

## Statement of Deficiencies

### 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: The center's staff and owner's daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by Specialist observation of 5 of 7 staff on premises signed in the log upon Specialist's arrival on 9/14/17. S4 and S7 were not signed in the log. Also, a review of the staff attendance log indicates staff are not always signing out for the day.

### 1707-A.1&2: Required Staffing - Director/ Director Designee

Not Met

1707-A.1&2: Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the day time hours of operation (prior to 9:00 p.m.).
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

#### Finding:

1707-A.1. Based on record review: The center's director is not an on-site full time employee of the licensed location and there was not an on-site full time qualified Director Designee given responsibility for for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met. A review of the Daily Attendance logs for staff over the past 45 days do not document S8's presence on premises.

### 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: The center did not have a copy of a State or federal government issued photo Identification available for review for 2 of 8 staff. S3(DOH: 3/16/17) and S6(DOH: 9/5/17) did not have a copy on file.

### 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 fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

#### Finding:

1717-A Based on record review: Provider did not have documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center for independent contractor O1, O2, O3, O4 and O5. O1 was present in the center on 5/24/17, 6/2, 6/9, 6/13, 6/30 and 7/13 before a CBC dated 7/21/17 was provided to facility. O2 was present 2/3/17, 2/22, 3/8, 4/5, 4/19, 4/26 and 5/3 without a documentation of a satisfactory CBC. O3 was present 3/28/17, 4/19 and 4/25 without a documentation of a satisfactory CBC. O4 was present 3/6/17, 3/27, 4/3, 4/12, 4/17, 4/27 and 4/28 without a documentation of a satisfactory CBC. O5 was present 12/15/16, 12/23 and 2/3/17. O5 was also present other days, but this was not properly reflected on the log. O5 logged in sign in/out times, but failed to document the date of the visit for three visits after 12/23/16.

## Statement of Deficiencies

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

Not Met

1719-A.-B.: Within seven calendar days of date of hire, 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,

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;

#### Finding:

1719-A.-B. Based on record review: Provider lacked documentation that 2 of 2 newly hire staff, S3(DOH: 3/16/17) and S6(DOH: 9/5/17), received orientation within seven days of date of hire in the required topics. Also, S3 did not receive additional orientation training within 30 days of hire in the required topics.

### 1911-G: Pacifier Attached

Not Met

1911-G: Pacifiers attached to strings or ribbons shall not be placed around the neck or attached to the clothing of a child.

#### Finding:

1911-G Based on observations: A pacifier that was attached to strings or ribbons was attached to the clothing of a child of C1 and C2. Corrected at the time by S2.

### 1921-E: Tornado Drills

Not Met

1921-E: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

#### Finding:

1921-E. Based on record review: The provider did not have documentation of tornado drills that were conducted at least once per month during the months of March, April, May, and June. The date of tornado drill was 6/29/17. S7 stated she thought tornado drills were to be conducted quarterly.