

Statement of Deficiencies

1509-A.12.: Monitoring Policy for Provisionally Employed Staff

Not Met

1509-A.12.: Monitoring policy for provisionally employed staff members:

- Each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes;
- The monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1811.D;
- The center shall post a copy of the policy in the center in a place visible to all parents and staff;
- The center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

Finding:

1509-A.12. Based on observations: The Specialist did not observe a written monitoring policy for provisionally employed staff with incomplete CCCBC-based determination of eligibility for child care purposes. The center does not have a copy of the policy posted in the center in a place visible to all parents and staff. The center did not provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and/or the center did not obtain signed documentation from each that a copy of the policy has been received. S2 stated she was not aware that a policy had to be posted or provided to the parents.

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.

- Minimum child to staff ratios shall be met at all times.
 - There shall be a minimum of two staff members present at an early learning center when more than one child is present.
 - Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- 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

- An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
- Child to staff ratios for children under age two are excluded from averaging.
- 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.
- 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: The Specialist observed S3 alone in the 1 year old classroom with a total of 9 children, 5 one year olds and 4 two year olds. The required ratio for children of this age is 7 children per 1 staff person for 1 year olds. S3 stated that she had 5 one year old students present in the classroom during the visit.

1811-D.2-3: Provisional Employment for Staff Members of Early Learning Centers

Not Met

1811-D.2-3: 2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

- A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
 - The center must designate a monitor for each provisionally-employed staff member present at the center.
 - The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
 - Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
 - A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
 - The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
 - At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

Statement of Deficiencies

Finding:

1811-D.2-3 Based on record review and interview: S1 failed to monitor provisionally-employed staff (S2), designate a monitor, and have a log or other written documentation of monitoring every 30 minutes, for a provisionally-employed staff member, S2, present at the center. The Specialist observed that S2 was not being monitored during the visit and S2 stated she had not been monitored since the date her CCCBC was received on 3/23/18 showing provisional eligible status.
