

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 7/23/18, the daily attendance log for children did not include the name of additional children present and the time of arrival of each child as LS observed 28 children present and only 23 children signed in on today's daily attendance log. LS also observed S2's children C1 and C2 present in a classroom area next to the entryway of the center at 2:19pm. S2 stated the children were not on the center's sign in sheet as she was going to take them home after the licensing visit.

1507-B: Daily Attendance Records - Staff and Owners

Not Met

1507-B: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

Finding:

1507-B Based on record review on 7/23/18, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival as LS observed S2 and S3 were the only staff members sign in on the daily attendance log for today. Both staff members were signed in at 6:30 am. S1 and S9 arrived at the center during the center visit and both staff members failed to sign in on the staff daily attendance upon arrival.

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;

Finding:

1515.A.1 Based on interview(s)/record review on 7/23/18: 2 of 2 children's records reviewed did not contain a Child's Information Form as S2 stated she failed to complete a child's information form for C1 and C2. LS observed both children were present during the center walk through and there were no files available for LS review.

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 7/23/18, 2 of 2 children's records lacked a signed and dated parental authorization to secure emergency medical treatment as S2 failed to have this documentation for C1 and C2 readily available for LS review during the center visit.

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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 7/23/18, S2 did not have 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 as S2 failed to have this information for C1 and C2 readily available for LS review during the center visit.

1707-A.1&2: Required Staffing - Director/ Director Designee

Not Met

1707-A.1&2: Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the day time hours of operation (prior to 9:00 p.m.).
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

Finding:

1707-A.1&2. Based on record review on 7/23/18, S1 did not have a qualified Director who is an on-site full time staff person at the center during the day time hours of operation (prior to 9:00 p.m.) and responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met as LS observed neither S1 or S9 was signed in on the center's daily attendance logs for the past two weeks. LS also observed during record review that neither S1 or S9 were present at the center from 11/20/17-7/23/18 per center documentation. S10's last time sign in on the center's daily attendance log was 1/12/18, therefore, no one deemed as a qualified director/ director designee has been on the premises for an extended period of time per center documentation.

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&C: Based on observation on 7/23/18, children were not under supervision at all times as LS observed two unsupervised children (C1 and C2) sitting in a classroom area next to the center's front entryway at 2:19 pm. S2 stated that C1 and C2 were her children during the center visit. LS did not observe S2 placing the children in a classroom to be supervised by center staff nor have the children with her in order to maintain supervision.

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1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, 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,

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;

Finding:

1719-A.-B. Based on record review on 7/23/18, S2 lacked documentation that 1 of 10 staff, S7, received additional orientation within seven days of date of hire 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,

as S2 was unable to provide this information during the center visit. S7 was hired on 5/21/18.

Based on record review on 7/23/18, S2 lacked documentation that 1 of 10 staff, S7, received additional orientation within thirty days of date of hire. Including 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;

as S2 was unable to provide this information during the center visit. S7 was hired on 5/21/18.

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 record review on 7/23/18, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for S7, prior to the person being present at the center or performing services as evidence by: LS observing S7 signed in on the center's daily attendance log on 5/21/18 (first day) and S7's CCCBC was completed on 7/5/18. S2 stated S7 was her daughter and was conducting observation while present at the center and was not a volunteer or staff. Although S2 stated this information, S7 was signed in on the staff daily attendance log.

1901-P: Staff Personal Belongings

Not Met

1901-P: The personal belongings of center staff members shall be inaccessible to children.

Finding:

1901-P Based on observations on 7/23/18, the personal belongings of center staff members S2 and S5 were accessible to children as LS observed S2's purse located on top of a shelf in the entryway to the classroom next to the kitchen. Children were napping in the area during the center visit and LS did observe S2 removing the purse during the walk through. LS also observed S5's cellphone located on the floor plugged into an outlet during the center visit. LS observed S5 supervising 2 children (6 mths and 10 mths old). LS did observe S5 removing the cellphone during the center visit.

1903-C: Free of Hazards

Not Met

1903-C: Indoor and outdoor areas shall be free of hazards.

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Finding:

1903-C Based on observations on 7/23/18, the outdoor area was not free of hazards as LS observed (1) broken tent, (4) buckets of paint, and fence item/pieces on the center playground. S9 did remove the buckets of paint during the center visit.

1911-E: Daily Reports for Infants

Not Met

1911-E: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

Finding:

1911-E Based on record review on 7/23/18, S2 lacked a daily written report for 2 of 2 infants as S5 was unable to provide this information during the center walk through.

2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
 - a. date the transportation is provided;
 - b. name of the child;
 - c. name of driver and staff members;
 - d. pick up and drop off locations;
 - e. time child was placed on the vehicle;
 - f. time child was released and name of the person or entity to whom child was released; and
 - g. signature of staff person completing the log.

Finding:

2103-F Based on record review on 7/23/18, the Center's current Passenger transportation log provided to the center driver or attendant was incomplete as it did not include time child was placed on the vehicle and time child was released as LS observed this information was still not completed on the center's passenger transportation from Jan 2018 - February 2018. S2 stated the center did not provide daily transportation from March 2018 - May 2018.
