

## Statement of Deficiencies

### 1507.A.: Daily Attendance Records - Children

Not Met

1507.A.: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

#### Finding:

1507.A. Based on record review at 12:50 pm, the center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as 23 children were present and 14 children were signed in on the log dated 9/11/2020. S1 corrected the sign in sheet.

Corrective Action: Effective 9/11/2020, S1 stated she will ensure the children are being signed in and out each day.

### 1507.B.: Daily Attendance Records - Staff and Owners

Not Met

1507.B.: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

#### Finding:

1507.B. Based on record review at 12:51 pm, the center's daily attendance record for staff did not accurately reflect the staff on the child care premises. There were 4 teacher present during the walkthrough but only 3 were signed in. S2 failed to sign in and out. This was not corrected prior to Specialist departure.

Corrective Action Plan: Effective 9/11/2020, S1 stated she will ensure staff are signing in and out each day.

### 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 at 3:28 pm, there failed to be files on the center premises for 10 of 23 children. There failed to mastercards for: C3, C4, C7, C9, C10, C18, C20, C21, C22, and C23. This was not corrected prior to Specialist departure. Specialist received all mastercards for all children listed on 9/17/2020, except for C20.

Corrective Action Plan: Effective 9/11/2020, S1 stated she will ensure all children a record on file completed by their parent or guardian.

### 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 at 3:28 pm, there failed to be written authorization signed and dated by the parent to secure emergency medical treatment for 10 children. S1 failed to have the authorization on file for C3, C4, C7, C9, C10, C18, C20, C21, C22, and C23. S1 provided the authorization for all children noted except for C20 on 9/17/2020.

Corrective Action Plan: Effective 9/11/2020, S1 stated she will ensure all children files contain this written authorization.

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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 at 3:28 pm, there failed to written authorization signed and dated by the parent noting the first and last names of individuals who the child may be released other then the parent. S1 failed to have this authorization for C3, C4, C7, C9, C10, C18, C20, C21, C22, and C23. S1 provided the authorization for all children noted except for C20 on 9/17/2020.

Corrective Action Plan: Effective 9/11/2020, S1 stated she will ensure all children files contain this written authorization.

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### 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 observations/record review at 12:50 pm, S1 failed to have a CCCBC-based determination of eligibility for S2. According to the the orientation training verification form reviewed, S2's hire date was on 9/8/2020. S2 worked in the center on 9/8/2020 and 9/9/2020, according to the staff attendance log dated 9/7/2020-9/11/2020. Specialist observed her working in the center on 9/11/2020, however, she was not signed in.

Corrective Action Plan: Effective 9/11/2020, S1 will ensure all staff obtain a CCCBC-based determination of eligibility prior to working on the center premises.

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