

## 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 interviews at 10:40AM, S1 failed to maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure as evidenced by daily attendance records were not available for the months of April and May 2020. S1 stated someone took the staff daily attendance records.

Corrective Action Plan: S1 stated she will make sure that all staff to clock in on the time clock from now on as well as sign in on the daily attendance records.

### 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 Based on observations and interviews at 12:16AM, S1 failed to meet the required child to staff ratio on 04/06/2020, 17 children were signed-in on the children daily attendance record and on 05/07/2020, 21 children were signed-in on the children daily attendance record. S1 failed to have documentation of the staff daily attendance records for 04/06/2020 . Time sheets from time clock dated 05/07/2020 indicates that S6 clocked in at 1:47PM and S7 clocked in at 2:56PM. S1 stated someone took the staff daily attendance records.

Corrective Action Plan: S1 stated as of 06/03/2020, she would make sure that the center was properly staffed each day by conducting a roll call each day.

### 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 and interviews at 11:15AM, S1 failed to obtain a CCCBC-based determination of eligibility for child care purposes from the department for staff S15 prior to the staff working on the premises. S15 was hired on 05/13/2020 and began orientation at the center. S15 has not obtained an eligible CCCBC as of 06/02/2020. S15 left the premises at 12:45PM.

Corrective Action Plan: S1 stated she will make sure that all staff obtain an eligible CCCBC prior to being hired.