

## 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/interview(s): The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by S10 was not signed in upon Specialist review of sign in sheet and computer. Specialist explained to S14 that the sign in sheet and/or computer sign in must reflect the accurate arrival and departure times at all times.

### 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:

1711-A-B-D-G Based on observations/record review: The Provider failed to meet the required child to staff ratio for children of the following ages: 6 children age 4 months to 7 months with S4. The required ratio for children of this age is 5 children per 1 staff person. Specialist arrived at 8:45am. At 8:50am, S5 arrived to center and went to the classroom to meet ratio. Specialist requested staff sign in sheet from S14. The sign in log confirms S5 signed in at 8:52am.

### 1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715-A.1.3. Based on record review/interview(s): The Provider did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, upon termination or resignation of employment, the last date of employment, reason for leaving, for staff: S1. Upon arrival to the center, Specialist was escorted by S1 to conduct a head count. S1 stated that she is the newly appointed Corporate Director. Specialist was unable to locate a staff file for S1 during review of staff files. Specialist was told by S14, that S1 was just appointed as the new Corporate Director and has not worked in the center. Specialist was able to confirm her CCCBC approval began on 4/4/18. Specialist explained to S14 that all staff must have a file beginning at date of hire.

### 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:  
copy of a state or federal government issued photo identification;

## ***Statement of Deficiencies***

**Finding:**

1715-A.2 Based on record review: The center did not have a copy of S1 & S11's State or federal government issued photo Identification available for review.

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