

## Statement of Deficiencies

### 1513-A.1-2: Schedules

Not Met

1513-A.1-2: An early learning center shall establish in writing and post the following schedules:

1. Schedule of days and hours of operation, including scheduled days and holidays when center is closed; and
2. Daily schedule that includes times of planned activities, including early learning activities, allowing for flexibility and change.

#### Finding:

1513-A.1-2 Based on observations:

Provider did not have a Posted schedule of days and hours of operation, including scheduled days and holidays when center is closed. CORRECTED

### 1507-A: Daily Attendance Records - Children

Not Met

1507-A: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

#### Finding:

1507-A Based on record review: Children's records did not accurately reflect children on the center premises at any given time, as evidenced on 7/19/18; 36 children were present but 39 children were signed-in.

### 1509-A.5: Complaint Policy

Not Met

1509-A.5: Complaint Policy

Parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address.

<b>Parents shall also be advised</b> that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

#### Finding:

1509-A.5 Based on record review: Policy did not include Licensing 's email address.CORRECTED