

## 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 Specialist's record review/observations on 5/23/19 at 10:00am, the center's daily attendance record for staff and owners did not accurately reflect the staff on the child care premises. 4 of 5 center staff had filled out their attendance log for 5/24/19 in advance. 1 center staff had signed in on 5/23/19, but was not present at the center during Specialist's visit. In addition to filling out the attendance log in advance, center staff were also logging a sign-out time before physically leaving the center. 4 of 5 center staff present during Specialist's visit had sign-out times logged on their daily staff attendance log. S3 stated that the owner asked staff to fill out their sign-in logs through the end of the week so he could collect them early for payroll purposes.

### 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 Specialist's observation on 5/23/19 at 10:00am, S3 failed to meet the required child to staff ratio for children of the following ages: infant to 6 years; (1) 11 mo, (4) 1 yr, (10) 2 yrs, (2) 3 yrs, (3) 4 yrs, (2) 6 yrs. Upon Specialist's arrival to the center there were 22 children, ages 11 months to 6 years, with 2 staff. Between 10:10am and 10:30am, Specialist observed 1 staff leaving the room on 3 different occasions to tend to center duties, leaving only 1 staff with 22 children. The required staff for this number of children of this age range is at least 3. When S3 arrived to the center at 10:30am, Specialist advised her that having only 2 staff with 22 children ages 11 months to 6 years did not meet the ratio requirement. S3 left Specialist to assist S1 and S2 with the children for the remainder of Specialist's visit.