

## Statement of Deficiencies

### 1707.A.1.&2.: Required Staffing - Director or Director Designee

Not Met

1707.A.1.&2.: Director or Director Designee. Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the daytime hours of operation (prior to 9 p.m.). When the director is not an on-site full-time employee at the licensed location, there shall be a qualified director designee who is an on-site full-time employee at the licensed location.
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

#### Finding:

1707.A.1: Based on record review/interview at 11:30 am: On 6/25/2020, the Specialist observed that S4, the director, failed to be onsite full-time at the licensed location. The daily attendance logs documents that S4 has not been present at the center since March 27, 2020.

Corrective Action Plan: The director was not present to submit a Corrective Action Plan.

### 1707-D.1.&2.: Staff Age Requirements

Not Met

1707-D.1.&2.: Staff

1. Staff shall be age 18 or older.
2. A person age 17 may be included in the child to staff ratio if the person works under the direct supervision of an adult staff member.

#### Finding:

1707-D.2.:Based on record review at 12:15pm: On 6/25/2020, S2, age 16 years old, was observed by the Specialist, supervising 3 children (1-2 years-old) in the dining area with no direct supervision of an adult staff member.

Corrective Action Plan: The director was not present to submit a Corrective Action Plan.

### 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.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
  2. 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

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. 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.
4. 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 observation at 12:45pm: On 6/25/2020, the Specialist observed S3 supervising a total of 8 children, (Infants-2 years-old) during the visit. The classroom would require 2 staff members to maintain an acceptable child to staff ratio. The child to staff ratio was not met, due to S2 not having a CCCBC and having to leave the center premises.

Corrective Action Plan: The director was not present to submit a Corrective Action Plan.

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### 1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. 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:
  - a. name;
  - b. date of birth;
  - c. home address and phone number;
  - d. training,
  - e. work experience;
  - f. educational background;
  - g. hire date; and
  - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715.A.1: Based on record review/interview at 11:50am: On 6/25/2020, the Specialist observed S2 working in the center but failed to have a staff record or personnel file on the premises. S2 was observed alone, supervising 3 children (1-2 years-old) during the visit.

Corrective Action Plan: The director was not present to submit a Corrective Action Plan.

### 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 record review/interview at 12:00pm: On 6/25/2020, the Provider failed to obtain a CCCBC-based determination of eligibility for S2 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 Department. The Specialist observed S2 supervising 3 children (1-2 years -old) during the visit. S2 identified herself as another person, and Specialist discovered through photo identification that the name was incorrect. S1 stated that S2 is actually a volunteer.

Corrective Action Plan: Director was not present during the visit to give an corrective action plan.