

## Statement of Deficiencies

### 1501.A.: Operations

Not Met

1501.A.: A center shall operate within the licensed capacity, age range, hours of operation and other specific services designated on its license.

#### Finding:

1501.A. Based on observations on 7/29/19 at 11:53 am, S1 did not notify the Licensing Section prior to making changes that had an effect on the license as S1 failed to adhere to the center's licensed capacity as S1's center license capacity is 24 and LS observed 25 children were present during the center visit. LS observed a parent bring an additional child to the center at 12:41 pm. LS observed S1 informing the parent that the center had "reached it's number for today."

### 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/observations on 7/29/19 at 11:50 am, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 25 children were present and 27 children were signed in on the log. S1 stated two children that were signed in were not present. S1 stated one parent signed the child in early but the grandparent did not bring the child in today. S1 stated the other child was signed in by the parent in error.

### 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/observations on 7/29/19 at 12:05 pm, 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 S3 being signed in today at 6:30 am, but was not signed out as LS observed S3 was not present on the center premises. S1 stated S3 was on break. S1 nor S2 was signed in on today's daily attendance log.

LS observed the following on the staff daily attendance logs:

S1 was signed in on 7/22/19 at 6am but failed to sign out. LS observed S1 had not signed in on the daily attendance log since 7/22/19.

S2 was signed in on 7/22/19 at 6am but failed to sign out. LS observed S2 had not signed in on the daily attendance log since 7/22/19.

S1 was previously cited daily attendance records for staff and owners on 12/12/18.

### 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 interview(s) on 7/29/19 at 1:58 pm, 5 of 27 children's records reviewed did not contain a Child's Information Form as LS requested this information for C21, C24, C25, C26, and C27. S1 was unable to locate this information for LS to review. S1 stated C24 and C25 were newly enrolled and she did not have this information. C24 and C25 have been admitted to the center approximately 2 weeks ago, per S1's statement.

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S1 was previously cited child records and cumulative files on 12/12/18.

### 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 interview(s) on 7/29/19 at 1:58 pm, 5 of 27 children's records lacked a signed and dated parental authorization to secure emergency medical treatment as S1 stated she did not have this information readily available for LS to review.

S1 was previously cited emergency medical treatment on 12/12/18.

### 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.

- 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.
- A child shall never be released to anyone unless authorized in writing by the parent.
- Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- The center shall verify the identity of the authorized person prior to releasing the child.

#### Finding:

1515.A.3. Based on interview(s) on 7/29/19 at 1:58 pm, S1 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 S1 stated she did not have this information for children: C21, C24, C25, C26, and C27 for LS to review.

S1 was previously cited releasing of children on 12/12/18.

### 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.

- There shall be a minimum of two staff members present at an early learning center when more than one child is present.
  - 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

- An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
- Child to staff ratios for children under age two are excluded from averaging.
- 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.
- 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 on 7/29/19 at 11:53 am, S1 failed to meet the required child to staff ratio as LS observed S1 and S2 supervising 25 children ages (10 mths -11 yrs old) during the center visit. LS observed the following children ages during the center visit: (1) infant, (4) 1 yr olds, (4) 2yr olds, (6) 3yr olds, (5) 4yr olds, (1) 5 yr old, (1) 6 yr old, (2) 7 yr olds, (1) 11 yr old.

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S1 was previously cited child to staff ratio on 12/12/18.

### 1713.E.&F.: Supervision Participation

Not Met

1713.E.&F.:

E: While supervising a group of children, staff shall devote their time to supervising the children, meeting the needs of the children, and participating with them in their activities.

F: Staff duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children.

#### Finding:

1713.E.&F.: Based on observation on 7/29/19 at 12:05 pm, while supervising a group of children, childcare staff, S1 did not devote her time to supervision of the children, meeting the needs of the children, and in participation with the children in their activities; S1 was observed cleaning the area where children were eating and taking children one by one to S2's area for nap-time, therefore, S1 failed to participate with the children that were still in the eating area. S1 continued to clean from 12:05 pm to 12:35 pm, which LS informed S1 for the third time to provide supervision participation to the children that were still in the eating area as they were not properly supervised.

### 1725.A.-C.: Medication Management Training

Not Met

1725.A.-C.: A. All staff members who administer medication shall have medication administration training.

B. Whether the center is administering medication or not, each early learning center shall have at least two staff members trained in medication administration and at least one on the premises. A staff member who is a licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

C. Such training shall be completed every two years with an approved child care health consultant.

#### Finding:

1725.A.-C. Based on record review on 7/29/19 at 2:20 pm, S1 failed to have at least one staff member on the premises with medication administration training as LS requested to review either S1 or S2's training certificate as they were the two staff members present during the center visit. S1 was unable to locate this information for LS to review.

### 1903.C.: Free of Hazards

Not Met

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

#### Finding:

1903.C. Based on observations on 7/29/19 at 11:55 am, the indoor area was not free of hazards as LS requested to use the center's exit near the crib area in order to view the playground. LS observed S1 was unable to open the door during the center visit.

S1 was previously cited free of hazards on 12/12/18.