

Statement of Deficiencies

1507-C: Daily Attendance Records - Independent Contractors

Not Met

1507-C: A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name, date of visit, arrival and departure times, and purpose of the visit.

Finding:

1507-C Based on record review:

The center's independent contractors daily attendance record did not accurately reflect when the independent contractor was on the child care premises as evidenced by a page of the visitor's log had a date of 1/25/2017 and 1/27/2017 for the first two entries. The remaining 13 entries documented did not have a date of the visit to show when individuals were on premises.

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, Department of Education, Office of Early Childhood staff and local school district staff:

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 of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review: Provider 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.

Provider did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O1, O2 and O3.

- O1 was on premises on the following dates: 1/6/17, 1/13/17, 1/27/17, 2/17/17, 2/24/17, 3/10/17, 3/31/17, 4/7/17, 4/21/17, 4/28/17, 5/12/17.
- O2 was on premises on the following dates: there was not a date by O2's name on the visitor's log.
- O3 was on premises on the following dates: there was not a date by O3's name on the visitor's log.