

Statement of Deficiencies

7305-H: Children's Daily Attendance

Not Met

7305-H: A daily attendance record for children, completed by the parent or center staff, including the time of arrival and departure of each child and the name of the person to whom the child was released, shall be maintained. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out. A computerized sign in/out procedure is acceptable if the record accurately reflects the time of arrival and departure as well as the name of the person to whom the child was released.

Finding:

7305-H Based on record review: The daily attendance log for children did not include the time of departure. On 7/7/14 the daily attendance log for children did not include the time of departure for 1 child. On 7/10/14 the daily attendance log for children did not include the time of departure for one child. On 7/11/14 the daily attendance log for children did not include the time of departure for 4 children. On 7/10/14 the daily attendance log for children did not include the time of departure and the name of the person whom the child was released.
