

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 11:45am, S2 failed to have staff and owner's daily attendance record that accurately reflect persons on the child care premises at any given time. Upon arrival at the center, the Specialist observed S3 and S4 on premises. S3 stated S2 and S5 left, but would be back soon. There is no documentation of the arrival time for S2, S3, and S4, and S5 on 6/29/2020. There is no documentation of the departure times for S2 and S5 on 6/29/2020. S2 stated she and S5 arrived at 7:00am, and both left at 11:10am to run an errand. S3 stated she arrived at 8:00am. S4 stated she arrived at 9:00am. S2 stated she normally signs everyone in, but needed to get more blank sheets this morning. Corrected during licensing visit.

Corrective Action Plan: Effective 6/29/2020, S2 stated she will start placing the staff sign in form on the desk with the children's sign in sheet to remind herself and staff to sign in and out every day.

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/observations at 12:30pm, S2 failed to have a CCCBC-based determination of eligibility for child care purposes from the department for S4, staff member, prior to S4 being present at the center or performing services. Upon the Specialist's arrival, S4 was observed on premises providing care for children, however there was no documentation of S4's CCCBC. S2 stated S4 was only helping out today, and S4 told her she had a CCCBC already due to working at a church child care center. The Specialist informed S2 that all staff and volunteers must have a current CCCBC on file, prior to the person working in the center. S4 was observed leaving the premises at 12:40pm.

Corrective Action Plan: Effective 6/29/2020, for new hires with a previous CCCBC, S2 stated she will check to make sure that the CCCBC determination of eligibility is current, and will add them to the center's roster prior to starting work. For new hires without a current CCCBC, S2 stated she will wait until the CCCBC determination of eligibility is cleared before the first day working at the center.

1901.C.: End-of-Day Check

Not Met

1901.C.: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

Finding:

1901.C. Based on record review at 12:20pm, S2 failed to document that the entire center and play yard is checked after the last child departs to ensure that no child is left unattended at the center. There is no documentation that a visual check was conducted from 6/1/2020 - 6/26/2020. S2 stated she did a visual check every day, but forgot to document it because S1 used to do it prior to COVID.

Corrective Action Plan: Effective 6/29/2020, S2 stated she will make sure that a visual check is conducted and documented daily. S2 also stated she will set a reminder to document it.