

## Statement of Deficiencies

### 1507-F: Daily Attendance Records maintained

Not Met

1507-F: Daily attendance records shall be maintained for three years.

#### Finding:

1507-F Based on interview(s) on 9/6/18, S1 did not maintain documentation of a daily attendance records for Visitors for 3 years as evidence by LS requesting to review the center's visitor logs from October 2017 - Present, S1 stated she was unable to locate the logs for review.

### 1509-A.8. a-b: Behavior Management Policy

Not Met

1509-A.8. a-b: Behavior Management Policy

Each center shall develop and implement a written behavior management policy describing the methods of behavior guidance and management that shall be used at the center.

The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

#### Finding:

1509-A.8. a-b Based on record review on 9/6/18, S1 did not have a behavior management policy that clearly states all methods of discipline that are prohibited as LS observed the center's behavior management policy only stated positive corrective action methods and failed to include the following information:

- i. physical or corporal punishment which includes but is not limited to pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child;
- v. being bullied by another child;
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime,

as LS observed this information was omitted from the center's behavior management policy.

### 1509-A.9: Electronic Devices Policy

Not Met

1509-A.9: Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under age two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

#### Finding:

1509-A.9 Based on observations on 9/6/18, S1 did not follow the Electronic Devices Policy as electronic devices were used by children under age 2, as LS observed S4 and S5 supervising 3 children (ages 3 mths to 6 mths) in the center's second building. At 10:35 am, LS observed (1) infant in a crib (awake), and the other two infants being held by S4 and S5. LS observed a television on in the room with a Nick Jr. cartoon playing while children under the age of 2 were present. LS did not observe either staff member turning the television off during the center visit.

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### 1711-A-B-D-G: Child to Staff Ratio

Not Met

1711-A-B-D-G: A. Child to staff ratios are established to ensure the safety of all children.

B. Minimum child to staff ratios shall be met at all times.

1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.

D. Minimum Child to Staff Ratios for Type II and Type III centers:

Ages of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	11:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

G. Mixed Age Groups - Minimum Child to Staff Ratios

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

#### Finding:

1711-A-B-D-G Based on record review on 9/6/18, S1 did not have a minimum of 2 child care staff present at an early learning center when more than one child is present as LS observed C9 was signed in at 6:07am, C1 was signed in at 6:10 am, C11 was signed in at 6:11 am, and C10 was signed in at 6:12 am. LS observed S7 signed in at 6:25 am and S1 as well as S4 signed in at 6:30 am, therefore according to the children and staff daily attendance, child to staff ratio was not meet.

### 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 Licensing Division. The Licensing Division shall keep a registry of approved trainers.

#### Finding:

1721-A.-C. Based on record review/interview(s) on 9/6/18, there appeared to be discrepancies with documentation that the center staff of an early learning center, excluding Foster Grandparents, that included annual training hours in the topics found in §1719(A) and (B) as LS observed the names of center staff members appeared to be copied and pasted on the following Pathways training courses that were conducted by O1 and O2 :

Summer Spectacular: Power of Play 6/9/18 6 clock hours conducted by O2  
What a Mess! Hands on Art Activities 6/16/18 2 clock hours conducted by O1  
Multiple Intelligences 6/5/18 2 clock hours conducted by O1

Copies of certificates of completion or attendance records were not maintained at the center, as LS contacted The Children's Coalition and spoke with O1 in concerns to the center staff members attendance at the trainings. O1 reviewed the attendance logs for the above dates and confirmed that several staff members of the center did not attend the trainings. O1 emailed LS a copy of the training attendance log to verify if the following staff member were present for the above training courses:

S1 was not present for neither course but had certificates  
S2 was present for What a Mess and Multiple Intelligence not Summer Spectacular: Power of Play but had certificates  
S3 was not present for neither course but had certificates  
S4 was not present for neither course but had certificates  
S5 was present for What a Mess and Multiple Intelligence  
S6 was not present for neither course but had certificates  
S7 was present for What a Mess and Multiple Intelligence and not Summer Spectacular: Power of Play.

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Immediately after LS spoke with O1, S1 verbally stated that S6 (S1's daughter) "forged" the staff member names to the certificates in her absence from the center, therefore confirming that the staff names were copied and pasted to the document as representation of required training course completions.

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### 1901-I: Microwave Ovens, Bottle Warming Devices, Crock Pots

Not Met

1901-I: Microwave ovens, bottle warming devices and crock pots are prohibited in areas accessible to children.

#### Finding:

1901-I Based on observations on 9/6/18, S1 had a microwave ovens in areas accessible to children as LS observed a microwave oven located on top of a black Sterilite 3 drawer organizer, in the center's second building that was accessible to children. LS observed S4 and S5 supervising 3 children ages (3mths - 6mths) during the center visit and did not observe a hinged barrier in order to limit the children accessibility to the microwave.

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### 1901-N: First Aid Supplies

Not Met

1901-N: First aid supplies shall be kept at the center and shall be easily accessible to employees but not accessible to children.

#### Finding:

1901-N Based on observations on 9/6/18, first aid supplies were not kept out of the reach of children as LS observed a first aid kit located on a desk in S2 and S3's classroom. LS did observe S1 removing the first aid kit and placing it in an inaccessible area.

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### 1903-C: Free of Hazards

Not Met

1903-C: Indoor and outdoor areas shall be free of hazards.

#### Finding:

1903-C Based on observations on 9/6/18, the outdoor area was not free of hazards as LS observed (1) wooden fence lying on the ground near the entryway of the second building.

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### 1911-E: Daily Reports for Infants

Not Met

1911-E: Daily Reports for Infants. Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

#### Finding:

1911-E Based on interview(s) on 9/6/18, S1 lacked a daily written report for 3 of 3 infants as LS requested the daily infant reports for the 3 infants being supervised by S4 and S5 in the center's second building, at approximately 10:32 am. S4 informed LS that she had yet to complete the daily infant reports for the children in care.

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### 1915-A: Health Services - Observation

Not Met

1915-A: Observation. Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

#### Finding:

1915-A Based on interview(s) on 9/6/18, S1 did not document observations, when something is observed, noted on children upon arrival to the center as S1 verbally informed LS that she was unaware that the children that were picked up from home in the morning and dropped off at the school in the morning were also required to have health observations, therefore, the center's health observation documentation was observed as incomplete.

Based on record review on 9/6/18, results including an explanation from parent and/or child were not documented as LS observed August 27 - August 31, 2018 health observations were documented but no explanations were noted by the parents or child. LS observed there was no explanation of illness or injuries on any documentation provided for June 2018.

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### 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:

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2103-A Based on interview(s) on 9/6/18, in 12 of 12 children's files reviewed the S1 did not maintain signed parental authorization to transport a child on a regular basis as S4 verbally stated that she was unable to locate the parental authorizations for any children that were provided transportation by the center, for LS review.

### 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 interview(s)/record review on 9/6/18, S1 did not have documentation that the driver or attendant was provided with a current passenger transportation log as S4 and S1 stated they were unable to locate any passenger transportation for the center's 2017 - 2018 licensing year. S4 provided LS the passenger transportation log for 8/13/18 - 8/17/18 but the document was altered with 9/2/18 - 9/7/18 dates as S4 stated the center did not provide transportation during the week of 8/13/18 - 8/17/18 and that she did not have another document to log information on. Transportation is provided by the center.