

Statement of Deficiencies

1503.A.-C.: General Liability Insurance Policy

Not Met

1503.A.-C.: A. A center shall maintain in force at all times current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury.

B. A center is responsible for payment of medical expenses of a child injured while in the center's care.

C. Documentation of commercial liability insurance shall consist of the insurance policy or current binder that includes the name of the early learning center, physical address of the center, name of the insurance company, policy number, period of coverage and explanation of the coverage.

Finding:

1503.A.-C. Based on record review, S1 failed to have documentation of current commercial liability insurance for the operation of the center. S2 provided the prior insurance information which expired on 8/8/2020.

Correction Action Plan: S1 will ensure that she has documentation of current commercial liability insurance.

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, 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 S1 and S5 were signed in for 7:00am but neither were on the center's premises. S5 returned at 12:55pm. S3 was on the premises as a staff trainee and failed to sign in.

Corrective Action Plan: Effective 8/10/2020, S1 stated she will ensure that all staff are signing in and out daily. Staff will also ensure all staff are signing in and out if they leave and re-enter the premises daily.

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.&3.: Based on record review, S1 failed to 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 S2 and S3. S1 stated S2 is a student worker, however S2 is not enrolled in a student worker program. S1 stated S3 is a staff trainee and was in training awaiting her CCCBC.

Corrective Action Plan: Effective 8/10/2020, S1 stated she will ensure that all staff has an application or staff information form on file.

1715.A.2.: Photo Identification

Not Met

1715.A.2.: Personnel files for each staff member shall be maintained at the center and shall include the following:

2. copy of a state or federal government issued photo identification;

Finding:

1715.A.2.: Based on record review, S1 failed to have a copy of S2 and S3's state or federal government issued photo identification available for review.

Corrective Action Plan: Effective 8/10/2020, S1 stated she will ensure that all staff have a photo identification card in their files.

Statement of Deficiencies

1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive orientation to the policies and practices of the center that at a minimum shall include:

1. child abuse identification and reporting;
2. emergency preparation;
3. licensing regulations; and
4. safe sleep practices.

B. Within 30 calendar days of date of hire, each staff member shall receive orientation to the additional policies and practices of the center that at a minimum shall include:

1. child development;
2. child guidance;
3. learning activities;
4. health and safety;
5. shaken baby prevention; and
6. CPR and first aid, as applicable.

Finding:

1719.A.&B.: Based on record review, S1 failed to have documentation of a completed orientation form for S2 within 7 days of 6/29/20. S1 lacked documentation that S2 received additional orientation within thirty days of date of hire, 6/29/2020.

Corrective Action Plan: Effective 8/10/2020, S1 stated she will ensure all staff have documentation of completed training in their file.

1807.B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807.B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

Finding:

1807.B. Based on record review/interview(s), S1 failed to have a CCCBC-based determination of eligibility for child care purposes from the department for S2 and S3, prior to the person being present at the center or performing services as evidence by: S2 began working on 6/29/2020 and S3 began working on 8/10/2020. S3 exited the center at 12:35pm.

Correction Action Plan: Effective 8/10/2020, S1 stated she will ensure all staff have a CCCBC prior to being on the premises.