

## Statement of Deficiencies

### 713.A.: Office of Public Health, State Fire, City Fire Approval

Not Met

713.A.: Annual licensing inspections by the department, current approvals by the Office of Public Health, Office of State Fire Marshal, and city fire (if applicable), and academic approval by the department (if type III center) shall be required before the expiration of an existing license. However, if a center has documentation establishing that the center requested an inspection by the Office of Public Health or the Office of State Fire Marshal prior to the expiration of the existing license, these approvals may be submitted to the department within 90 calendar days of the date of the license renewal.

#### Finding:

713.A. Based on record review: At approximately 11:50am, S1 lacked documentation of a current annual inspection and approval from City Fire. City Fire expired on 8/31/2019.

### 1715.A.1.&3.: Staff Records and Personnel Files

Not Met

1715.A.1.&3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

1. an application or staff information form containing the following information:
  - a. name;
  - b. date of birth;
  - c. home address and phone number;
  - d. training,
  - e. work experience;
  - f. educational background;
  - g. hire date; and
  - h. first day onsite working with children;
3. Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### Finding:

1715.A.1.&3. Based on record review: At approximately 10:37am, S1 did not have an application/staff information form to include name, date of birth, home address and phone number, training, work experience, or educational background for staff: S6, S2, S8, S7, S5, S11, and S9.

### 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:

2. copy of a state or federal government issued photo identification;

#### Finding:

1715.A.2. Based on record review: At approximately 10:37am, S1 did not have a copy of S6, S3, S10, S7, S11, and S9 state or federal government issued photo identification available for review.

### 1719.A.&B.: Orientation Training

Not Met

1719.A.&B.: A. Within seven calendar days of the first day present at the center, 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.
- B. 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; and
  6. CPR and first aid, as applicable.

#### Finding:

1719.A.&B. Based on record review: At approximately 10:57am, there was no documentation for 4 of 11 staff: S8, S7, S5, and S11, received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children and additional training within 30 days of S8, S7, S5, and S11 date of hire. Also, there was no documented date of hire on file for S8, S7, S5, and S11.

- According to the staff attendance log, S8's first day on premises was 4/15/2019.
- According to the attendance log, S7's first day on the premises was 8/12/2019.
- According to the staff attendance log, S5's first day on the premises was 7/8/2019.

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- According to the staff attendance log, S11's first day on the premises was 5/20/2019.

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