

Statement of Deficiencies

5305-H: Children's Daily Attendance

Not Met

5305.H. A daily attendance record for children, completed by the parent or center staff, including the time of arrival and departure of each child and the name of the person to whom the child was released, shall be maintained. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out. A computerized sign in/out procedure is acceptable if the record accurately reflects the time of arrival and departure as well as the name of the person to whom the child was released.

Finding:

7305.H (5305.H.) The daily attendance log for children did not always include: the time of arrival and departure of each child and the name of the person to whom the child was released. Records were reviewed from 8/25/10 until present. In classroom #1, the time of departure was missing 2 times. In classroom #2, the time of arrival was missing 1 time, the time of departure was missing 5 times and the name of the person to whom the child was released was missing 1 time.
