

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 interview(s)/record review on 9/16/2020, at 11:00 AM, S1 failed to maintain documentation of a daily attendance record for S4, to include the time of arrival and departure. According to the center's payroll documentation, S4's hire date was 5/19/2020. S1 stated S4 worked in the center during the months of May through August 2020; however, S1 was unable to locate any of S4's attendance records. S1 stated she may have the documents at her home as she worked from home for a period of time due to Covid 19.

Corrective Action Plan: Effective 9/16/2020, S1 stated she will complete a staff retraining as soon as possible regarding this regulation to ensure it is not cited again.

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 and interview on 9/16/2020, at 11:00 AM, S1 lacked documentation that S4 received orientation within seven days of the first day present at the center and prior to having sole responsibility for any children. S1 also lacked documentation that S4 received additional orientation within thirty days of date of hire. According to the center's payroll documentation, S4's hire date was 5/19/2020. S1 stated S4 worked in the center during the months of May through August 2020. S4's orientations were documented as having occurred on 8/18/2020.

Corrective Action Plan: Effective 9/16/2020, S1 stated she will complete a staff retraining as soon as possible regarding this regulation to ensure it is not cited again.

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 record review/interview(s) on 9/16/2020, at 11:00 AM, a CCCBC-based determination of eligibility for child care purposes from the department failed to be obtained for each staff member, prior to the person being present at the center or performing services as according to the center's payroll documentation, S4's hire date was 5/19/2020. S1 stated S4 worked in the center during the months of May through August 2020; however, S4's CCCBC was not received until 8/18/2020.

Corrective Action Plan: Effective 9/16/2020, S1 stated she will complete a staff retraining as soon as possible regarding this regulation to ensure it is not cited again. .