

## 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/interview(s) on 8/21/19 at 11:32 am, the daily attendance log for children did not include the time of arrival of each child as LS observed only 15 out of 29 children were signed in on today's daily attendance log. S1 stated that she normally document the children that arrived by the center bus on the daily attendance document at the end of the day and she uses the center's daily transportation log to account for those children.

### 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 8/21/19 at 12:48 pm, 7 of 10 children's records reviewed lacked the required information on the Child's Information Form as the date of admission was omitted from the children's records. LS observed this in C1, C2, C3, C4, C7, C9, and C10's records.

### 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.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
  2. 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

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. 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.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

#### Finding:

1711.A.&B.2.D.:Based on observation/interview(s) on 8/21/19 at 10:54 am, S1 failed to meet the required child to staff ratio for children ages 4 yrs old as LS observed S4, S8 and O4 in the classroom while 16 children (ages 4 yrs old) were present. LS observed S5 returning into the classroom at 10:56 am. Although, LS observed S8 and O4 in the classroom during the walk through; S1 verbally stated they were not in the classroom to perform supervisory duties. The required ratio for children of this age is 15 children per 1 staff person.

## Statement of Deficiencies

### 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.:Based on record review/interview(s) on 8/21/19 at 12:43 pm, S1 did not 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 on-site working with children, for staff, S8 as LS did not observe this information during the center visit. S1 stated she did not have this information as it would be located at the MCIO office in Bastrop. S1 provided S8's application at 1:18pm, as it was faxed over during the center visit.

### 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 interview(s) on 8/21/19 at 12:43 pm, S1 did not have a copy of S8 state or federal government issued photo identification available for review as S1 stated she did not have this information at the office.

### 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, local school district staff, and departmental staff other than those responsible for inspecting centers:

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 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 8/21/19 1:02 pm, S1 did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center for the following visitors: O1 and O2.

LS observed O1 was present on the center premises on 10/31/18, from 1:00 pm - 3:00 pm and O2 was present on 11/9/18, from 8:30 am - 10:50 am, per the center's visitor logs.

## 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 on 8/21/19 at 12:32 pm, S1 lacked documentation that 1 of 9 staff, S8 received orientation within seven days of the first day present at the center as LS did not observe this information in the staff records. S1 stated S8's information was located at the MCIO office in Bastrop. LS observed the orientation form being faxed over to the center at approximately 1:50 pm.

### 1725.A.-C.: Medication Management Training

Not Met

1725.A.-C.: A. All staff members who administer medication shall have medication administration training.

B. Whether the center is administering medication or not, each early learning center shall have at least two staff members trained in medication administration and at least one on the premises. A staff member who is a licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

C. Such training shall be completed every two years with an approved child care health consultant.

#### Finding:

1725.A.-C. Based on interview(s)/record review on 8/21/19 at 1:57pm, S1 did not have at least two staff members trained in medication administration whether the early learning center administers medication or not as S1 provided LS her medication administration training, which expires on 5/5/2020. S1 stated that the other staff member with medication administration training resigned and there were no other staff members with medication administration training.

### 1807.C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807.C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807.C. Based on record review on 8/21/19 at 1:02 pm, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for O1, prior to the person being present at the center or performing services as evidence by: S1 failing to have this information readily available for LS to review. LS observed O1 was present at the center on 10/31/19 from 1:00 pm - 3:00 pm. S1 did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1 at all times while on the center premises, as LS did not observe this information as being documented on the center's visitor log. Documentation did not include the language stating that O1 was accompanied by the staff member at all times while on the premises and the signature of the staff member as S1 stated she did accompany O1 but failed to document this information on the visitor log.