

## 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 record review on 06/18/2019 at 10:05AM, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure as evidenced by S1 did not document the time she signed out of the center on 03/15/19 and 05/17/19; S3 did not document the time she signed out of the center on 03/29/19; S4 did not document the time she signed out of the center on 05/17/19; S5 did not document the time she signed out of the center on 03/15/19 and 05/17/19. S1 stated they sign in and out on their bookkeeping system but she can not access the system today but will in the future.

### 1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices.

B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention; and
6. CPR and first aid, as applicable.

#### Finding:

1719.B: Based on record review on 06/18/2019 at 9:46AM S1 lacked documentation that 1 of staff, S2, received additional orientation within thirty days of date of hire. S2's hire date is 05/14/2019. S1 completed the form while specialist was present.