

## 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 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 Specialist review of the center's daily attendance logs in which staff are not always signing out of the log for the day.

### 1915-A: Health Services - Observation

Not Met

1915-A: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

#### Finding:

1915-A Based on record review: The provider did document observations, when something is observed, noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented.

### 1921-E: Tornado Drills

Not Met

1921-E: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

#### Finding:

1921-E Based on record review: The provider did not have documentation that tornado drills were conducted at various times of the day to include all children. The tornado drills were conducted prior to 12:00 p.m. and not at various times of the day.

### 2107-C: Daily Transportation Visual Vehicle Check

Not Met

2107-C: For daily transportation services, the vehicle shall have a visual passenger check made at the completion of each trip or route, prior to the staff member exiting the vehicle.

#### Finding:

2107-C Based on record review: The Provider did not maintain documentation that the driver or attendant checked the vehicle at the completion of each trip. The provider lacked documentation of a visual check being completed for the week of 8/28/17, 9/4, 9/11, 9/18, 9/25, 10/2, 10/10, 10/16, 10/23, 10/30, 11/6, 12/18, 1/22/18, 2/26 and 3/5/18. S4 stated the original Daily Transportation Visual Check forms had been sent to Head Start Central Office.