

## Statement of Deficiencies

### 713.A.: Office of Public Health, State Fire, City Fire Approval

Not Met

713.A.: Annual licensing inspections by the department, current approvals by the Office of Public Health, Office of State Fire Marshal, and city fire (if applicable), and academic approval by the department (if type III center) shall be required before the expiration of an existing license. However, if a center has documentation establishing that the center requested an inspection by the Office of Public Health or the Office of State Fire Marshal prior to the expiration of the existing license, these approvals may be submitted to the department within 90 calendar days of the date of the license renewal.

#### Finding:

713.A. Based on record review at 9:45 am: The center lacked documentation of a current annual inspection and approval from Office of Public Health. The date of the last approval is 6/14/18. S1 stated a current inspection was conducted but she has not received to document.

### 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 at 9:35am & 10:45am:

The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 44 children were present and at 9:35am 35 children were signed in, at 10:56 am 42 children were signed in on the log.;

The center's daily attendance log for children on 7/30/19 did not include departure times for 8 children and first and last names of person or entity to whom the child is released for 12 children; 7/29/19 logs did not include departure time for 3 children and first and last name of person or entity to whom the child is released for 8 children; 7/26/19 logs did not include departure times for 2 children and first and last name of person or entity to whom the child is released for 14 children.

### 1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
  - a. name;
  - b. date of birth;
  - c. home address and phone number;
  - d. training,
  - e. work experience;
  - f. educational background;
  - g. hire date; and
  - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715.A.1: Based on record review at 11:30 am: The center did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, hire date, first day onsite working with children, for S7 and S9. S1 stated she has a file for them but could not locate it during the visit.

### 1903.C.: Free of Hazards

Not Met

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

#### Finding:

1903.C. Based on observations at 9:50 am:

The Specialist observed that the center's outdoor play area was not free of hazards as 2 areas on the top portion of the chain link fence is detached from the wood; leaving an opening in the top of the fence and is accessible to the children. Children were present on the playground area during the visit. S1 stated the fence will be repaired soon.

## **Statement of Deficiencies**

### **2103.E.: Master Transportation Log**

**Not Met**

#### 2103.E.: Master Transportation Log

1. A copy of the current master transportation log shall be maintained on file at the center and shall include the names of the children, the pickup and drop off locations, and the authorized persons to whom the children may be released. Documentation shall be maintained whether transportation is provided by the center or contracted.
2. Each driver or monitor, whether provided by the center or through a contractor, shall be provided a current master transportation log,

#### **Finding:**

2103.E. Based on record review at 11:45 am: S1 did not have documentation that the driver or attendant was provided with a master transportation log. Transportation is provided by the center. S1 stated she has them but was unable to locate the center's current master transportation logs during the visit.

---

### **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 at 11:45 am:

S1 did not have documentation that the center maintained a copy of the Passenger Transportation Log. Transportation is provided by the center. S1 stated she has them but was unable to locate the documents during the visit.