

## 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 Based on record review: The Provider lacked documentation of a daily attendance record for children that included the time of arrival and departure of each child and the first and last name of the person to whom the child was released. S3 was unable to locate the children's daily attendance logs for the week of 8/14/17.

### 1711-A-B-D-G: Child to Staff Ratio

Not Met

1711-A-B-D-G: A. Child to staff ratios are established to ensure the safety of all children.

- B. Minimum child to staff ratios shall be met at all times.
1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
  2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- D. Minimum Child to Staff Ratios for Type II and Type III centers:

Ages of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	11:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

G. Mixed Age Groups - Minimum Child to Staff Ratios

1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5
2. Child to staff ratios for children under age two are excluded from averaging.
3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

#### Finding:

1711-A.-B.-D. Based on observation/record review: The Provider failed to meet the required child to staff ratio for children of the following ages: 6 children age Infant under 1 year to One years old with 1 staff. The required ratio for children of this age is 5 children per 1 staff person. On 9/18/17, Specialist observed 5 - One year old children and 1 - child under 12 months of age with one staff, S2. Two staff were needed to meet the require child/staff ratio. According to the children's daily attendance logs, C2, a child under 12 months of age, was in the One year old classroom on 8/23/17, 8/25, 8/27, 8/29, 8/30, 8/31, 9/6, 9/7, 9/8, 9/11, 9/12, 9/13, 9/14,9/15 and 9/18/17 when there were six or more children present in the class.

### 1713-E&F: Supervision Participation

Not Met

1713-E&F:

- E: While supervising a group of children, staff shall devote their time to supervising the children, meeting the needs of the children, and participating with them in their activities.
- F: Staff duties that include cooking, housekeeping or administrative functions shall not interfere with the supervision of children.

#### Finding:

1713-E&F Based on observation: While supervising a group of children, childcare staff did not devote their time to supervision of the children, meeting the needs of the children, and in participation with the children in their activities; S1 was observed getting the food ready for lunch in the kitchen, while the four children under her supervision were in an adjacent room with the door open. S1 could not view C1 asleep in a crib in the corner of the adjacent room.

## ***Statement of Deficiencies***

### **1715-A.1.3.: Staff Records and Personnel Files**

**Not Met**

1715-A.1.3.: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

An application or staff information form containing the following information: name, date of birth, home address and phone number, training, work experience, educational background and hire date;

Upon termination or resignation of employment, the last date of employment and reason for leaving;

#### **Finding:**

1715-A.1.3. Based on record review: Upon termination or resignation of employment, the Provider did not have the last date of employment, reason for leaving for staff S6, who's last date of employment was 8/18/17.

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