

Statement of Deficiencies

713.A: Office of Public Health, State Fire, City Fire, Office of Early Childhood approval

Not Met

713.A: Current approvals by the Office of Public Health, Office of State Fire Marshal, City Fire (if applicable), Office of Early Childhood and the Licensing Division shall be required before the expiration of an existing license.

Finding:

713.A Based on record review: The Provider lacked documentation of a current annual inspection and approval from the Office of Public Health and the City Fire Departments. The date of the last City Fire's approval was 05/31/2017. The Last date of the Office of Public Health approval was not provided for review.

1503-A-C: General Liability Insurance Policy

Not Met

1503-A-C: A. A center shall maintain in force at all times current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.

B. A center is responsible for payment of medical expenses of a child injured while in the center's care.

C. Documentation of commercial liability insurance shall consist of the insurance policy or current binder that includes the name of the early learning center, physical address of the center, name of the insurance company, policy number, period of coverage and explanation of the coverage.

Finding:

1503-A-C Based on record review:

The Provider lacked required documentation of current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury. The provider did not show documented proof of its Commercial Liability Insurance on the date of the Licensing inspection.

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.1-3: Based upon observations/interview/reports: The Provider did not maintain documentation of a daily attendance record for Staff S4 to include:

1. the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members on the center premises at any given time; and
3. be used to document staff members who leave and return to the center during the day

During the Licensing Inspection on 06/06/2017, S2 was observed completing his written sign-in sheet for 06/05/2017 and 06/06/2017. S2 signed in at 7:00am on 06/06/2017 but failed to sign out of the center upon departure between 7:00am and 10:15am. At 10:15am S2 returned to the center to greet the Licensing specialist. S5 greeted the Licensing specialist upon arrival to center at 10:00am. S5 stated she was working in the infant room. S5 departed the center at 10:15am with the arrival of S2. S6 was observed in the center and working in the infant room with S4 at 12:00 noon. The provider failed to show documented proof of any of S5's and S6's time sheets from 05/2017 to 06/06/2017. At 1:00pm S2 provided the Licensing specialist with a hand written time sheet for S6. The time sheet reflected S6's arrived at 10:17am on 06/06/2017; However, S6 was not observed in the center by the Licensing specialist until 12:00pm.

Statement of Deficiencies

1509-A.8. a-b: Behavior Management Policy

Not Met

1509-A.8. a-b: Behavior Management Policy

Each center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center.

The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Finding:

1509-A.8. a-b Based on record review:

The Provider did not have a behavior management policy that clearly states ALL types of positive discipline that are used and all methods of discipline that are prohibited including:

The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

1509-A.8.c: Behavior Management Policy - Time Out

Not Met

1509-A.8.c: Time Out

- i. Time out shall not be used for children under age 2.
- ii. A time out shall take place within sight of staff.
- iii. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
- iv. For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

Finding:

1509-A.8.c Based on record review: The Provider did not have a Time Out policy as part of their Behavior Management Policy that clearly states ALL Time Out procedures that are used and all that are prohibited.

1509-A.9: Electronic Devices Policy

Not Met

1509-A.9: Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under age two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

Finding:

1509-A.9 Based on record review: The Provider did not have a written Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, are prohibited for children under are two and time allowed for electronic device activities for children ages two and above shall not exceed 2 hours per day.

Statement of Deficiencies

1509-A.10: Computer Practices Policy

Not Met

1509-A.10: Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

Finding:

1509-A.10 Based on record review: The Provider did not have a written Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

1509-A.11: Programs, Movies and Video Games Policy

Not Met

1509-A.11: Programs, Movies and Video Games Policy

- a. Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video, DVD, or other programming shall be suitable for the youngest child present.
- c. "PG" programming or its television equivalent shall not be shown to children under age 5.
- d. "PG" programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- e. Any programming with a rating more restrictive than "PG" is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
 - i. "E10+" rated games shall be permitted for children ages 10 years and older.
 - ii. "T" and "M" rated games are prohibited.

Finding:

1509-A.11 Based on record review: The Provider did not have a Programs, Movies and Video Games Policy requiring: Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All television, video, DVD, or other programming shall be suitable for the youngest child present. PG programming or its television equivalent shall not be shown to children under age 5. PG programming shall only be viewed by children age 5 and above and shall require written parental authorization.

Any programming with a rating more restrictive than PG is prohibited. All video games shall be suitable for the youngest child with access to the games. E10+ rated games shall be permitted for children ages 10 years and older. T and M rated games are prohibited.

1515-B: Consent to Release

Not Met

1515-B: Consent to Release. The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent shall be obtained from the parent and updated as changes occur.

Finding:

1515-B Based on record review: The center did not obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent was not be obtained from the parent and updated as changes occur.

1713-E&F: Supervision Participation

Not Met

1713-E&F:

- E: While supervising a group of children, staff shall devote their time to supervising the children, meeting the needs of the children, and participating with them in their activities.
- F: Staff duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children.

Finding:

1713-E & F Based upon observations: While supervising a group of children, childcare staff, S2, did not devote their time to supervision of the children, meeting the needs of the children, and in participation with the children in their activities; staff was observed preparing lunch for children between 11:30am-12:00pm. S2 was assigned to the infant room with S4 until the arrival of S6 at 12:00pm. Specialist observed no additional staff in center until 12:00pm.

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 fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review: Provider did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent therapeutic professionals or extracurricular personnel as evidence by: O1 was on the center's premises on 05/11/2017, 05/18/2017 and 05/25/2017 without provider securing documentation of a fingerprint based satisfactory criminal background check. Provider secured S6's fingerprint based satisfactory criminal background check on the day of the Licensing inspection.

1903-C: Free of Hazards

Not Met

1903-C: Indoor and outdoor areas shall be free of hazards.

Finding:

1903-C Based on record review:

The indoor area was not free of hazards as there is a six inch hole in the ramp leading into the center's classroom space that is in need of repair.

1909-E: Back to Sleep

Not Met

1909-E: "BACK TO SLEEP" signs shall be posted in the room where infants sleep.

Finding:

1909-E Based on observations: The Provider did not have BACK TO SLEEP signs posted in the rooms where infants sleep.

1911-E: Daily Reports for Infants

Not Met

1911-E: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

Finding:

1911-E Based on record review: The provider lacked a daily written report for 06 out of 06 infants. Staff S4 stated she did not complete the daily reports for infants due to lack of time. Staff S4 completed the daily infant reports during the Licensing visit.

1911-I.-J.: Proper Lifting of a Child

Not Met

1911-I.-J.:

I. Staff members shall adhere to proper techniques for lifting a child.

J. Staff members shall not lift a child by one or both arms.

Finding:

1911-I.-J. Based on observations: Staff did not lift a child using proper lifting techniques. Licensing Specialist observed S4 lift an infant by one of his arms when moving him away from the entry door.

1915-A: Health Services - Observation

Not Met

1915-A: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

Statement of Deficiencies

Finding:

1915-A Based on record review: The provider did not document observations, when something is observed, noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented. The provider did not show documented proof of their Daily Observations of all its center's children from July 2016-July 06, 2017.

1921-A: Emergency Preparedness and Evacuation Planning

Not Met

1921-A: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

Finding:

1921-A Based on record review: The provider failed to have a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that addresses the following --any potential disaster related to the area in which the center is located, include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care, include specific procedures for handling infants through two year olds, specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs --. The Provider did not have the following system in place for: --to account for all children, a system, and a back-up system, for contacting parents and authorized third party release caretakers, a system to reunite children and parents following an emergency--.

1921-C: Evacuation Pack

Not Met

1921-C: Evacuation Pack. The center shall have an evacuation pack, the location of which is known to all staff, that at a minimum shall contain:

1. a list of area emergency phone numbers;
2. a list of emergency contact information and emergency medical authorization for all enrolled children;
3. an emergency pick up form;
4. first aid supplies, hand sanitizer, wet wipes, and tissue;
5. diapers for children who are not toilet trained and plastic bags for diapers;
6. a battery powered flashlight and radio and batteries;
7. food for children under the age of 4, including infant food and formula; and
8. disposable cups and bottled water.

Finding:

1921-C Based on record review: The center failed to show proof of its evacuation pack, the location of which is known to all staff, that at a minimum shall contain:

1. a list of area emergency phone numbers;
2. a list of emergency contact information and emergency medical authorization for all enrolled children;
3. an emergency pick up form;
4. first aid supplies, hand sanitizer, wet wipes, and tissue;
5. diapers for children who are not toilet trained and plastic bags for diapers;
6. a battery powered flashlight and radio and batteries;
7. food for children under the age of 4, including infant food and formula; and
8. disposable cups and bottled water.

1921-D: Emergency and Evacuation Records

Not Met

1921-D: A center shall maintain a copy of records, documents, and computer files necessary for its continued operation following an emergency in either a portable file or at an off-site location.

Statement of Deficiencies

Finding:

1921-D Based on record review:A center failed to maintain a copy of records, documents, and computer files necessary for its continued operation following an emergency in either a portable file or at an off-site location.

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:Tornado drills were not 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. The provider failed to show documented proof of its Tornado Drills from 03/2017; 04/2017; and 05/2017.
