

## Statement of Deficiencies

### 1711-K: Non-vehicular Excursions - Minimum Child to Staff Ratio

Not Met

1711-K: Non-vehicular Excursions - Minimum Child to Staff Ratios

1. Minimum child to staff ratio, plus one additional adult, shall be met for all non-vehicular excursions.
2. An adult staff member from the center shall be present with each group of children.
3. At no time shall a child or group of children be left alone without an adult staff member present unless the child is supervised by the child's parent or designated representative authorized in writing by the parent on the non-vehicular excursions.

#### Finding:

1711-K Based on record review on 8/15/17 S4 took the 6 children on a non-vehicular excursion from 10:45am to 11:00am to Christmas carol at a neighbors home. According to the non-vehicular excursion record S4 was the only adult. According to the non-vehicular excursion record dated 2/23/17 from 5:30pm to 5:50pm 4 children walked to visit a neighbor outside across the street. O11 who is an ex employee is the only staff listed on the record. On each of these excursions there should have been an additional adult present.

### 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, Department of Education, Office of Early Childhood staff and local school district staff:

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 of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717-A Based on record review on 8/15/17 S1 did not have a criminal background check for O5,O6,O7,O8,O9, and O10. S1 did not have an independent contractor information record for O5,O6,O7,O8,O9 but does have an independent contractor record for O10. S1 advised that O5, O6,O7, and O8 did not have any interaction with the children and S1 stated that she accompanied them at all times however the signature of the accompanying staff member was not signed in on the visitor log.

### 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 Based on record review on 8/15/17 S1 does not have a documented record that a monthly tornado drill was conducted in the months of March, April, May and June at various times or the day necessary to include all children.