

## 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 on 05/16/18, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 68 children were present and 67 children were signed in on the log.

### 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 on 05/16/2018, minimum child to staff ratios were not met at all times as evidenced by specialist observed S6 supervising 16 children alone ages 3 years old to 5 years old while conducting a walk through of the center. 1 child is 3 years of age, 3 children are four years of age, and 12 children are 5 years of age. The minimum child to staff ratio for this mixed age group is 15:1.

### 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 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 05/16/2018, provider failed to provide proof of a CCCBC-based determination of eligibility or proof that each person was accompanied by a staff person not otherwise counted in child to staff ratio for O1, O2, O3, and O4 as evidenced by the center's daily visitor's log indicate that O1, O2, O3, and O4 was present in the center from 3/23/18 to 05/15/18. O1, O2, O3, O4, and O5 was present with out an independent contractor information record form that includes the person's name, address and phone number and a list of duties performed while present at the center as evidenced by the center's daily visitor's log indicate that O1, O2, O3, O4, and O5 were present in the center on 03/23/2018 to 05/15/18. O1 was present in the center on 04/4/18, 04/18/18, 05/2/18, and 05/9/18. O2 was present in the center on 04/05/18, 04/12/18, 04/26/18, and 05/10/18. O3 was present in the center on 04/11/18 and 04/25/18. O4 was present in the center on 03/23/18, 04/6/18, 04/12/18, 04/16/18, 04/23/18, 04/27/18, and 05/07/18. O5 was present in the center on 03/23/18 and 05/15/2018. S1 provided affidavits for O1, O2, and O3 and was dated and signed on September 1, 2017 but stated it was for the 2016-2017 school year.