

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 on 06/12/2019, S1 failed to maintain a daily attendance for all children that shall accurately reflect children on the center premises at any given time as evidenced by the children's daily attendance log dated 06/12/2019 indicates 86 children were present however specialist counted 70 children upon completion of the walk-through at 1:06 PM. Per S1's statement, 21 children who were not present on today were automatically clocked in at 9:30 AM by the computer system and 5 of the children present failed to be clocked upon specialist arrival at 12:45 PM. This was corrected prior to specialist departure.

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/interview on 06/12/2019, S1 failed to maintain a file for each child at the center as evidenced by there was no file for C1 who was present at the center upon specialist arrival at 12:45 PM. The file should have included an information form signed and dated by the parent and updated as changes occur, and contained 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;
- 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.

Per S1's statement, C1 is her child and she was not aware that she needed a file for her. C1 is enrolled at the center. This was corrected prior to specialist departure.

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/interview on 06/12/2019, S1 failed to have a written authorization signed and dated by the parent to secure emergency medical treatment for C1. Per S1's statement, C1 is her child and she was not aware that she needed a file for her. C1 is enrolled at the center. This was corrected prior to specialist departure.

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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/interview on 06/12/2019, S1 failed to have written authorization signed a 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 as evidenced by S1 failed to have file for C1 that included this information. Per S1's statement, C1 is her child and she was not aware that she needed a file for her.C1 is enrolled at the center. This was corrected prior to specialist departure.

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.

- 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.
- 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

- 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/record review/interview on 06/12/2019, S1 failed to maintain child to staff ratios at all times as evidenced by specialist observed S8 supervising 15 children ages three to four years old at 1:10 PM during nap time. Specialist also observed S8 supervising the children on the playground at 2:25 PM. S8 could only supervise 14 children and needed one additional staff to meet child to staff ratio. Per S1's statement, she was aware there were 2 three years old in the class and she failed to move them to another class when another child arrived putting the class out of ratio. This was corrected at 2:34 PM.

1721.A.-C.: Continuing Education Training

Not Met

1721.A.-C.: A. Early learning centers shall provide opportunities for continuing education of staff members who are left alone with children, or who have supervisory or disciplinary authority over children.

- Staff members of early learning centers, excluding foster grandparents, shall obtain a minimum of 12 clock hours of continuing education per center anniversary year.
- Staff members of type I, type II and type III centers who are neither left alone with children, nor have supervisory or disciplinary authority over children, shall obtain a minimum of three clock hours of continuing education in job related topics per center's anniversary year.
- Continuing education for all types of centers shall be conducted by trainers approved by the department. The department shall keep a registry of approved trainers.

Finding:

1721.A.-C. Based on record review/interview on 06/12/2019, S2 failed to obtain a minimum of 12 clock hours of continuing education per center

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anniversary year as evidenced by specialist review of center staff clock hours indicate that S2 obtained six hours per the center's anniversary year. Per S2's statement, she has not obtained the additional hours needed but has schedule to complete all required hours by 07/23/2019.
