

Statement of Deficiencies

1515.A.1.: Child Records and Cumulative Files

Not Met

1515.A.1.: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
 - a. name of child, date of birth, sex, date of admission;
 - b. name of parents and the home address of both child and parents;
 - c. phone numbers where parents may be reached while child is in care;
 - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
 - e. name and telephone number of child's physician, if applicable;
 - f. name and telephone number of the child's dentist, if applicable;
 - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;
 - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

Finding:

1515.A.1. Based on record review/interview on 4/24/19, 14 of 14 children's records reviewed lacked the required information on the Child's Information Form as LS observed the date of admission was omitted from all children folders during the center visit. LS observed 1 out of 14 Child's Information form failed to have special dietary restrictions as LS observed C6's food restriction was posted on a cabinet door in public view. S2 stated that this information was not documented in C6's record but C6's parents did inform staff of the dietary restriction.

1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
 - a. name;
 - b. date of birth;
 - c. home address and phone number;
 - d. training,
 - e. work experience;
 - f. educational background;
 - g. hire date; and
 - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

Finding:

1715.A.1.g.h.: Based on record review on 4/24/19, S1 did not have an application/staff information form to include the hire date and first day on-site working with children, for staff: S6, S8, and S9 as LS observed this information was omitted from the staff folders. LS requested the daily attendance logs for the above staff members. S2 provided the information by review the staff daily attendance logs.

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:

2. copy of a state or federal government issued photo identification;

Finding:

1715.A.2. Based on record review on 4/24/19, S1 did not have a copy of S4, S8, and S9's state or federal government issued photo identification available for review.

1717.B.: Student Trainees - Records

Not Met

1717.B.: Student Trainees. The following information shall be maintained for all student trainees:

1. an application or information form with the student's name, date of birth, address and telephone number, name of the educational center and course instructor, and a job description that includes duties to be performed.

Finding:

1717.B. Based on record review on 4/24/19, S1 did not have a Student trainee record that included an application or information form/the student's name of the educational center, course instructor, and a job description that includes duties to be performed for O1, O2, O3, O4, and O5 as LS observed this information was omitted on the information forms.

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1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices.

B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention; and
6. CPR and first aid, as applicable.

Finding:

1719.A.&B.: Based on record review on 4/24/19, S1 lacked documentation that 3 of 11 staff, S6, S8 and S9, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children as well as within thirty days as LS observed the following date of hires for the following staff members:

S6: 1/7/19

S8: 12/11/18

S9: 1/28/19

Due to the information not being readily available, S2 was requested to provide the staff member daily attendance logs for verification.

1807.B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807.B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

Finding:

1807.B. Based on record review on 4/24/19, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for S9, prior to the person being present at the center or performing services as LS observed S9 was deemed indeterminable on 1/28/19. LS observed S9 was present on the center premises on the following days:

1/31/19: 8:27 am - 11:30 am and 1:24 pm - 5:13 pm

2/1/19 7:33 am - 10:30 am and 1:27 pm - 5:13 pm

2/14/19 8:27 am - 11:30 am and 1:27 pm - 5:14 pm

2/15/19 7:30 am - 10:30 am and 1:25 pm - 5:16 pm

2/21/19 8:28 am - 11:27 am and 1:31 pm - 5:13 pm

LS observed S9 was deemed eligible on 3/14/19 but was not present on that day.

LS observed S17's was deemed eligible on 10/15/18 but was hired on 10/12/18, per S17's orientation form.

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.

Finding:

1901.C. Based on record review on 4/24/19, S1's end of day check did not include the time of visual check and the signature of the staff conducting the visual check as LS observed this information was omitted on 4/17/19 and 4/18/19.

1919.C.: Food Allergies and Special Diets

Not Met

1919.C.: Information regarding food allergies and special diets of children shall be posted in the food preparation area with special care taken to ensure that individual names of children are not in public view. If a parent chooses to allow the center to post the child's name and allergy information in public view, the center shall obtain a signed and dated authorization from the parent.

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Finding:

1919.C. Based on observations/record review on 4/24/19, S1 did not obtain a signed and dated authorization from the parent to post the child's name and allergy information in public view as LS observed C6's food restrictions posted on a cabinet door in public view. S2 stated that this information was not documented in C6's record but C6's parents did inform staff of the dietary restriction. LS also observed C11, C12, C13, and C14's food allergies were also posted on the cabinet in public view. S2 did remove the information from public view during the center visit.
