

## **Statement of Deficiencies**

### **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: Center staff completed the Children's daily attendance record and the record did not include first and last name to whom child was released. On August 2, 2018 Specialist observed Daily Attendance Records for Children and observed that to whom the child was released to was missing 17 times from 6/20/18-8/20/18/18. Staff signed their name in the appropriate box but failed to document who the child left the center with. The times the children arrived/departed from the center was missing 33 times from 6/20/18-8/20/18/18.

On today, 8/21/18, Specialist conducted a head count of the children upon arrival and determined 29 children were present but 28 children were signed into the center. The director stated that one child arrived late to the center on today and was not signed in.

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