

## 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.: Daily Attendance Records - Children: Based on record review on 9/17/2021 at 9:53 a.m., the center's daily attendance record for children failed to accurately reflect the children on the child care premises at any given time as 94 children were present and 91 children were signed in on the log. Specialist observed S3's classroom had 8 three-year-old children present and C1 was not signed in, S5's classroom had 10 two-year-old children present, and C2 was not signed in, and S17's classroom had 12 infants present and C4 was not signed in. The attendance was corrected prior to Specialist leaving the buildings.

Corrective Action Plan: Effective 9/17/2021, S1 stated the staff will be re-trained on accurately documenting the children's attendance in a timely manner. The staff-in-charge will be responsible for conducting a daily check at 9 a.m. to ensure all children are signed in, to ensure this deficiency is not re-cited.

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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.: CCCBC-Based Determinations of Eligibility for Volunteers and Staff: Based on record review on 9/17/2021 at 12:45 p.m., S1 failed to have documentation of a CCCBC-based determination of eligibility for child care purposes from the department for S20. S20 worked in the center on 9/10/2021 from 8:24 a.m. to 5:45 p.m. and 9/13/2021 from 8 a.m. to 3:30 p.m., following an ineligible status received on 9/10/2021. S20 was terminated on 9/13/2021.

Corrective Action Plan: Effective 9/17/2021, S1 stated she will update the email address with the CCCBC portal so that the notifications will be received immediately. S1 stated she will set a daily calendar reminder to check the portal and verify all staff as eligible, to ensure this deficiency is not re-cited.

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