

## Statement of Deficiencies

### 7303-C.4: Notification of Changes

Not Met

7303-C.4: The Bureau shall be notified prior to making changes which may have an effect upon the license, e.g., age range of children served, usage of indoor and outdoor space, director, hours/months/days of operation, transportation, etc.

#### Finding:

7303-C.4 Based on interviews: Center failed to notify Child Care Licensing prior to making changes which may have an effect upon the license as center transported a child for a field trip. Currently, Center does not have transportation or transportation for field trips as services offered through the center's child care license. A day in the summer of 2014, Staff S3 transported child C1 from the center on a field trip to have a key made.

### 7307-A.4: Transportation Permission

Not Met

7307-A.4: A record shall be maintained on each child to include signed agreements between the provider and the parent to transport the child. Daily trip authorization shall include name of child, type of service (i.e., to and from home, to and from school), parent's signature and date.

#### Finding:

7307-A.4 Based on interview(s): Center failed to have documentation of a signed agreement between the provider and the parent to transport a child (C1). A day in the summer of 2014, C1 was transported from the center by staff S3 on a field trip to have a key made.

### 7308-B: Retention of Children's Records

Not Met

7308-B: For licensing purposes, children's information shall be kept on file a minimum of one year from date of discharge from the center.

#### Finding:

7308-B Based on record review and interviews: Center failed to retain C1's information on file for a minimum of one year from date of discharge from the center. According to center's children's attendance log, C1 stopped attending the center the week of August 19, 2014.

### 7329-A: Parental Authorization

Not Met

7329-A: Written parental authorization shall be obtained for all non-vehicular excursions. Authorization shall include the name of child, type and location of activity, date and signature of parent, and shall be updated at least annually.

#### Finding:

7329-A Based on interview(s): Center failed to have written parental authorization for all non-vehicular excursions as staff occasionally take children with them on walks to staff cars to retrieve supplies from the car. Authorizations shall include the name of child, type and location of activity, date and signature of parent and shall be updated at least annually.

### 7331-I: Liability Insurance

Not Met

7331-I: The provider shall maintain in force at all times current commercial liability insurance for the operation of center vehicles to ensure medical coverage for children in the event of accident or injury. This policy shall extend coverage to any staff member who provides transportation for any child in the course and scope of his/her employment. The provider is responsible for payment of medical expenses of a child injured while in the provider's care. Documentation shall consist of the insurance policy or current binder that includes the name of the child care facility, the name of the insurance company, policy number, period of coverage and explanation of the coverage. If transportation is provided by parents for field trips or transportation is provided by contract, whether daily or field trip, a copy of the current liability insurance shall be maintained on file.

#### Finding:

7331-I Based on interview(s): Center failed to have documentation of current commercial liability insurance for staff's personal vehicle that was utilized when staff S3 took C1 on a field trip to have a key made.

### 7331-J: Safety Inspection

Not Met

7331-J: The vehicle shall have evidence of a current safety inspection. In lieu of a visual inspection of a contracted vehicle, a signed statement by the agency representative verifying the expiration date of the current inspection is acceptable.

#### Finding:

7331-J Based on interviews: Center failed to have evidence of the current safety inspection for a staff's personal vehicle that was utilized when staff S3 took C1 on a field trip to have a key made. The vehicle was not located at the center at the time of licensing visit.

## ***Statement of Deficiencies***

### **7333-A.1.a: Parental Authorization for Field Trips**

**Not Met**

7333-A.1.a: The provider shall maintain a signed parental authorization for each field trip. Field trip authorization shall include the type of service (contract vehicle, center owned vehicle, parent vehicle) used to transport children, event, location, child's name, date and time of event, parent's signature and date.

#### **Finding:**

7333-A.1.a Based on record review and interviews: Center failed to have signed parental authorization for field trips for C1. A day in the summer of 2014, C1 went on a Field trip with staff S3 to have a key made.. Field trip authorization shall include the type of service used to transport children, event, location, child's name, date and time of event, parent's signature and date.

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