

## Statement of Deficiencies

### 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 Specialist's review of records on 7/14/2020, at 11:00am, S1 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: S4 and S5. This center received technical assistance regarding this regulation at the previous licensing visit on 6/22/2020.

Corrective Action Plan: S1 stated that she will get the necessary records for S4 and S5's staff files to be reviewed at the next licensing visit.

### 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.: Based on Specialist's review of records on 7/14/2020, at 11:00am, S1 lacked documentation that 2 of 5 staff, S4 and S5, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children, then additional training within 30 calendar days of the first day present at the center and prior to having sole responsibility for any children. This center received technical assistance regarding this regulation at the previous licensing visit on 6/22/2020.

Corrective Action Plan: S1 stated that she will ensure the orientation training is completed for S4 and S5, as well as any new staff. The form will be completed and maintained in the staff's file for review at the next licensing visit.

### 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 Specialist's review of records on 7/14/2020, at 9:30am, a CCCBC-based determination of eligibility for child care purposes from the Department was not obtained for S4 and S5, prior to the person being present at the center and performing services. At the previous licensing visit on 6/22/2020, Specialist informed S1 that S4 and S5 could not return to work at the center until their CCCBC-based determination of eligibility was processed. According to staff attendance records, S5 worked two days during the week of 6/29/2020, and was on the schedule for the current week. S4 worked four days the week of 6/29/2020, and was present at the center when Specialist arrived at 9:00am, but left shortly after around 9:15am. S4 was not signed in on the staff attendance log, but S1 stated that S4 comes in periodically to assist when the center is short-handed. Specialist reiterated to S1 that any staff, paid or non-paid, or volunteers that come into the center must have a CCCBC-based determination of eligibility prior to doing so.

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Corrective Action Plan: S1 stated that she understood that all staff must have a cleared background check before working at the center. S1 will ensure staff have a CCCBC-based determination of eligibility prior to allowing them to perform services at the center.

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### **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. Based on Specialist's observations on 7/14/2020, at 10:30am, a pacifier that was attached to strings or ribbons was attached to the clothing of two children. This center received technical assistance regarding this regulation at the previous licensing visit on 6/22/2020.

Corrective Action Plan: S1 stated that going forward she will ensure to unclip the children's pacifiers from their clothing.

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