

Statement of Deficiencies

1507-E: Daily Attendance Records - Visitors

Not Met

1507-E: A daily attendance record for all visitors to include the name, date of visit, arrival and departure times, and the purpose of the visit.

Finding:

1507-E Based on observations/record review/interview(s): The center's visitor's daily attendance record did not accurately reflect when a Visitor was on the child care premises as evidenced by Specialist observed O2 present at the facility delivering breakfast to classrooms at 8:45 AM; however, O2 was signed into the facility on the visitor log at 11:20 AM. S1 stated that O2 was present and left; however, O2 returned at 11:20 AM. S1 stated that O2 failed to sign in during his initial visit.;

The Provider did not maintain documentation of a daily attendance record for each Visitor's to include first and last name, date of visit, arrival and departure times, and purpose of the visit as Specialist observed a visitor in a classroom alone with a child who was not yet enrolled in the center at 8:45 AM. S1 stated that this was a parent completing paperwork for a child who was not yet enrolled. Specialist reviewed the center's sign in sheet and did not find where this visitor was signed in on the visitor log.

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/interview(s): S16 did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, educational background, and hire date. S1 stated she would attain.

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/interview(s): The center did not have a copy of S16 State or federal government issued photo Identification available for review. S1 stated she would attain

1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review: The Center did not have documentation on file for each Independent Contractors that included person's name, address, phone number, list of duties performed while at the center. Specialist found that O1 failed to have documentation of an Independent contractor record on file at the center.

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/interview(s): 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: S16 is a listed director; however, there was no CBC on file in the center for review at time of inspection.

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1807-C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807-C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

Finding:

1807-C. Based on record review/interview(s): A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each visitor, prior to the person being present at the center as evidence by: Specialist observed a lady and a child in a classroom alone completing paperwork. S1 advised Specialist that this was a perspective parent completing an application and there was no CBC available for her. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied visitor at all times while on the center premises. Documentation did not include the date, arrival time, departure time, language stating that were accompanied by the staff member at all times while on the premises, signature of the contractor, signature of the staff member.
