

## Statement of Deficiencies

### 1501.A.: Operations

Not Met

1501.A.: A center shall operate within the licensed capacity, age range, hours of operation and other specific services designated on its license.

#### Finding:

1501.A. Based on Specialist's observations/interviews on 6/22/2020, at 10:00am, S1 did not notify the Department prior to making changes that had an effect on the license, as the provider is no longer utilizing indoor space that was previously approved by the Department. S1 had structural modifications made to the center by building an office inside a licensed area and adding walls where superficial dividers once stood. S1 failed to follow the proper protocol and notify the Department prior to making these changes to the center and having new measurements taken following the modifications.

Corrective Action Plan: S1 stated that she will notify the Fire Marshall and her Licensing Consultant at the Department of the changes made to the center by 6/26/2020. Going forward, if any changes are to be made at the center, S1 will submit a Change Request first via the Cafe Portal.

### 1807.B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807.B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807.B. Based on Specialist's review of records on 6/22/2020, at 11:00am, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for S3, S5, and S6, prior to the person being present at the center and performing services. Upon review of the staff files, Specialist noted that there were no records for S3, S5, and S6. Additionally, each of these staff failed to have a CCCBC-based determination of eligibility in order to be present at the center and performing services. According to S1, S3 and S6's first day at the center was 6/19/2020. Today (6/22/2020) was S5's first day at the center. Specialist informed S1 that S3 and S5 needed to immediately leave the center and could return once their CCCBC-based determination of eligibility was processed. Once S3 and S5 left, S1 began calling children's parents to pick them up in order to comply with ratio requirements.

Corrective Action Plan: S1 stated that going forward, staff will not be allowed in the center performing services without first having a CCCBC-based determination of eligibility.