

## 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/interview: On 5/30/2019, S1's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 10 children were present and 8 children were signed in on the log. S2 stated a parent signed in two children on one line, and that another parent did not put the arrival time of a child.

### 1507.E.: Daily Attendance Records - Visitors

Not Met

1507.E.: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

#### Finding:

1507.E. Based on record review: S1 did not maintain documentation of a daily attendance record for Visitor's to include first and last name, date of visit, arrival and departure times, and purpose of the visit.

- There is no documentation of the departure of O1 on 12/12/18.
- There is no documentation of the departure of O2 on 12/13/18, 3/21/19, and 5/19/19.
- There is no documentation of the departure of O3 on 3/20/19.
- There is no documentation of the departure of O4 on 4/5/19 and 5/9/19.

### 1515.A.1.: Child Records and Cumulative Files

Not Met

1515.A.1.: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
  - a. name of child, date of birth, sex, date of admission;
  - b. name of parents and the home address of both child and parents;
  - c. phone numbers where parents may be reached while child is in care;
  - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
  - e. name and telephone number of child's physician, if applicable;
  - f. name and telephone number of the child's dentist, if applicable;
  - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;
  - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

#### Finding:

1515.A.1. Based on record review: On 5/30/2019, 1 of 10 children's records reviewed did not have a cumulative folder on file. At 11:32am, the Specialist requested C1's folder from S2. S2 stated C1 was a drop in, and that she was unable to find C1's old folder. S2 stated C1's sibling, C2, attends the center and she thought she could refer to C2's folder to get information. There was no documentation of an information form signed and dated by C1's parent that contains the following:

- a. name of child, date of birth, sex, date of admission;
- b. name of parents and the home address of both child and parents;
- c. phone numbers where parents may be reached while child is in care;
- d. name and phone number of person to contact in an emergency if parents cannot be located promptly

### 1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

#### Finding:

1515.A.2. Based on record review: 1 of 10 Children's records, C1, lacked a signed and dated parental authorization to secure emergency medical treatment. S2 stated C1 was a drop in, and that she was unable to find C1's old folder. S2 stated C1's sibling, C2, attends the center and she thought she could refer to C2's folder to get information.

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### 1515.A.3.: Releasing of Children

Not Met

1515.A.3.: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- A child shall never be released to anyone unless authorized in writing by the parent.
- Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- The center shall verify the identity of the authorized person prior to releasing the child.

#### Finding:

1515.A.3. Based on record review: 1 of 10 Children's records, C1, did not have written authorization signed and dated by C1's parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center. S2 stated C1 was a drop in, and that she was unable to find C1's old folder. S2 stated C1's sibling, C2, attends the center and she thought she could refer to C2's folder to get information.

### 1725.A.-C.: Medication Management Training

Not Met

1725.A.-C.: A. All staff members who administer medication shall have medication administration training.

B. Whether the center is administering medication or not, each early learning center shall have at least two staff members trained in medication administration and at least one on the premises. A staff member who is a licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

C. Such training shall be completed every two years with an approved child care health consultant.

#### Finding:

1725.A.-C. Based on record review: S1 did not have at least two staff members trained in medication administration whether the early learning center administers medication or not. On 5/30/2019, 0 of 4 staff members have current medication administration training. S1's medication training expired on 9/10/2018.

### 1807.B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807.B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807.B. Based on record review/observations: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for staff member, S4, prior to the person being present at the center or performing services. On 5/30/2019, the Specialist observed S4 on premises during the Licensing visit. S2 stated she and S1 were told that S4 did not need a CCCBC when S1 and S2 obtained their CCCBC-based determination in August 2018. S2 stated she thought she could still use S4's CBC.

The Specialist observed S4 leave the premises at 10:21am. S1 and S2 advised that S4 can not work at the center until a CCCBC is obtained.

### 1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807.C. Based on record review: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each visitor and independent contractor, prior to the person being present at the center or performing services. S1 did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied each visitor and independent contractor at all times while on the center premises for the following:

- There is no documentation that S1 did a check for eligibility for O2, or had a staff accompany O2 on 3/27/19, 5/1/19, 5/7/19, and 5/19/19.
- There is no documentation that S1 did a check for eligibility for O3, or had a staff accompany O3 on 3/20/19.
- There is no documentation that S1 did a check for eligibility for O4, or had a staff accompany O4 on 4/5/19 and 5/11/19.

## ***Statement of Deficiencies***

### **1921.E.: Tornado Drills**

**Not Met**

1921.E.: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

#### **Finding:**

1921.E. Based on record review: S1 did not have documentation of tornado drills that were conducted at least once per month during the months of March and April 2019. At 11:09am, S2 stated she was unable to find the tornado drills, but remembers that the last drill was conducted in March 2019. At 11:23am, S2 provided documentation of tornado drills conducted in 2017 - 2018. At that time, S2 stated she believes the last drill was conducted in April 2019.

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