

## Statement of Deficiencies

### 7305-H: Children's Daily Attendance

Not Met

7305-H: A daily attendance record for children, completed by the parent or center staff, including the time of arrival and departure of each child and the name of the person to whom the child was released, shall be maintained. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out. A computerized sign in/out procedure is acceptable if the record accurately reflects the time of arrival and departure as well as the name of the person to whom the child was released.

#### Finding:

7305-H Based on record review: The daily attendance log for children did not include departure of each child and the name of the person to whom the child was released: C3; C4; C5; C6; and C7 released from the center on 03/13/2014 and C8 released from the center on 03/20/2015.

### 7311-A.2: Reference Checks

Not Met

7311-A.2: A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include documentation of three current, positive reference checks or telephone notes signed and dated. These references shall be obtained from persons not related to the employee.

#### Finding:

7311-A.2 Based on record review: Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for staff: S3. Staff S3 was hired effective 01/31/2015.

### 7311-A.4: Health Statement

Not Met

7311-A.4: A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include a written statement of good health signed by a physician or designee. Health statement dated within three months prior to offer of employment or within one month after date of employment is acceptable. A health statement is required every three years. Originals shall be presented upon request.

#### Finding:

7311-A.4 Based on record review: Health records to include documentation of good health, signed by a physician or designee were not available for staff: S1; S2 and S4.

### 7312-C: Annual Review

Not Met

7312-C: All staff, including substitutes and foster grandparents, shall have a signed and dated checklist/statement that the following topics are annually reviewed:

- center policies and practices including health and safety procedures;
- emergency and evacuation plan;
- supervision of children;
- discipline policy;
- job description;
- individual needs of the children enrolled;
- detecting and reporting child abuse and neglect;
- current Child Day Care Class "A" Minimum Standards;
- confidentiality of information regarding children and their families.

#### Finding:

Provider lacked documentation that staff, S4, has annually reviewed training topics for the 2013-2014 training year.

### 7328.H.1: Tornado Drills

Not Met

7328.H.1: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June. Drills shall be conducted at various times of the day to include all children (children attending on certain days only and/or at certain times only) and shall be documented. Documentation shall include:

- date and time of drill;
- number of children present;
- problems noted during drill and corrections noted; and
- signatures (not initials) of staff present.

NOTE: For additional information contact the Office of Emergency Preparedness (Civil Defense) in your area.

## ***Statement of Deficiencies***

**Finding:**

7328.H.1 Based on record review: Provider failed to conduct at least on tornado drill per month in the months of March, April, May, and June. The provider's last tornado drill was on 03/21/2014.

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