

Statement of Deficiencies

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: The staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time.

- On 3/18/2019, there is no departure time for S11 on the staff attendance record. S11's attendance records show the following:

Signed in at 6:00pm, Signed out at 12:10am, Signed in at 1:10am, Signed in at 2:00am, and Signed out at 7:06am.

S1 stated S11 must have written two different sign in times by mistake. S1 called S11 on the phone. S11 stated that the 1:10am sign in is incorrect.

- There are two different staff attendance sheets for S7 with different arrival times for 3/13/2019. One attendance sheet for S7 shows that S7 arrived at 3:30pm on 3/13/2019, however there is no departure time. The second attendance sheet for S7 shows that S7 arrived at 3:00pm on 3/13/2019, and signed out at 6:36pm.

S1 stated she wrote the arrival and departure times for S7 on the second attendance sheet because S7 wrote it on the attendance sheet for the previous pay period. S1 stated she wrote the incorrect arrival time for S7 in error.
