

## 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 observations:

The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 13 children were present during the initial walk through of the center at 2:00 pm and 10 children were signed in on the log. This was immediately corrected.

### 1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: A. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving; and

#### Finding:

1715-A.1.3. Based on record review: The Provider did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, upon termination or resignation of employment, the last date of employment, reason for leaving, for staff: S1.

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

Not Met

1719-A.-B.: Within seven calendar days of date of hire, 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,

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;

#### Finding:

1719-A.-B. Based on record review: Provider lacked documentation that one of eight staff, S1, received orientation within seven days of date of hire. The first day S1 worked was 6/6/18