

## 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 on 5/14/19, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival as LS observed S2 failed to document her arrival time on today's daily attendance log. S2 stated she arrived at approximately 8:35 am.

### 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.B.1.: Based on observation/record review/interview(s) on 5/14/19, S1 did not have at a minimum of 2 child care staff present at an early learning center when more than one child is present as one staff, S2, was supervising 13 children age 3 yr to 5yrs old upon LS arrival to the center at 9:45 am.

LS also observed S4 was present at the center from 7:15 am - 8:40 am and S1 was present from 7:25 am - 7:51 am, per staff daily attendance logs. LS observed S2 failed to document her arrival, therefore, LS was unable to verify S2's arrival time. Per daily attendance logs, S4 was supervising 13 children (ages 3 yr to 5yrs old) from 7:51 am - 8:35 am; which is the approximate time S2 stated she arrived to the center. LS observed S4 left the premises at 8:40 am, leaving S2 as the only staff member to supervise the 13 children. At 9:55 am, S4 arrived in order to correct the child to staff ratio discrepancy.

### 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.1.&2.: Based on interview(s) on 5/14/19, S1 did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center as LS requested the independent contractor record forms for O1, O2, and O4. S2

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stated she was unable to locate this information for LS to review.

### 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/interview(s) on 5/14/19, a CCCBC-based determination of eligibility for child care purposes from the department was not available for inspection upon request by the LS for staff member, S3, as S2 was unable to log into the CCCBC portal as she does not have access to this information and was appointed the staff in charge role for today. LS conducted a search of the center's CCCBC information and was unable to verify S3's eligibility due to her information not being on the center CCCBC roster information. S3's CCCBC information was verified by another department personnel during the center visit. S3's eligibility information was located under another licensed child care facility.

During the center's licensing visit on 4/24/19, another LS provided S1 technical assistance in concerns to having the CCCBC eligibility for staff and volunteers readily available for licensing visits.

### 2103.E.: Master Transportation Log

Not Met

2103.E.: Master Transportation Log

1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log,

#### Finding:

2103.E. Based on interview(s) on 5/14/19, S1 did not have the master transportation log documentation maintained on file at the center as S2 stated she was unable to locate this information for LS to review and that the vehicle was on the vehicle which is located at Delta Community Action Head Start Rayville #2. Transportation is provided by center.

### 2103.F.: Passenger Transportation Log

Not Met

2103.F.: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

2103.F. Based on interview(s)/record review on 5/14/19, S1 did not have documentation that the center maintained a copy of the Passenger Transportation Log as S2 stated that this information was located at Delta Community Action Head Start Rayville #2. S2 only provided the center's passenger transportation logs for May 6th - 10th of 2019. Transportation is provided by the center.

### 2109.B.: Non-vehicular Excursions - Records

Not Met

2109.B.: Centers shall maintain records of all non-vehicular excursion activities to include the date, time, list of children, staff, and other adults, and type of activity.

#### Finding:

2109.B. Based on interview(s) on 5/14/19, S1 did not maintain a record of all non-vehicular excursion activities as S2 stated that the children did engage in a non-vehicular excursion activity and did not document this information for LS to review. S2 stated she was unable to recall the month/date for the excursion.