

## Statement of Deficiencies

### 1503-D: Waiver of Liability

Not Met

1503-D: Parents shall not be required to waive the center's responsibility.

#### Finding:

1503-D Based on record review on 08/28/18, Parents are required to waive the provider's responsibility in the event of an accident or injury as documented on the consent for emergency treatment found in 5 of 5 (C1, C2, C3, C4, and C5) children's records reviewed. The form required that parents agree to pay all cost of transportation in the event of an emergency. Specialist also observed a activity authorization form that required parents to sign agreeing that they will not hold the childcare center responsible for injuries incurred while their child uses equipment at the childcare "home" (S1 stated that she used the form when she was operating as a child care center out of her home, however the form was found in 5 of 5 records observed in the licensed child care center) if the child is supervised at the time. S1 corrected the forms by removing these statements and print new forms for parents to sign.

### 1707-D. 1&2: Staff Age Requirements

Not Met

1707-D. 1&2: Staff

1. Staff shall be age 18 or older.
2. A person age 17 may be included in the child to staff ratio if the person works under the direct supervision of an adult staff member.

#### Finding:

1707-D. 1&2 Based on interviews on 08/28/18, S1 stated that on her way to pick up C1, C2, C3, C4, and C5, she picked up S8 , age 16 per S1's written statement, on 08/20/18 to assist her on the center's vehicle with the children. S1 stated that although it appears that S8 rode in the center's vehicle each day (based on review of the children's daily transportation record dated 08/20/18-08/24/18) that she only rode one day. S1 stated that she did not know how to complete the form which is way she wrote times on each day. Staff are required to be 17 years or older.

### 1715-A.1.3.: Staff Records and Personnel Files

Not Met

1715-A.1.3.: Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving; and

#### Finding:

1715-A.1.3. Based on interview(s) on 08/28/18, 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, for staff: S8. S1 stated that on her way to pick up C1, C2, C3, C4, and C5, she picked up S8 , age 16 per S1's written statement, on 08/20/18 to assist her on the center's vehicle with the children. S1 stated that although it appears that S8 rode in the center's vehicle each day (based on review of the children's daily transportation record dated 08/20/18-08/24/18) that she only rode one day. S1 stated that she did not know how to complete the form which is why she wrote times on each day.

### 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 interview(s) on 08/28/18, the center did not have a copy of S8's State or federal government issued photo Identification available for review. S1 stated that on her way to pick up C1, C2, C3, C4, and C5, she picked up S8 , age 16 per S1's written statement, on 08/20/18 to assist her on the center's vehicle with the children. S1 stated that although it appears that S8 rode in the center's vehicle each day (based on review of the children's daily transportation record dated 08/20/18-08/24/18) that she only rode one day. S1 stated that she did not know how to complete the form which is why she wrote times on each day.

### 1807-B.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff

Not Met

1807-B.: B. Volunteers and Staff. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each volunteer, staff member, or employee of any kind, and shall have documentation of said determination available at all times for inspection upon request by the Licensing Division.

#### Finding:

1807-B. Based on interview(s) on 08/28/18, A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each volunteer /staff member, prior to the person being present at the center or performing services as evidence by: S1 stated that on her way to

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pick up C1, C2, C3, C4, and C5, she picked up S8 , age 16 per S1's written statement, on 08/20/18 to assist her on the center's vehicle with the children. S1 stated that although it appears that S8 rode in the center's vehicle each day (based on review of the children's daily transportation record dated 08/20/18-08/24/18) that she only rode one day. S1 stated that she did not know how to complete the form which is way she wrote times on each day.

### 2101-A.8: Vehicle in Good Repair

Not Met

2101-A.8: Vehicles shall be maintained in good repair.

#### Finding:

2101-A.8 Based on observations on 08/28/18, S1's vehicle was not maintained in good repair as evidence by the vehicles four tires were observed to be worn with little to no tread.

### 2103-A: Parental Authorization

Not Met

2103-A: Written authorization shall be obtained from a parent to transport a child on a regular basis. Such authorization shall include the name of the child, the type of transportation (to and from school, to and from home) and the names of individuals, schools, or other entities to whom the child may be released.

#### Finding:

2103-A Based on record review on 08/28/18, the signed authorization from the parent to transport a child on a regular basis was incomplete, it did not include: the type of transportation (to and from school, to and from home) and the names of individuals, schools, or other entities to whom the child may be released. Travel authorizations signed by the parents of 5 of 5 of the children transported by the center during the week of 08/20/18-08/24/18, only gave permission for the children to be transported in the provider's vehicle. S1 was able to obtain a complete transportation authorization for C3 prior to specialist leaving. S1 and/or S7 needs to obtain the completed forms for C1, C2, C4, and C5.

### 2103-F: Passenger Transportation Log

Not Met

2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### Finding:

2103-F Based on record review on 08/28/18, The Center's current Passenger transportation log provided to the center driver or attendant was incomplete as it did not include time child was placed on the vehicle. S1, driver, stated that she was not aware of how to complete the form. She stated that she only documented the time the children arrived back at the center. S1 also stated that on her way to pick up C1, C2, C3, C4, and C5, she picked up S8 , age 16 per S1's written statement, on 08/20/18 to assist her on the center's vehicle with the children. S1 stated that although it appears that S8 rode in the center's vehicle each day (based on review of the children's daily transportation record dated 08/20/18-08/24/18) that she only rode one day. S1 stated that she did not know how to complete the form which is way she wrote times on each day. S1 also listed S8 as a child however S8 is not enrolled at the center and was acting as a staff member at the time.