

## Statement of Deficiencies

### 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/observation: The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by Specialist observation of two staff on premises, but only one staff signed in the log at 11:15 a.m.

Corrective Action Plan - S1 stated effective immediately, she will ensure staff are properly signing in the log by having them do so once a temperature scan is completed upon entry into the center due to COVID-19.

### 1711.A.&B.&D.&G.: Child to Staff Ratio

Not Met

1711.A.&B.&D.&G.: A. Child to staff ratios are established to ensure the safety of all children.

B. Minimum child to staff ratios shall be met at all times.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
  2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- D. Minimum Child to Staff Ratios for Type II and Type III centers:

Ages of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	11:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

G. Mixed Age Groups - Minimum Child to Staff Ratios

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

#### Finding:

1711-A.&B.&D.&G. Based on observation/record review: At 11:15am, S1 failed to meet the required child to staff ratio for children of the following ages: 13 children ages one to nine-years-old (1- one-year-old child, 2 - two-years-olds, 2 - four-years-olds, 4 - five-years-olds, 2 - six-years-olds, 1 - seven-years-old and 1 - nine-years-old) with one staff (S1). The required ratio for children of this age range is 7 children per 1 staff person. Another staff was needed to meet the child to staff ratio. S4 arrived at 1:00 p.m. to bring the center within the required child to staff ratio.

Corrective Action Plan - S1 stated effective immediately, she will ensure an adequate number of staff are present for the number of children in care. S1 will not accept additional children when the center does not have adequate staff to cover the number of children in care.