

## Statement of Deficiencies

### 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/interviews on 08/23/2018, attendance records for staff members and owners are not maintained daily as evidenced by the staff's daily attendance log consists of a set schedule of days and times for the months of June through September. Per S1's statement, the staff does not sign in upon arrival or sign out upon departure from the center but states that each employee arrives and departs timely per their schedule. S1 corrected daily attendance log prior to specialist departure.

### 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;

#### Finding:

1719-A.-B. Based on record review on 08/23/2018, S1 failed to complete orientation training within seven calendar days of hire, and prior to assuming sole responsibility for any children, and orientation on additional policies and practices within 30 calendar days of hire for S4 as evidenced by the orientation training verification form indicate that S4 was hired on 08/19/2017. S4 completed initial orientation on 10/6/2017 and second orientation on 10/19/2017. S7 also failed to receive initial orientation within seven calendar days of hire as evidenced by the orientation training verification form indicate her date of hire was 07/31/2018. Per S1's statement, S7 has not worked in the center as will only be used as sub.

### 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 08/23/2018, S1 failed to conduct a tornado drill during the month of March as evidenced by practice drills provided by S1 indicate tornado drills were conducted during the months of April, May, June, and July. A tornado drill should have been conducted during the month of March per licensing regulations.