

## Statement of Deficiencies

### 7303-F: Required Notification

**Not Met**

7303-F: Within 24 hours or the next workday, the director shall notify the Bureau of the following reportable incidents. A verbal report is to be followed by a written report:

1. any death of a child while in the care of the provider;
2. any illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the provider;
3. any fire;
4. any structural disaster;
5. any emergency situation that requires temporarily relocating children;
6. any unusual situation which affects the care of a child or children, e.g. child left unsupervised in the center, on the van, in play yard, on field trip, extended loss of power, water service, gas, etc.; or
7. any child leaving the center unsupervised or with an unauthorized person.

#### Finding:

7303-F Based on record review: Within 24 hours or the next workday, the director did not notify the Bureau of the following reportable incident: -Any illness or injury requiring hospitalization or professional medical attention other than first aid of a child While in the care of the provider; A verbal report was not followed by a written report. The provider stated the she did not call licensing to report the incident. The director stated she mailed a statement, copies of the permission slip, the hospital papers and incident report to the bureau. The provider provided copies of these to the specialist.

### 7305-H: Children's Daily Attendance

**Not Met**

7305-H: A daily attendance record for children, completed by the parent or center staff, including the time of arrival and departure of each child and the name of the person to whom the child was released, shall be maintained. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out. A computerized sign in/out procedure is acceptable if the record accurately reflects the time of arrival and departure as well as the name of the person to whom the child was released.

#### Finding:

7305-H Based on record review/observations/interview(s):

The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 17 children were present and 11 children were signed in on the log. The provider stated she did not have a chance to double check the children daily sign sheet this morning.

### 7333-A.1.c: Record of Field Trips

**Not Met**

7333-A.1.c: The provider shall maintain a record of all field trips taken, to include date and destination, list of passengers (children, parents, staff) (going & returning) and method of transportation.

#### Finding:

7333-A.1.c Based on observations/interview(s): The Provider did not maintain a record of all field trips taken on 4/25/2013 as evident by the provider was unable to locate a copy of the field trip log to the specialist.