number of children who were present on the premises at the time of this inspection as evidenced by 23 children were signed in however 27 were in attendance. S1 corrected the daily attendance record prior specialist leaving.

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/interviews on 03/07/19, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure.

As cited on 12/04/18, all staff observed present and said to be present by S1 were not signed in. Specialist reviewed staff daily attendance records dated 03/04/19-03/08/19. Records show that S1 and S5, who were present during walk through, were not signed in, S7 who was not present but said to on lunch break by S1, was not signed in or out, and S8 who was observed leaving during walk through was also not signed in or out. S1 stated that they are using Procure and the paper record as a back up because Procure has not been working. S1 did not know how to access the daily attendance record on Procure, she instructed S4 to access them. S4 stated that no one was signed in on Procure on 03/07/19. Review of the daily attendance record also shows that S7 who's start dated was 03/06/19, also did not sign in and out on that date.

S1 corrected the sign in for 03/07/19 prior to specialist leaving.

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 interviews on 03/07/19, S1 could not locate the personnel file of S5 who was hired on 02/25/19 (per the orientation sheet completed on 03/07/19 by S1). S1 stated that a file was completed but that she could not find it.

1715.A.2.: Photo Identification

Not Met

1715.A.2.: Personnel files for each staff member shall be maintained at the center and shall include the following:

2. copy of a state or federal government issued photo identification;

Finding:

1715.A.2. Based on interview(s) on 03/07/19, S1 could not locate S5's file during inspection.

Statement of Deficiencies

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/interview on 03/07/19, S1 lacked documentation that 2 (S5 and S7) of 8 staff, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children.

On 03/07/19, S5 who was hired on 02/25/19 and who's start date was 02/27/19, did not have a personnel file to include an orientation sheet to show that S5 has completed orientation as required. S5 was observed supervising five children ages 6 - 12 months.

S7 who was hired on 03/06/19, who's start date was 03/06/19, per S1, has not received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children. S7 was observed supervising seven children ages 1-2 years.

1721.A.-C.: Continuing Education Training

Not Met

1721.A.-C.: A. Early learning centers shall provide opportunities for continuing education of staff members who are left alone with children, or who have supervisory or disciplinary authority over children.

1. Staff members of early learning centers, excluding foster grandparents, shall obtain a minimum of 12 clock hours of continuing education per center anniversary year.

B. Staff members of type I, type II and type III centers who are neither left alone with children, nor have supervisory or disciplinary authority over children, shall obtain a minimum of three clock hours of continuing education in job related topics per center's anniversary year.

C. Continuing education for all types of centers shall be conducted by trainers approved by the department. The department shall keep a registry of approved trainers.

Finding:

1721.A.-C. Based on record review on 03/07/19, There was no documentation that the center staff of an early learning center, excluding Foster Grandparents, provided opportunities for staff members to obtain a minimum of 12 clock hours of training annually in the topics found in §1719(A) and (B).

Review of staff records shows that 3 (S3, S4, and S8) of 8 staff did not have the required continuing education training. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR.

1807.B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807.B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

Finding:

1807.B. Based on record review on 03/07/19, A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each staff member (S5), prior to the person being present at the center or performing services as evidence by: S5 who's hire date is documented as 02/25/19, was observed present and supervising five children ages 6-12 months of age. Based on review of S1's CCCBC roster, S5 was not listed as eligible. As of 03/07/19, S5's status shows in progress. S1 was advised that S5 can not work without an eligible or provisional status. S1 corrected this by asking S5 to leave the center.

Based on review of the staff daily attendance dated 02/25/19-03/01/19 and 03/04/19-03/08/19, S5 was present in the center on 02/27/19, 02/28/19, 03/07/19. (note: previously cited on 10/30/18 and 12/04/18)

Statement of Deficiencies

1901.M.: Strings and Cords

Not Met

1901.M.: Strings and cords, including but not limited to those found on equipment, window coverings, televisions and radios, shall be inaccessible to children under age 4.

Finding:

1901.M. Based on observations on 03/07/19, cords were observed hanging from a television in toddler room (located next to the lunch/kitchen) in main building. S1 stated that they covered part of the cord so that it lays against the wall, however the strings and cords from the television were still observed to be hanging in a way that was accessible to the children. Specialist observed this room to be occupied by a group of 3-4 year olds. (note: previously cited on 12/04/18)

2101.A.8.: Vehicle in Good Repair

Not Met

2101.A.8.: Vehicles shall be maintained in good repair.

Finding:

101.A.8. Based on observations on 03/07/19, one of the center's vehicle (Van #2) failed all be maintained in good repair as evidenced by the van's had a seat belt buckle (located on the 4th row from the front of the van and the 4th buckle from left to right when facing the seat) that had a cover missing and screws exposed which could cause a scratching hazard to children. (note: previously cited on 10/30/18 and 12/04/18)
