

## Statement of Deficiencies

### 713.A: Office of Public Health, State Fire, City Fire, Office of Early Childhood approval

Not Met

713.A: Current approvals by the Office of Public Health, Office of State Fire Marshal, City Fire (if applicable), Office of Early Childhood and the Licensing Division shall be required before the expiration of an existing license.

**Finding:**

713.A Based on record review: Provider failed to have current approval from city fire Department.

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### 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: The early learning center's staff attendance record did not accurately reflect the staff members and on the center premises at any given time, as evidenced on 10/11/18: 12 staff were present but only 6 staff signed in.

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### 1715-A.4: Child Care Criminal Background Check

Not Met

1715-A.4: Staff Members. Personnel files for each staff member shall be maintained at the center and shall include the following:

4. documentation of a CCCBC-based determination of eligibility for child care purposes from the department.

**Finding:**

1715-A.4 Based on record review: One (S11) of 16 staff did not have a CCCBC. Staff's cbc expired on 9/30/18, and based to staff attendance, S1 was present at the center from 10/1/18 to 10/11/18. Specialist observed S1 at the center on 10/11/18.

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