

## Statement of Deficiencies

### 1507-A: Daily Attendance Records - Children

Not Met

1507-A: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

#### Finding:

1507-A Based on record review/interview(s)/observations: The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 29 children were present and 23 children were signed in on the log. S1 stated that attendance is kept digitally with a paper sign in sheet as back up. S1 stated that she had not yet printed a sign in sheet at time of Specialist inspection. S1 signed in 12 children who were present but not yet signed in. Also, children who left and returned to the center during the day were not signed in/out as required as 6 children who had left the center to go to school had not been signed out. S1 signed the children out prior to Specialist departure. Specialist observed that the children's attendance was met prior to Specialist departure.

### 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/observations: 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 S1 failed to be signed in on the center attendance log. S1 corrected prior to Specialist departure. .

### 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/interview(s): The Provider failed to meet the required child to staff ratio for children of the following ages: 7 children ages infant to one year old with 1 staff. The required ratio for children of this age range is 5 children per 1 staff person. Upon arrival, S5 opened the door to the facility for the Specialist. Specialist observed S5 go to the kitchen where she was preparing breakfast plates. Specialist observed S5 take these plates to S3's class. During this same time, Specialist observed S4 was the only staff present with a group of 7 children ages infant to one year old (1 infant and 6 one year olds). Specialist found that child to staff ratio was met prior to Specialist departure.

### 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.

## ***Statement of Deficiencies***

**Finding:**

1901-C Based on record review/interview(s): The Provider did not document that the entire center and play yard is checked after the last child departs to ensure that no child is left unattended at the center. Specialist arrived at the center on April 16, 2018 and observed that the last documented Visual check was completed April 3, 2018. S1 stated that she has completed visual checks of the center each day; however, she forgot to document it.

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