

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 observations/record review at 1:55pm, S1 failed to have a daily attendance record for children that accurately reflect the children on the child care premises. Documentation does not include the child's first and last name.

- On 3/10/2020, 31 children were present and 30 children were signed in on the log; 3 of 29 children did not have documentation of the child's first and last name. Corrected prior to the Specialist's departure.
- On 3/5/2020, 15 of 29 children did not have documentation of the departure time, and the first and last name of the person the child was released to; 3 of 29 children did not have documentation of the child's first and last name.
- On 3/9/2020, 2 of 27 children did not have documentation of the departure time; 3 of 27 did not have documentation of the first and last name of the person the child was released to.

On 2/3/2020, S1 previously stated she would train S2 to be able to pull up the ProCare system to verify children are checked in. On 3/10/2020, S1 stated she has been unable to access the ProCare System the last few days, and has been using written sign in sheets temporarily.

Corrective Action Plan: Effective 3/11/2020, S1 stated she will check the attendance sheets every morning by 9:30am to ensure all children are signed in, and staff will use the visual check log to remind them to check to make sure all children are signed out prior to staff leaving the center for the day.

1711.A.&B.&D.&G.: Child to Staff Ratio

Not Met

1711.A.&B.&D.&G.: A. Child to staff ratios are established to ensure the safety of all children.

B. Minimum child to staff ratios shall be met at all times.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
 2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- D. Minimum Child to Staff Ratios for Type II and Type III centers:

Ages of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	11:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

G. Mixed Age Groups - Minimum Child to Staff Ratios

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

Finding:

NEW 1711.A.&B.&D.&G. Based on observations at 1:55pm, S1 failed to meet the required child to staff ratio for children of the following ages: 10 children ages 2 months to 4-years-old (5 infants, 3 one-year-olds, 1 two-year-old, and 1 four-year-old) with one staff, S1. The required ratio for children of this age is 5 children per 1 staff person. S1 stated S5 was in the infant classroom with her, however had to leave to go home due to an emergency. S1 stated she was aware the class was not in ratio, but did not want to wake the sleeping children to bring them to another classroom. Ratio was met at 2:21pm, when 2 children were moved to S9's class, 2 children were moved to S2's class, and 1 child was moved to S8's class.

Corrective Action Plan: Effective 3/11/2020, S1 stated she will remind all staff, during Thursday's staff training, to be aware of the classroom ratios at all times, in an effort to prevent any classroom from not being in ratio. S1 also stated she will move the older children to new classes, so that only infants and one-year-olds remain in the infant classroom.