

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/interview on 7/9/2019, the center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as Specialist was advised by S1 that S4 left the center at 10:00 am for an appointment but there failed to be documentation showing when she signed out. S4 returned to the center at 10:50 am but failed to sign back in. S2 was not present in the center upon Specialist arrival but did come in shortly after Specialist entry into the center. Per S1's verbal statement, S2 left the center to go home but she could not remember what time she left, Specialist observed her back in the center at 10:34 am. S2 and S4 failed to sign in and out when they left and returned to the center.

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.d. Based on record review/interview on 7/9/2019, S1 failed to provide a copy 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. On 6/11/2019, S3 was granted a provisional employment status. She was hired on 6/11/2019. S1 stated that she completed orientation on that day but did not start working with the children until 6/17/2019.

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.3 Based on record review/interview on 7/9/2019, S1 failed to provide documentation that a log or other written documentation of monitoring of provisionally-employed staff member, S3. S3 was granted a provisional employment status on 6/11/2019. S1 failed to provide documentation that monitoring was completed for S3. There failed to be monitoring on the following dates: 6/11/2019, 6/17/2019, and 6/18/2019.