

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 observations on 8/15/18, S1 did not notify the Licensing Division prior to making changes that had an effect on the license as the provider is no longer utilizing indoor space that was previously approved by the Licensing Division. S1 has changed her classroom area into an office area and has a sign posted that the room is for storage and no children are allowed. Specialist advised S2 that the room will be deducted from the approved licensing space.

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 on 8/15/18, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 11 children were present and 9 children were signed in on the log.

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;

Finding:

1515.A.1 Based on record review on 8/15/18, S3 did not have a children's record for C2 or C3 when requested that includes: 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;

1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment;

Finding:

1515-A.2 Based on record review on 8/15/18, S3 did not have a children record for C2 and C3 that included a written authorization for emergency medical treatment.

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1515-A.3: Releasing of Children

Not Met

1515-A.3: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- A child shall never be released to anyone unless authorized in writing by the parent.
- Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- The center shall verify the identity of the authorized person prior to releasing the child.

Finding:

1515-A.3 Based on record review on 8/15/18, S3 did not have a children's record that included a written authorization signed and dated by the parent noting to whom C2 and C3 can be released.

1707-A.1&2: Required Staffing - Director/ Director Designee

Not Met

1707-A.1&2: Each center shall have a qualified director or qualified director designee.

- The director or director designee shall be an on-site, full-time staff person at the center during the day time hours of operation (prior to 9:00 p.m.).
- The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

Finding:

1707-A.1&2: Based on record review on 8/15/18, S1 is not on-site full time 32 hours per week as evidenced by attendance logs reviewed from 7/16-7/20, 2018, S1 signed in at 5:00 am and signed out at 8:00 am. She only worked 10 hours that week. The week of 7/23/18 to 7/27/18, S1 worked 8 hours as she worked 5:00am to 8:00am on 7/23, 7/24, 7/25 and 7/26. 7/26/17 was the last date that S1 has signed into the center. Although S1 signed in at 5:00 am her center hours are listed at 6:00am to 6:00pm Monday through Friday. On the days S1 signed in at 5:00am the hour to 6:00am was not calculated in hours worked as they were prior to time of operation.

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.

- There shall be a minimum of two staff members present at an early learning center when more than one child is present.
 - 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

- An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
- Child to staff ratios for children under age two are excluded from averaging.
- 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.
- 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 record review on 8/15/18, Provider did not have at a minimum of 2 child care staff present at an early learning center when more than one child is present as one staff was supervising 6 children ages 2-4 years old. S3 arrived at 6:24 am. C1 arrived at 7:30am, C2 arrived at 7:30am, C3 arrived at 7:40am, C4 arrived at 7:57am, C5 arrived at 8:00am and C6 arrived at 8:07am. The next staff person S4 did not arrive to the center until 8:18am.

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1711-C: Posted Child to Staff Ratio in Classroom

Not Met

1711-C: The Licensing Division form noting required child to staff ratios shall be posted in each room included in the center's licensed capacity.

Finding:

1711-C Based on observations on 8/15/18, the Licensing Division form noting required child/staff ratios failed to be posted in each room included in the center's licensed capacity. The required ratio was not posted in the classroom labeled beginner pre-school. S2 corrected.

1713-J: Rest Time Supervision

Not Met

1713-J: 1. If two rooms share a common doorway, one staff member may supervise the resting children in both rooms.

2. If the view of the staff supervising the children is obstructed by an object such as a low shelving unit, children shall be checked by sight by staff circulating among the resting children.

Finding:

1713-J Based on observations on 8/15/18, At naptime, children grouped together in 2 classrooms for sleeping were not within the sight of the S3 and S3 was not checking on children by sight and circulating at all times as evidenced by S3 was observed standing in one room completing observation forms instead of sitting in the door way monitoring both classroom areas.

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:
copy of a state or federal government issued photo identification;

Finding:

1715-A.2 Based on record review on 8/15/18, S2 and S4 did not have a copy of a state or federal government issued photo identification in the file.

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 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 on 8/15/18, S3 could not provide documentation of an independent contractor information record or a current CBC for O1 as O1 was present in the center reading to children. O1 signed in on the visitor log but did not document a date or time. According to the visitor log O1 was not accompanied by a staff person that is not included in the ratio.

1719-A.-B.: Orientation Training

Not Met

1719-A.-B.: Within seven calendar days of date of hire, 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,

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;

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Finding:

1719-A.-B. Based on record review on 8/15/18, provider lacked documentation that 1 of 4 staff, S2 received orientation training within 7 days of hiring and an additional orientation within thirty days of date of hire. According to S2, her hire date is 4/24/18.

1901-J.-K.: Items That Can be Harmful to Children

Not Met

1901-J.-K.: J. Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, shall kept in a locked cabinet or other secure place that ensures they are inaccessible to children.
K. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

Finding:

1901-J.-K. Based on observations on 8/15/18, Items that can be harmful to children, such as glade air freshener and baby magic creme oil located on the table in S3's classroom In S4's classroom is a box of latex gloves. In the cabinet in the girls restroom there was a pile of empty grocery store bags and 1 empty ziploc bag. Also in th restroom there was 4 bags of baby wipes that had keep out of the reach of children that were not kept in a locked cabinet or other secure place that ensures they are inaccessible to children

1921-C: Evacuation Pack

Not Met

1921-C: Evacuation Pack. The center shall have an evacuation pack, the location of which is known to all staff, that at a minimum shall contain:

1. a list of area emergency phone numbers;
2. a list of emergency contact information and emergency medical authorization for all enrolled children;
3. an emergency pick up form;
4. first aid supplies, hand sanitizer, wet wipes, and tissue;
5. diapers for children who are not toilet trained and plastic bags for diapers;
6. a battery powered flashlight and radio and batteries;
7. food for children under the age of 4, including infant food and formula; and
8. disposable cups and bottled water.

Finding:

1921-C Based on observations on 8/15/18, S1 failed to have a completed evacuation pack. The provider failed to have the following: a list of emergency contact information and emergency medical authorization for all enrolled children, wet wipes, food for children under the age of 4, and bottled water. In S2's evacuation pack the box of little biscuits and the 6 pk of water was expired.