

## Statement of Deficiencies

### 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 on 7/22/19, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 9 children were present and 7 children were signed in on the log. S1 corrected during visit.

### 1515.A.1.: Child Records and Cumulative Files

Not Met

1515.A.1.: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
  - a. name of child, date of birth, sex, date of admission;
  - b. name of parents and the home address of both child and parents;
  - c. phone numbers where parents may be reached while child is in care;
  - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
  - e. name and telephone number of child's physician, if applicable;
  - f. name and telephone number of the child's dentist, if applicable;
  - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;
  - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

#### Finding:

1515.A.1. Based on record review on 7/22/19 at 1:00pm, S1 did not have a children's record containing a Child's Information Form for C1 and C2. According to S1, the parent of C1 & C2 needed to drop them at the center and will complete the paperwork at a later time as she had an errand to run. S1 had C1 & C2's parent to return and pick them up during the visit.

### 1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

#### Finding:

1515.A.2. Based on record review on 7/22/19, 2 of 9 Children's records lacked a signed and dated parental authorization to secure emergency medical treatment as evidenced by C1 and C2 did not have a children's file.

### 1515.A.3.: Releasing of Children

Not Met

1515.A.3.: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

#### Finding:

1515.A.3. Based on record review on 7/22/19 at 1:00pm, S1 did not have written authorization signed and dated by the parent noting the first and last names of individuals to whom C1 & C2 may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center as evidenced by S1 did not have a children's file for C1 & C2.

## **Statement of Deficiencies**

### **1713.A.&B.&C.: Supervision**

**Not Met**

1713.A.&B.&C.:

A: Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.

B: Children shall not be left alone in any room, (except the restroom as indicated in Subsection G), outdoors, or in vehicles, even momentarily, without staff present.

C: A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

**Finding:**

1713.A.&B.: Based on observation on 7/22/19 at 12:45 pm, children were not under supervision at all times as evidenced by specialist observed S1 & S2 sitting in the office as she entered the center. The office is next to the main classroom however, the 9 children were in the main classroom of the center on cots unsupervised as it was nap time. S2 corrected during the visit.

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### **1903.E.5.: Outdoor - Enclosed**

**Not Met**

1903.E.5.: Outdoor play space shall be enclosed with a permanent fence or other permanent barrier in a manner that protects children from traffic hazards, prevents children from leaving the premises without proper supervision, and prevents contact with animals or unauthorized persons.

**Finding:**

1903.E.5. Based on observations on 7/22/19 at 1:15pm outdoor play space lacked a secured enclosure with a permanent fence or other permanent barrier in a manner that protects children from traffic hazards, prevents children from leaving the premises without proper supervision, and prevents contact with animals or unauthorized persons as evidenced by the left side playground gate will not lock to secure the playground to ensure the children can not get out. corrected during the visit.

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