

Statement of Deficiencies

1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A; 1-3 Based on observations: S16 did not maintain information for extracurricular personnel, S17, creative arts instructor and O1 physical activity contractor files, that included the following: first and last name, address, phone number, their duties and documentation of a CCCBC based determination letter of eligibility. S16 also did not have files maintained for S17 or O1 that confirms they were accompanied by adult staff member not counted in child staff ratio, that included date, arrival, departure times and signature of staff with contractor, while on the premises. S17 was observed on center website on the property, working with kids, on the following days; September 27, 2018 and again on October 3, 2018. S17's CCCBC wasn't requested until 10/08/2018 and eligibility was received on 10/11/2018. O1 was observed on the center website on the premises working with children on the following days; September 25, 2018 and October 9, 2018 and request for CCCBC was submitted on 10/08/2018 and an ineligible status was received on 10/11/2018. Both O1 and S17 were both working on the premises prior to eligibility and without any of the mentioned documentation.