

Statement of Deficiencies

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 record review: S2, S4, S5, S7, and S8 did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, and educational background, hire date.

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 record review: The center did not have a copy of S2, S4, S5, S7, and S8's State or federal government issued photo Identification available for review.

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: Provider lacked documentation that 5 of 8 staff, S2, S4, S5, S7, and S8, received additional orientation within thirty days of date of hire.

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 record review/observations: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each staff member, prior to the person being present at the center or performing services as evidence by: Specialist observed S4, S5, S7, and S8 present; however, there was no documentation of a CCCBC available. S1 stated that these staff have received CBCs; however, she does not have the documentation on site. S1 provided a copy of 4's CBC prior to Specialist departure.