

## Statement of Deficiencies

### 1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717-A Based on record review: S1 failed to have documentation on file for O1 to include O1's name, address, phone number, list of duties performed while at the center. O1 was in the center working with a child on the following dates: 9/8/16, ~9/15/16, 9/19/16, 9/26/16, 10/03/16, 10/13/16, 10/21/16, 10/26/16, 10/27/16, 11/10/16, 11/17/16, 11/22/16, 12/1/16, 12/9/16, and 12/15/16.

### 2109-A: Non-vehicular Excursions - Parental Authorization

Not Met

2109-A: Written parental authorization shall be obtained for all non-vehicular excursions. Authorization shall include the name of the child, type and location of the activity, date and signature of the parent, and shall be updated at least annually.

#### Finding:

2109-A Based on record review/observations:

S1 failed to obtain written parental authorization for a non-vehicular excursions that was observed by the Specialist on 7/19/17 while on the center premises. S1 failed to get authorization for 16 children ages 4 years old-9 years old.

### 2109-B: Non-vehicular Excursions - Records

Not Met

2109-B: Centers shall maintain records of all non-vehicular excursion activities to include the date, time, list of children, staff, and other adults, and type of activity.

#### Finding:

2109-Based on record review/observation: Specialist on 7/19/17 observed a Mobile Video Game Truck parked on the center parking lot. Specialist during walk through entered the vehicle and noted that there were 16 children and 2 staff on the vehicle. Center failed to have a non-vehicular excursion to include the date, time, list of the children, staff, other adults, and the type of activity.