

## 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/observations at approximately 11:45am, S1 failed to maintain documentation of a daily attendance record to include her time of arrival and departure on the premises.

Corrective Action Plan: Effective 06/25/2020, S1 stated that she will use a time card to punch in and out when on the premises.

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### 1811-D.2.&3.: Provisional Employment for Staff Members of Early Learning Centers

Not Met

1811-D.2.&3.: 2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

- a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
  - b. The center must designate a monitor for each provisionally-employed staff member present at the center.
  - c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
  - d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
  - e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
  - f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
  - g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

#### Finding:

Based on record review/observations/interview at approximately 11:55am, S1 failed to designate a monitor for S4, a provisionally-employed staff member, who was present at the center and started working on 6/22/2020 per staff attendance logs and S4's statement. There was no documentation that S4 was not being monitored on 06/22/20, 06/23/20, and 06/24/2020. At approximately 12:00pm, Specialist observed S1 create a provisional employee staff log for S4 for 06/24/20.

Corrective Action Plan: Effective 06/24/2020, S1 stated that moving forward she will be sure to document when hiring someone with provisional status

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