

Statement of Deficiencies

705.A.C.D.E.: Access

Not Met

- 705.A.C.D.E.: A. An early learning center shall allow the department staff access to the center, the children, all files, records, and recordings, upon request at any time during any hours of operation or any time a child is present.
- C. Department staff shall be allowed to interview any center staff person deemed necessary by the department.
- D. Department staff shall be admitted into a center immediately and without delay and shall be given free access to all areas of a center, including its grounds.
- E. If any portion of a center is set aside for private use by an owner of the center, department staff shall be permitted to verify that no children are present in that portion of the center and that such private areas are inaccessible to children.

Finding:

705.A.C.D.E.: Access: Based on record review on 7/3/19 the early learning center did not allow the department staff access to all files, records, and recordings, upon request at any time during any hours of operation or any time a child is present. Specialist requested S1's staff file and she stated that it was locked away in the pastor's office, who is currently on vacation. S1 states that she would make a copy of her personnel file when the pastor returns and put it with the other staff files in her office.

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&3.: Staff Records and Personnel Files: Based on record review on 7/3/19 the center did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, first day onsite working with children for staff: S1. S1 states that her personnel information with in the pastor's office which was locked due to her being on vacation. S1 stated that she would obtain a copy of her personnel information to add to the staff files in her office when the pastor returns.

1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
 2. emergency preparation;
 3. licensing regulations; and
 4. safe sleep practices.
- B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:
1. child development;
 2. child guidance;
 3. learning activities;
 4. health and safety;
 5. shaken baby prevention; and
 6. CPR and first aid, as applicable

Finding:

1719.A.&B.: Orientation Training: Based on record review/interview on 7/3/19 the center lacked documentation that 1 of 4 staff, S1, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children. S1 stated that she was hired on 4/19/19. The center failed to provide proof that S1 received 7 day training on or by 4/26/19. The center also lacked documentation that 1 of 4 staff, S1, received additional orientation within thirty days of date of hire. S1 stated that she was hired on 4/19/19. The center failed to provide proof that S1 received 30 training on or by 5/19/19.

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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.: CCCBC-Based Determination of Eligibility of Volunteers: Based on record review on 7/3/19 a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each volunteers, O1, and O2, prior to the person being present at the center or performing services as evidence by O1 transporting center children to and from school on the following days 4/22, 4/23, 4/24, 4/25, 4/26, 4/29, 5/3, 5/6, 5/8, 5/13, 5/17, and 5/20/19. O2 also transported center children to and from school on 4/30, 5/1, 5/7, 5/19, 5/10, 5/4, 5/15, and 5/16/19. S1 stated that she was unaware that O1 and O2 failed to have a CCCBC.

1911.E.: Daily Reports for Infants

Not Met

1911.E.: Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

Finding:

1911.E.: Daily Reports for Infants: Based on record review/observation on 7.3.19 the center lacked a daily written report for 2 of 2 infants. Specialist arrived in S2 room at approximately 10:20AM and identified that C1 and C2 did not have daily infant reports. S1 stated that she had not began the reports despite C1 and C2 arriving between 7:30-7:45AM. S2 created and updated the infant reports prior to the Specialist leaving the center.

1911.G.: Pacifier Attached

Not Met

1911.G.: Pacifiers attached to strings or ribbons shall not be placed around the neck or attached to the clothing of a child.

Finding:

1911.G.: Pacifier Attached: Based on observations on 7/3/19 at approximately 10:20AM a pacifier that was attached to strings or ribbons was attached to the clothing of a child (C2). Specialist informed S2 of the hazard and she removed the pacifier from C2 prior to the Specialist leaving the room.

2103.D.: Vehicle Staff

Not Met

2103.D.: Vehicle Staff

1. When transporting children under age 4, the driver and one staff person shall be in each contracted or center provided vehicle at all times.
2. When transporting children age 4 and older, the driver plus one staff member shall be in each contracted or center provided vehicle at all times, unless the vehicle has a communication device which allows the driver to contact emergency personnel, in which case only the driver is needed.
3. At least one staff member in the vehicle and accessible to children shall have current certification in infant and child CPR.

Finding:

2103.D. Vehicle Staff: Based on record review/interview(s) on 7/3/19 there was not at least one staff member in the vehicle with current certification in infant and child CPR while transportation children on 4/22, 4/23, 4/24, 4/25, 4/26, 4/29, 5/3, 5/6, 5/8, 5/13, 5/17, 5/20, 4/30, 5/1, 5/7, 5/19, 5/10, 5/4, 5/15, and 5/16/19.

2103.F.: Passenger Transportation Log

Not Met

2103.F.: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
 - a. date the transportation is provided;
 - b. name of the child;
 - c. name of driver and staff members;
 - d. pick up and drop off locations;
 - e. time child was placed on the vehicle;
 - f. time child was released and name of the person or entity to whom child was released; and
 - g. signature of staff person completing the log.

Finding:

2103.F.: Passenger Transportation Log: Based on record review on 7/3/19 the current passenger transportation log provided by the center driver or

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attendant was incomplete as it did not include the time child was placed on the vehicle, time child was released and name of the person or entity to whom child was released. O1 and O2 failed to identify the times that they dropped off or picked up center children on the following days; 5/6, 5/7, 5/8, 5/9, 5/10, 5/13, 5/14, 5/15, 5/16, 5/17, and 5/20/19.
