

Statement of Deficiencies

1507.C.: Daily Attendance Records - Independent Contactors

Not Met

1507.C.: Independent Contractors. A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name of the contractor, date of visit, arrival and departure times, name of staff member that accompanied contractor, if required, and purpose of the visit.

Finding:

1507.C. Based on record review/observations:

The center's independent contractors daily attendance record did not accurately reflect O1 on premises on 09/25/2019 at 10:45am. Specialist observed O1 working with a child during the licensing visit. O1 left premises at 11:15am.

1515.A.1.: Child Records and Cumulative Files

Not Met

1515.A.1.: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
 - a. name of child, date of birth, sex, date of admission;
 - b. name of parents and the home address of both child and parents;
 - c. phone numbers where parents may be reached while child is in care;
 - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
 - e. name and telephone number of child's physician, if applicable;
 - f. name and telephone number of the child's dentist, if applicable;
 - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;
 - h. any special dietary needs, restrictions or food allergies or intolerances, if applicable. See Paragraph 4;

Finding:

1515.A.1. Based on record review:

Ten of ten children's records reviewed on 08/21/2019 lacked the required information on the Child's Information Form as the following information was omitted any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, (if applicable). S2 indicated the children's forms have not been updated.

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 interview(s)/record review: A CCCBC-based determination of eligibility for child care purposes from the department was not obtained for O1, prior to O1 being present at the center and/or performing services on 09/25/2019. There was no documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied O1 at all times while on the center premises. Specialist observed O1 working alone with a 1 year old child at 10:45am. O1 left premises at 11:15am. S2 stated she "it was O1's first day here" and she had not "looked O1 up on the computer" to verify O1's eligibility status before working with the child. Specialist advised S2 that all independent contractors must be checked for approved eligibility before working with children alone in the center.

1921.A.: Emergency Preparedness and Evacuation Planning

Not Met

1921.A.: Emergency and Evacuation Plan. The director shall consult with appropriate state and local authorities and shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies that at a minimum shall:

1. address any potential disaster related to the area in which the center is located;
2. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
3. include specific procedures for handling infants through two year olds, including food and formula;
4. include specific procedures for handling children with special needs, including the evacuation and transportation of children in wheelchairs;
5. include a system to account for all children;
6. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
7. include a system to reunite children and parents following an emergency;
8. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur;
9. be reviewed annually for accuracy and updated as changes occur; and
10. be reviewed with all staff at least once per year.
11. practice drills shall be conducted at least twice per year to include all children and shall be documented.

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Finding:

1921.A. Based on record review: S2 did not have an emergency plan to include the following:

1. include procedures for sheltering in place, lockdown and evacuation to a pre-determined site for potential threats to the safety, health and well-being of children in care;
 2. include a system to account for all children;
 3. include a system, and a back-up system, for contacting parents and authorized third party release caretakers;
 4. include a system to reunite children and parents following an emergency;
 5. include procedures for providing information about the emergency plan to parents at the time of enrollment and when changes occur.
- S2 stated the emergency plan has not been completed "as of yet".
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