

Statement of Deficiencies

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/interview(s): On 5/17/18, Specialist observed the center did not document 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. O1 entered the center on 11/9/17 from 12:00pm to 2:00pm and on 11/10/17 from 8:00am to 8:45pm. O2 entered the center on 11/25/17 from 7:30am to 12:15pm. Specialist brought it to the attention of S1. S1 Stated that S17 and S2 always accompany all independent contractors at all times while on the premise. Specialist reviewed the regulation with S1 that specifies the center must document the adult staff member who accompanies the independent contractor. S1 stated that staff will make the necessary corrections going forward.