

## Statement of Deficiencies

### 1507.E.: Daily Attendance Records - Visitors

Not Met

1507.E.: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

#### Finding:

1507.E. Based on record review on 4/23/2019, Specialist noted that the visitor daily attendance log dated from 2/7/2018-3/10/2019 failed to have the departure time for 6 of 31 visitors signed in during that time frame. The 6 visitors failed to sign out on the following dates: 2/11/2018, 2/19/2019, 2/21/2019, and 2/27/2019. According to the daily attendance log dated from 3/11/2019-4/23/2019, 1 visitor failed to sign out on 4/12/2019.

### 1717.A.: Independent Contractors Records

Not Met

1717.A.: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, local school district staff, and departmental staff other than those responsible for inspecting centers:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717.A. Based on record review on 4/23/2019, S1 failed to have an independent contractor information form for the following independent contractors, O1, O2, and O4, that included their name, address, phone number, and list of duties performed while present at the center. According to the visitor daily log dated from 3/4/2019-4/10/2019, O1 was in the center on 3/4/2019, 3/8/2019, 3/13/2019, and 3/27/2019. O2 was present in the center on 3/7/2019, 3/14/2019, 3/28/2019, and 4/10/2019. O3 was present in the center on 3/8/2019, 3/22/2019, 3/29/2019, and 4/5/2019. O4 was present in the center on 4/2/2019 and 4/10/2019.

### 1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807.C. Based on record review on 4/23/2019, S1 failed to obtain a CCCBC-based determination of eligibility for Child care purposes from the department prior to O4 being allowed to work with a child on the center premises. O4 provided a criminal background check that was acceptable prior to the new CCCBC background being required. The background reviewed was done on 5/17/2018. According to the visitor daily logs dated from 3/4/2019-4/10/2019, O4 was present in the center on 4/2/2019 and 4/10/2019. O4 failed to be accompanied by an adult staff member who was not being counted in the the child -to-staff ratio at all time while on the center premises.

### 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 4/23/2019, S1 failed to have documentation that a tornado drill was conducted in May 2018 and June 2018.