

## 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 record review/interview on 08/01/2019, S1 failed to operate within the licensed capacity designated on its license as evidenced by the center's daily attendance log for children dated 07/26/2019 and 07/29/2019 indicated that the center exceeded the maximum capacity of 20 children. On 07/26/2019, S1 cared for 21 children. On 07/29/2019, S1 cared for 22 children. Per S1's statement, she was not aware the center was overcapacity on those days. She stated that she accepts drop-ins and that could have been the cause of the center exceeding the licensed capacity.

### 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 08/01/2019, S1 failed to maintain a cumulative file on each child that shall include the date of admission as evidenced by specialist review of children's files indicated that 5 of 10 files failed to have the date of admission documented. Per S1's statement, she will correct immediately.

### 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 observations/record review/interview on 08/01/2019, S1 failed to maintain child to staff ratios at all times as evidenced by specialist observed S2 supervising 6 children ages 4 months to 1 year old at 9:37 AM while completing a walk-through of the center. Specialist informed S1 that the infant room was out of ratio and she corrected at 9:53 AM. S1 also failed to have a minimum of two staff members present when more than one child is present as evidenced by specialist review of the center's daily attendance log for children and staff dated 07/26/2019, 07/29/2019, 07/30/2019, 07/31/2019 and 08/01/2019 indicated that only one staff was present with more than one child. On 07/26/2019, S1 was present at 6:00 AM and supervised 8 children ages 6 months old - 5 years old alone until 8:00 AM when S3 arrived. On 07/29/2019, S1 was present at 6:00 AM and supervised 11 children ages 6 months- 8 years old alone until 8:00 AM when S2 and S3 arrived. On 7/30/2019, S1 was present at 6:00 AM and supervised 16 children ages 6 months- 9 years old alone until S2 and S3 arrived at 8:00 AM. On 7/31/2019, S5 was present at the center at 7:00 AM and supervised 10 children ages 6 months old- 9 years old alone until S2, S3, and S4 arrived at 8:00 AM. On 08/01/2019, S1 was present at 6:00 AM and

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supervised 12 children ages 6 months-9 years old alone until 8:00 AM when S2 and S3 arrived. Per S1's statement, she will schedule 8:00 AM staff to come in at 6:00 AM this day forward.

### 1717.A.: Independent Contractors Records

**Not Met**

1717.A.: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, local school district staff, and departmental staff other than those responsible for inspecting centers:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717.A. Based on record review/interview on 08/01/2019, S1 failed to maintain an information form that includes the person's name, address and phone number and a list of duties performed while present at the center as evidenced by this information was not available for O1 and O2. O1 was present at the center on 02/25/2019 and 03/26/2019. O2 was present at the center on 2/26/2019. This was not corrected prior to specialist departure.

### 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/interview on 08/01/2019, S1 failed to have at least two staff trained in medication administration and at least one on the premises as evidenced by 0 of 5 staff employed at the center has medication administration training. Per S1's statement, she will schedule a class immediately.