

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 approximately 11:47am, S4 failed to maintain documentation of a daily attendance record for the director (S7), to include the time of arrival and departure. Specialist was unable to review S7's attendance records from 11/4/2019 to 10/8/2020 during the licensing inspection. S2 contacted S4 (via telephone) to find out where S7's attendance record was, but she was unable to locate it. S2 provided Specialist with S7's attendance record from 10/29/2019.

Corrective Action Plan: Effective 10/8/2020, S2 stated she will locate S7's missing attendance records and file them in the appropriate folder.

1707.A.1.&2.: Required Staffing - Director or Director Designee

Not Met

1707.A.1.&2.: Director or Director Designee. Each center shall have a qualified director or qualified director designee.

1. The director or director designee shall be an on-site, full-time staff person at the center during the daytime hours of operation (prior to 9 p.m.). When the director is not an on-site full-time employee at the licensed location, there shall be a qualified director designee who is an on-site full-time employee at the licensed location.
2. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

Finding:

1707A.1.&2. Based on record review/interview(s): At approximately 11:40am, S4 failed to have a qualified Director/Designee who is an on-site full time staff person at the center during the day time hours of operation (prior to 9:00 p.m.) and responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met. S2 stated S7 has not been working on the premises due to health issues. She was not sure when S7's last day of work was for the 2020 year. S2 stated S4 is in the process of finding and hiring a new director because S7 has health issues and is unable to return to work. Specialist was unable to review S7's attendance records to determine if her status was full time. There was no documentation of S7's attendance records from 11/4/2019 to 10/8/2020. S2 was only able to locate S7's attendance record from 10/29/2019.

Corrective Action Plan: Effective 10/8/2020, S2 stated a qualified director/designee will be hired to work on the center's premises full time. She will speak with S4 to ensure the hiring process can be done quicker.