

Statement of Deficiencies

1509.A.12.a.-d.: Monitoring Policy for Provisionally Employed Staff

Not Met

1509.A.12.a.-d.: Monitoring policy for provisionally employed staff members:

- a. Each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes;
- b. The monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1811.D;
- c. The center shall post a copy of the policy in the center in a place visible to all parents and staff;
- d. The center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

Finding:

1509.A.12.a.-d.: Monitoring Policy for Provisionally Employed Staff: Based on record review at 11:20 a.m., S1 failed to have a written monitoring policy for provisionally employed staff with incomplete CCCBC-based determination of eligibility for child care purposes. S5's date of hire was 9/8/2021 and received a provisional status on 9/9/2021. S5 worked in the center on 9/10/2021 and 9/13/2021 from 6:45 a.m. to 2 p.m. S5 received a CCCBC-based determination of eligibility on 9/14/2021.

Corrective Action Plan: Effective 10/5/2021, S3 stated she will include a written monitoring policy that includes all requirements and it will be visibly posted no later than 10/8/2021. All parents and staff will sign and return that a policy was reviewed for future provisional staff. A more thorough review of eligibility will be done when notices are received, to ensure this deficiency is not re-cited.

1811-D.2.&3.: Provisional Employment for Staff Members of Early Learning Centers

Not Met

1811-D.2.&3.: 2. A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

- a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
 - b. The center must designate a monitor for each provisionally-employed staff member present at the center.
 - c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
 - d. Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.
 - e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
 - f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
 - g. At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

Finding:

1811-D.2.&3.: Provisional Employment for Staff Members of Early Learning Centers: Based on record review at 11:20 a.m., S1 failed to have a log, either handwritten or in electronic form, monitoring provisionally-employed staff member S5. S5 was hired on 9/8/2021, and received a provisional status on 9/9/2021. S4 worked in the center on 9/10/2021 and 9/13/2021 from 6:45 a.m. to 2 p.m. S5 received CCCBC-based determination of eligibility on 9/14/2021.

Corrective Action Plan: Effective 10/5/2021, S3 stated she will review the written monitoring policy that includes all requirements no later than 10/8/2021, and the monitoring log from the Licensed Center's Library will be completed, as required, for all staff who receive a provisional status. A more thorough review of eligibility will be done when notices are received, to ensure this deficiency is not re-cited.