

Statement of Deficiencies

1509.A.12.a.-d.: Monitoring Policy for Provisionally Employed Staff

Not Met

1509.A.12.a.-d.: Monitoring policy for provisionally employed staff members:

- a. Each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes;
- b. The monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1811.D;
- c. The center shall post a copy of the policy in the center in a place visible to all parents and staff;
- d. The center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

Finding:

1509.A.12.a.-d.: Monitoring Policy for Provisionally Employed Staff: Based on record review: On 6/26/2020, Specialist conducted a review of S15's employee file and determined S15 received a Notice of Provisional Employment Status on 6/1/2020. Specialist conducted a review of S15's attendance record and determined S15 worked 19 times during dates 6/1/2020 to 6/26/2020. Specialist observed the center did not implement a written monitoring policy describing the monitoring procedure to be used for provisionally employed staff. The policy was not posted in a place visible to all parents and staff. Additionally, there was no documentation of signed receipts that copies of the written policy were provided to each parent/legal custodian of enrolled children, center staff members, and the provisionally employed staff member.

Corrective Action Plan: On 6/26/2020, S3 posted a copy of the Monitoring Policy for Provisionally Employed Staff at the front entrance to the center. S3 printed the Monitoring Log from the Licensed Center's Library and will appoint a staff member to monitor and document S15, and all future Provisionally Employed Staff.

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:

1811-D.2.&3.: Provisional Employment for Staff Members of Early Learning Centers: Based on Record Review: On 6/26/2020, Specialist observed S22 failed to have a log or other written documentation of monitoring of the Provisionally-Employed Staff Member, S15. S15 has worked in the center 19 times from receipt of a Notice of Provisional Status of Employment on 6/1/2020 to 6/26/2020 without a completed log.

Corrective Action Plan: On 6/24/2020, S3 posted a copy of the Monitoring Policy for Provisionally Employed Staff at the front entrance to the center. S3 printed the Monitoring Log from the Licensed Center's Library and will appoint a staff member, S22 and S13, to monitor and document on S15's Provisional Monitoring Log.