

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.: Daily Attendance Records - Staff and Owners: Based on observation/record review/interview: 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 a walk through of the center on 8/6/19 at 9:45am, Specialist observed there were 5 staff present. A review of the center's electronic record, showed only 4 staff signed in. S1 stated S2 was not signed in on the electronic record and she would correct in the system.

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: During a visit in the center on 8/6/19 at 11:30am, Specialist observed 1 of 11 children's records reviewed lacked the required information on the Child's Information Form as the following information was omitted in C11's file: the home address of both child and parents, name and phone number of person to contact in an emergency if parents cannot be located promptly, phone number of child's physician and dentist (if applicable), any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, (if applicable), any special dietary restrictions or food allergies or intolerances (if applicable). S1 stated she will update C11's record promptly.

1921.E.: Tornado Drills

Not Met

1921.E.: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

Finding:

1921.E. Tornado Drills: Based on record review/interview: S1 did not have documentation of tornado drills that were conducted at least once per month during the months of April, and June. During the visit in the Center on 8/6/19 at 11:25am, S1 stated she could not locate the completed form for the tornado drill conducted in April. Specialist observed the June drill form was incomplete as it only documented the month and year on the form. S1 stated the June drill was on her cell phone and not available for record review.