

Statement of Deficiencies

1509.A.3.: Admissions Policy

Not Met

1509.A.3.: Admission Policy to include the admission criteria.

Finding:

1509.A.3. Based on interview(s)/record review on 9/3/2020 at 9:45 AM, though the center has an Admissions Policy, S1 failed to abide by the policy as C1, age eight-years-old, and C2, age four-years-old, were admitted without having a completed Student Information Packet and registration as required by the policy. S1 and S3 stated C1 and C2 attended on 7/22/2020 only as they were in the care of S3, who needed to come to work.

Corrective Action Plan: Effective 9/3/2020, S1 stated she will complete a staff retraining with all staff regarding this regulation to ensure it is not cited again.

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/interview(s) on 9/3/2020, at 9:45 AM, S1 failed to have a complete children's record for C1 (age eight-years-old) and C2, age four-years-old. Specialist reviewed the children's records on file for these children and found they the following information was omitted home address of both parents, phone numbers where parents may be reached while child is in care, name and phone number of person to contact in an emergency if parents cannot be located promptly, name and phone number of child's physician and dentist(if applicable), any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, (if applicable), and any special dietary restrictions or food allergies or intolerances (if applicable). Specialist found the forms failed to be signed and dated by parent. S1 stated C1 and C2 attended the center on 7/22/2020 as their aunt, S3, requested to bring them with her that day only. S3 began filling out the documents; however, they are incomplete and were never signed by either parent. S3 stated the children's father, her brother, gave her verbal permission for the children attended the center on that day.

Corrective Action Plan: Effective 9/3/2020, S1 stated she will complete a staff retraining with all staff regarding this regulation to ensure it is not cited again.

1515.A.2.: Emergency Medical Treatment

Not Met

1515.A.2.: Written authorization signed and dated by the parent to secure emergency medical treatment;

Finding:

1515.A.2. Based on record review/interview(s) on 9/3/2020 at 9:45 AM, children's records for C1 (age eight-years-old) and C2, age four-years-old, failed to have a signed and dated parental authorization to secure emergency medical treatment. S1 stated C1 and C2 attended the center on 7/22/2020 as their aunt, S3, requested to bring them with her that day only. S3 began filling out the document; however, it was never signed by either parent. S3 stated the children's father, her brother, gave her verbal permission for the children attended the center on that day. S3 stated the children's father, her brother, gave her verbal permission for the children attended the center on that day.

Corrective Action Plan: Effective 9/3/2020, S1 stated she will complete a staff retraining with all staff regarding this regulation to ensure it is not cited again.

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1515.A.3.: Releasing of Children

Not Met

1515.A.3.: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

Finding:

1515.A.3. Based on record review/interview(s) on 9/3/2020 at 9:45 AM, S1 failed to have written authorization signed and dated by the parent noting the first and last names of individuals to whom C1 (age eight-years-old) and C2, age four-years-old, may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center. S1 stated C1 and C2 attended the center on 7/22/2020 as their aunt, S3, requested to bring them with her that day only. S3 began filling out the document; however, it is incomplete and never signed by either parent. S3 stated the children's father, her brother, gave her verbal permission for the children attended the center on that day.

Corrective Action Plan: Effective 9/3/2020, S1 stated she will complete a staff retraining with all staff regarding this regulation to ensure it is not cited again.
