

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/interview on 9/17/18, S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure as LS requested S1's daily attendance logs. S1 stated that she has never completed a daily attendance log while being the owner of the center. S1 stated she does not get paid and that she is a volunteer. LS advised S1 that staff members are defined as paid and non-paid staff members. S1 was unable to provide LS any daily attendance records for review.

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 on 9/17/18, 1 of 8 children's records lacked a signed and dated parental authorization to secure emergency medical treatment as LS observed C3's records failed to have this information for LS review.

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 CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review on 9/17/18, S1 did not have documentation on file for Independent Contractors that included person's name, address, phone number, list of duties performed while at the center as LS observed the center's visitor files failed to have this information for O1 and O2. O1 was on the center premises from 11/8/17 - 2/14/18 and O2 was present on the premises from 2/14/18 - 5/9/18. S1 was unable to provide this information during the center visit.

1807-C.: CCCBC-Based Determinations of Eligibility for Visitors and Contractors

Not Met

1807-C.: C. An early learning center shall obtain a CCCBC-based determination of eligibility for child care purposes from the department for each visitor or independent contractor of any kind, and shall have documentation of said determination available at all times for inspection upon request by the licensing division, unless the visitor or independent contractor, other than therapeutic professionals as defined in §103, will be accompanied at all times while at the center when children are present, by an adult staff member who is not being counted in child-to-staff ratios. The center shall have documentation of said determination of eligibility, or documentation of the accompanying staff member, available at all times for inspection upon request by the Licensing Division.

Finding:

1807-C. Based on record review on 9/17/18, a CCCBC-based determination of eligibility for child care purposes from the department was not obtained for each O1 and O2 (both Speech Therapy personnel), prior to the person being present at the center or performing services as evidence by LS review of the center's visitor logs which LS observed O1 was present at the center (10) times between 11/8/17 and 2/14/18. O2 was present at the center (11) times from 2/14/18 - 5/9/18 without a CCCBC. The Center did not have documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1 and O2 at all times while on the center premises. Documentation did not include language stating that were accompanied by the staff member at all times while on the premises and signature of the staff member as LS observed this information was omitted on the center's visitor log.

1903-C: Free of Hazards

Not Met

1903-C: Indoor and outdoor areas shall be free of hazards.

Statement of Deficiencies

Finding:

1903-C Based on observations on 9/17/18, the outdoor area was not free of hazards as LS observed blunt wooden hangers located at the end of the ramp of the back entry way of Building 1 and along the wooden fence adjacent to the ramp of Building 2. The wood hangers were observed as being low enough that if a child tripped and fell, it would be a potential hazard. LS did not observe a rubber stopper or any another protective apparatus during the center walk through.

1917-K: Emergency Medication Plan and Records

Not Met

1917-K: Emergency Medications

1. Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that shall be updated as changes occur or at least every six months, and shall include:
 - a. method of administration;
 - b. symptoms that indicate the need for the medication;
 - c. actions to take once symptoms occur;
 - d. description of how to use the medication; and e. signature of parent and date of signature.
2. Medication administration records for emergency medication shall be maintained and include the following:
 - a. symptoms that indicated the need for the medication;
 - b. actions taken once symptoms occurred;
 - c. description of how medication was administered;
 - d. signature of administering staff member; and
 - e. phone contact with the parent after administering emergency medication.

Finding:

1917-K Based on record review on 9/17/18, a child who requires emergency medications, such as an EpiPen or Benadryl, did not have a written plan of action as evidence by LS review of C9's file which failed to have a written plan for C9's EpiPen.

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 on 9/17/18, S1's documentation of tornado drills was incomplete as the following was not noted on 3/1/18 and 5/1/18's tornado drill: time of drill, number of children, and amount of time to evacuate the center. Date of the center's only completed tornado drill was 4/1/18. The center is closed during the month of June.