

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 at 11:30am, S1 failed to have documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure. 2 of 13 staff, S5 and S13, did not have documentation of the departure time on 9/21/2020.

Corrective Action Plan: Effective 9/23/2020, S1 stated she will bring the sign in sheet to her office and will monitor it to ensure all staff are signed in and out daily.

1901.C.: End-of-Day Check

Not Met

1901.C.: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

Finding:

1901.C. Based on record review at 11:31am, S1 failed to have an end of day check that included the time of visual check for 9/21/2020 and 9/22/2020. S1 stated S6 closed on both days, however forgot to document the time the visual check occurred.

Corrective Action Plan: Effective 9/23/2020, S1 stated she will make sure to check behind staff to ensure they have properly documented the date, time, and signature after they have conducted a visual check of the center.
