

Statement of Deficiencies

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

Not Met

1509-A.12.: 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. Based on record review/interview with S1: The center did not have documentation to verify copies of the written policy was given to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member. S25, whose hire date is 9/18/2018, received provisional employment status on 8/24/2018 and did not received an eligible for child care purposes until 9/27/2018. Based on review of S25 attendance records and provisional monitoring forms, S25 was present on the premises from 9/18/2018-9/27/2018.
