

## 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.: Orientation Training: Based on record review and interview at approximately 12:15 PM, S1 lacked documentation that 2 of 8 staff, S7, and S8, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children. S7 stated she was hired on 10/1/19. S7 should have completed 7-day training on or by 10/8/2019. S8 stated her re-hire date was 8/12/19. S8 should have completed 30-day orientation on or by 8/19/19.

S1 also lacked documentation that 2 of 8 staff, S7 and S8, received additional orientation within thirty days of date of hire. S7 stated she was hired on 10/1/19. S7 should have completed 30-day training on or by 11/1/19. S8 stated her re-hire date was 8/12/19. S8 should have completed 30-day orientation on or by 9/12/19.

### 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.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff: Based on record review at approximately 11:45AM, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for staff member, S8, prior to her being present at the center or performing services as evidenced by S8 stated she was re-hired at the center on 8/12/19 and has worked full time hours since her re-hire. S8 failed to have a finger print based CCCBC as of 3/12/2020 at the review of her file by Specialist. S8 was required to leave the center and she left at 12:30PM.

Corrective Action Plan: S1 stated she will print each new or returning staff CCCBC eligibility letters and place them in their file prior to the staff persons start date in the center effective 3/12/2020.

### 1901.C.: End-of-Day Check

Not Met

1901.C.: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

#### Finding:

1901.C.: End-of-Day Check: Based on record review at approximately 12:30 PM, the center's end of day check did not include the date, time of visual check, and the signature of the staff conducting the visual check as evidenced by the absence of a visual check being completed on 3/3/2020, 3/9/2020, and 3/10/2020.

Corrective Action Plan: S1 stated she will re-train staff on completing end-of-day checks by end of business on Monday, 3/16/2020. S1 has also posted a reminder by the sign-in/out sheet for staff so that they will remember to complete the task before leaving each evening.