

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 on 8/23/19 at 1:10 pm, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time. S1 also failed to ensure that the name of the child as well as the arrival and departure times were documented as LS observed 7 children were present and 11 children were signed in on the log. LS observed the 5 children that were to be released to MCIO Head Start were not signed out on the daily attendance logs. LS also observed from the 7 children that were present, only 6 were signed in. S1 was able to verify the child that was not documented on today's daily attendance.

1515.E.: Maintaining Health-Related Policies

Not Met

1515.E.: An early learning center shall provide a written copy of all health-related policies established by the center, including policies regarding accidents, allergic reactions, fever, illness, immunizations, infection, and injuries, to the parent or guardian of each child attending or enrolled the early learning center.

Finding:

1515.E. Based on interview(s) 8/23/19 at 1:53pm, center did not provide a written copy of health-related policies established by the center, including policies regarding accidents, allergic reactions, immunizations, and injuries, to the parent or guardian of each child attending or enrolled the early learning center as S1 did not have this information readily available for LS to review.

LS provided S1 technical assistance in concerns to health related policies on 7/8/19.

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.h.: Based on record review at 12:37 pm, S1 did not have an application/staff information form to include first day on-site working with children, for staff: S5 as LS did not observe this information in S5's file.

LS provided S1 technical assistance in concerns to document staff members first day on-site working with children on 7/8/19.

1721.A.-C.: Continuing Education Training

Not Met

1721.A.-C.: A. Early learning centers shall provide opportunities for continuing education of staff members who are left alone with children, or who have supervisory or disciplinary authority over children.

1. Staff members of early learning centers, excluding foster grandparents, shall obtain a minimum of 12 clock hours of continuing education per center anniversary year.
- B. Staff members of type I, type II and type III centers who are neither left alone with children, nor have supervisory or disciplinary authority over children, shall obtain a minimum of three clock hours of continuing education in job related topics per center's anniversary year.
- C. Continuing education for all types of centers shall be conducted by trainers approved by the department. The department shall keep a registry of approved trainers.

Finding:

1721.A.-C. Based on record review on 8/23/19 at 1:00 pm, there was no documentation that the center staff of an early learning center, excluding Foster Grandparents, provided opportunities for staff members to obtain a minimum of 12 clock hours of training annually in the topics found in §1719(A) and

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(B).Copies of certificates of completion or attendance records were not maintained at the center and available for inspection by the department upon request, 2 of 5 staff (excluding new staff members S3 and S5) did not have the required continuing education training as LS observed the following during the center visit:

S1 had all required continued education hours.

S2 had 6 hours and 3 hours from the Department of Health.

S4 had 4 hours and 3 hours from the Department of Health.

S1 was advised on 7/8/19 to ensure all staff members have the required continued education hours.

1901.A.1.-3.: Telephones and Emergency Numbers

Not Met

1901.A.1.-3.: Telephones and Emergency Numbers

1. A working phone capable of incoming and outgoing calls shall be readily available at the center at all times. Cellular phones are not acceptable for this purpose.
2. When a center has multiple buildings and a phone is not located in each building where children are present, the center shall establish and follow written procedures for securing emergency help. The written procedures shall be posted in each building.
3. Centers located in schools and churches shall have a phone within the licensed area.

Finding:

1901.A.1.-3. Based on observations/interview(s) on 8/23/19 at 1:48 pm, the center has multiple buildings and a phone is not located in each building where children are present, the center does not have an established and follow written procedures for securing emergency help as S1 stated she did not have this information readily available for LS to review. The written procedures was not posted in each building as LS did not observed this information posted in the two licensed building. S1 stated this information was not posted.

LS provided S1 technical assistance in concerns to a written procedure for securing emergency help on 7/8/19.
